

**ROCHESTER HOUSING AUTHORITY  
December 20, 2017  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

George Moses, Chair  
John Page, Vice-Chair  
Hershel Patterson, Commissioner  
Calvin Lee Commissioner  
Tynise Edwards

**STAFF PRESENT**

John Hill  
Shawn Burr  
Melissa Berrien  
Mike Gallo  
C. Clarke  
Paul Foti  
Jacquetta Harris  
Cynthia Herriott  
Rashondra Martin  
Linda Stango  
Evhen Tupis  
Janis White  
Sandra Whitney

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon  
Jamie Frumusa

Chair Moses called the December Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. He noted for the record that notice of this meeting was posted as required by law and there is a quorum present.

1. **Open Forum – Public Comments**

No Comments

2. **Approval of Minutes: November Minutes Regular Board Meeting**

Commissioner Lee moved, and Commissioner Edwards seconded the motion to approve the minutes of November 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

3. **Director's Report and Board Approval Requests**

a. Executive Director John Hill presented his director's report on the following topics:

1. John Hill announced to the Board that Sandra Whitney is retiring from Rochester Housing Authority (RHA) on January 12, 2017. Mr. Hill is in the process of recruiting a replacement for the Director of Public Housing. On December 6, 2017, John Hill held a Rehabilitation of Scattered Sites meeting; his goal is to invest funds into improvement for the scattered Sites to maintain them properly. The Scattered Site Assessment Survey covers all aspects of the houses.

John Hill sent a letter to Lisa Pugliese HUD Buffalo Office requesting a waive from 24 CFR 903.17. This regulation required Public Housing Authority (RHA's) to sponsor a 45-day Comment Period for changes to the ACOP and Agency Plan. The waiver request is for HUD to reduce the 45-day period to seven-days to allow RHA to incorporate a new preference in the ACOP and the Agency Plan to assist the evacuees from Puerto and the Virgin Islands.

b. Board Action Request

i. **Lexington Court Apartments Site Improvement – Capital Projects**

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

ii. **Insurance – Additional Funds for A & E PO – Capital Projects**

Commissioner Lee moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

iii. **Ratification of Appointment of City/RHA Ad Hoc Committee on Redevelopment  
– Capital Projects**

Commissioner Patterson moved, and Commissioner Edwards seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

iv. Maintenance Fleet Phase II: – Finance

Commissioner Page moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

v. Fernwood Land Purchase – Finance

This motion is on Hold.

vi. NYSIF – Workers Compensation – Human Resources

Commissioner Patterson moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

vii. EEC Technologies – VOIP Consultant – Human Resources

Commissioner Patterson moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

viii. 2018 Extermination Pest Control – Public Housing

Commissioner Edwards moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

ix. Security Contract – Public Housing

Commissioner Patterson moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Edwards voted yes. The motion was passed.

4. **Executive Personnel Administrator Report** **Rashondra Martin**

Ms. Martin introduced Evhn Turpis as the New Information Technology (IT) Director. RHA will be implementing the ADP Workforce Time and Attendance program. Ms. Martin presented an update on the status of RHA's supporting our associates and contributing to an organizational culture of excellence and improving internal communications. Goal III Support our Employees to Enhance an Organizational Culture of Excellence; she presented the 2018 Human Resources Training Schedule.

5. **Compliance, Diversity and Inclusion Officer Report** **Cynthia Herriot**

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department remains a part of the Structural Racism Initiative. Compliance continues to work with Rochester City School District (RSCD) on several community inclusion initiatives that involve decreasing school suspensions and improving academics. Ms. Herriott reported on the repayments for Leasing Operation and Public Housing.

6. **Finance** **Paul Foti**

Mr. Foti announced that the Class Action suit against HUD is settled and RHA will receive the funds from the attorney office. The Rcafe' is on schedule. He updated the Board on the RHA development loans, Olean Housing, Voters Block, and Frederick Douglas. COCC and Public Housing are showing a deficit; Leasing Operation is doing well, the utilization of the vouchers helped.

7. **Public Housing Report** **Sandy Whitney**

Public Housing Director, Whitney reported to the Board; rent collection is going very well. There was a total of 16 move outs for this period: 2 Voluntary, 1 Lease Violation, 1 Death, 1 Eviction, 1 No Notice, and 10 Transfers. The vacancy rate is around 2.68%. December rent will be low due to the Christmas Holiday.

8. **Leasing Operations Report (Section 8)** **Jacquetta Harris**

**Voucher Utilization Report:** Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. Utilization Rate for November is at 95.96%; this is due to many terminations. Voucher used 9,188. RHA staff is working hard to maximize the utilization rate. Leasing Operation received a letter

from HUD that RHA's SEMAP score is rated as a high performer. The letter will be added to the Public Record. The Leasing Operation department held an Evacuee Event at IBERO. They issued vouchers and did the move-in briefing.

9. **Family Self-Sufficiency Report**

**Melissa Berrien**

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) presented the successful completion of Mr. Sayed household income exceeds the FMR, he is no longer receiving assistance. He purchased his home in July of 2017.

Section 3 has three new application this month.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects four development projects, Federal Street, 43 Eiffel Place, 36-40 Shirley Street, and Waring Road. There are currently two projects out to bid, and two more projects are going to Procurement to be put out for bidding.

Commissioner Comments:

Commissioner Rivers would like to thank RHA for their efforts on the Evacuees Statewide, there may be funding for eviction and foreclosures. NYCHA, New York City Housing Authority is receiving funding, and she would like Rochester to Lobby for those funds. Enforcement of habitability and protecting against evictions and foreclosure. We are making sure there is a lobbying section to ask for additional funding for upstate Housing Authority.

Commissioner Patterson is asking about the Laundry Service; the residents are contacting for the status. He would like a time timeline that he can meet with John Hill.

Commissioner Page reported the foundation was laid on the first small house on Diamond Place, December 19, 2017.

Commissioner Moses stated that the New York City Housing Authority reported that the State had allocated funds to NYCHA. "The Big Ten" What came out of RHA's retreat is the opportunity to represent other smaller Housing Authorities like Syracuse and Buffalo, and Rochester, leading the effort. So, the timeliness is correct we cannot talk about, we must move on it. This effort is one of John Hill's Goals.

Chair Moses moved to go into Executive Session; Commissioner Edwards moved, Commissioner Rivera seconded to go into Executive Session for a Legal matter at 1:10 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner Edwards, and Commissioner Rivera voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Lee moved, Commissioner Rivera seconded to end the Executive Session at 2:10 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, and Commissioner Patterson, Commissioner Edwards, and Commissioner Rivera voted yes. The motion was passed.

11. **January Regular Board Meeting**

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, January 24, 2017**, at 12:00 noon in the Board Room (Room #121) at 675 West Main Street.

There being no further Regular Meeting Business to come before the Board, Commissioner Patterson moved that the Regular Meeting is adjourned. Commissioner Lee seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Edwards, Commissioner Rivera, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 2:12 PM.

Respectfully submitted,

John N. Hill  
Secretary to the RHA Board  
Executive Director