

**ROCHESTER HOUSING AUTHORITY
May 22, 2019
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Tynise Edwards, Acting Chair
Calvin Lee, Commissioner
Hershel Patterson, Commissioner
Rosalie Remarais, Commissioner
Florine Cummings, Commissioner

STAFF PRESENT

Shawn Burr
Melissa Berrien
Jacquetta Harris
Cynthia Herriott
Sara Jaouen
Rashondra Martin
Willie Pass
Evhen Tupis
Janis White

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Jamie Frumusa, Tipping Point

Acting Board Chair Tynise Edwards called the May Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. She 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

Osley Porter stated had seen some changes at RHA, concerning Contractors and Staff. He believes that both parties should be open to listening to each other's views. Mr. Porter thinks the Contractors should be involved with the Scope of Work (SOW). He reviewed a contract for a Statement of Work (SOW) that included work for an Arborist. Mr. Porter would like to ensure that if there are any changes to the SOW, a Change Order is in place before the work is completed. Communication is the key to a successful relationship between Contractors and RHA. It has been difficult communicating with the BMS' and Management. This situation can be costly to the Contractor; he wants to make sure that his company is not placed in an inescapable position that is hazardous and would blemish the reputation of the Contractor or RHA. He mentioned problems with a Building Maintenance Supervisor (BMS) but believed this could be worked out. The Contractors and Staff should be mindful how they speak to each other; working together will help both parties get the work done.

2. Approval of Minutes: April Regular Board Meeting Minutes

Commissioner Lee moved, and Commissioner Remarais seconded the motion to approve the minutes of April 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, Commissioner Ramarais, and Commissioner Edwards voted yes. The motion was passed.

3. Director's Report and Board Approval Requests

- a. Acting Executive Director, Shawn Burr presented his Director's report on the following topics: Mr. Burr reported that he attended the Nan McKay training on Low Income Housing Tax Credit Management as part of the NYSPHADA conference. The training was very informative, and it provided a good insight into what is required to manage tax credit properties and to stay compliant. The Low-Income Housing Tax Credit will be very beneficial as RHA moves forward with RAD. At the conference, he attended two RAD sessions and gained some insight into what's working and not working for other PHA's.

The legislative update session was positive; in which Tim Kaiser, Executive Director of PHADA, spoke about the efforts his organization has put forth advocating for PHA's. Mr. Kaiser stated that New York is fortunate to have Chuck Schumer supporting PHA's and that he's currently working to allocate State Funds for Public Housing needs. He reminded everyone that on October 1, 2019, Sequestration returns unless there is an agreement reached. The Governor did not sign much for affordable housing or PHA's and New York City Housing Authority (NYCHA) this past session. The Governor signed the Source of Income law, which is excellent for RHA's Section 8 participants. One of the highlights of the conference was the attendance of the NYS Attorney General, Letitia James who spoke at the reception. She announced a new program partnered by NYS and Enterprise to provide financial resources to PHA's – Sara Jaouen will have more info in her report. The 45 days of public comments for The Agency's 2019-2020 Annual Plan is complete; the public hearing was held on 5/15/2019 at 675 West Main Street. The Plan was forwarded to the Mayor's office for review. The Plan will be presented at June's Board Meeting. HUD Proposed Rule on Non-Citizen Residency in Assisted Housing article is available in the PHADA's Advocate Publication. HUD has issued a proposed rule which requires the verification status of every individual under the age of 62 residing in or applying for covered programs that include Public Housing and Section 8 Housing Assistance.

b. Board Action Requests

- i. Scattered Sites Roof Replacement (R-15) – The Contract was awarded to Gatti Remodeling for \$133,935.00 – Capital Projects

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

- ii. Harriet Tubman Estates Window Replacement Project – The Contract was awarded to Window Specialist Inc. for \$1,592,696.00 – Capital Projects

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

- iii. MRI/Call Max Product Purchase – The Contract was awarded to MRI Software (Formerly TenMast Software) for \$22,400.00 – Information Technology

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

- iv. Moving to Work Letter of Interest (Tentative) – Executive

Commissioner Lee moved, and Commissioner Cummings seconded the motion to table this request. Commissioner Patterson, Commissioner Cummings, Commissioner Lee, Commissioner Remarais, and Commissioner Edwards voted yes. The motion was passed.

4. Executive Personnel Administrator’s Report

Rashondra Martin

Ms. Martin continues to achieve Goal III of supporting RHA’s employees to enhance an organizational culture of excellence by continuing to provide training. Recent training: Customer Care – Associates; this training focus honing RHA Associates skills for superior customer service. This training is built upon the Customer Care Campaign. This training continued to build on the notion of our customer as being at the center of everything we do in our organization. Managers training included Building Influence in the Workplace.

The following addressed the 7 ways of building influence in the workplace:

1. Build Trust with Your Co-Workers- Influence is most often and most easily carried through trust.
2. Cultivate Reliability Through Consistency.
3. Be Assertive, Not Aggressive- Being assertive is the only way to get your ideas noticed.
4. Be Flexible- Flexibility is also important. While this may seem like it conflicts with the need to be assertive-- being too stringent or adamant in your beliefs will work against you.
5. Be Personal- A little personality goes a long way, especially when you're trying to build influence in the workplace.
6. Focus on Actions Rather Than Argument- you need to speak through your actions.
7. Listen to Others- Influence is a two-way street.

Goal IV: Improve Internal and External Communication; The Morale Committee presented the “Spring Fling Putt Putt Golf Event” on April 26, 2019. It was an afternoon with Associates across the authority. This event highlights our continued commitment to improving internal communications and further enhancing our culture of excellence. The results of the golf tournament and golf ball decorating contest are below:

Golf

1st Place- Hole-n-One

Marcos Rodriguez, Miguel Perez, Jose Rosado, and Richard Weit

2nd Place- Four Putters

Bryan Little, Eduardo Abud-Sturbaum, Mazi Bakari, and David Browning

3rd Place- Key Masters

Mike Gallo, Janis White, Greg DeLorme, and Hollie Trickler

Golf Ball Decorating Contest

1st Place-Fish Ball

Randy Newbould

2nd Place-Chick Basket

Eligibility Unit- Jeanette Pecoraro, Raul Hernandez, Melissa Phillips, Deborah Stenzel, Nora Garica

3rd Place- Polka Dot

Sandy Staheli

5. Diversity, Inclusion, and Compliance Officer’s Report Cynthia Herriott

Compliance, Inclusion, and Diversity continue to focus on these critical areas:

- **Housing Court** – In April, a landlord unlawfully attempted to evict an RHA tenant. Compliance worked closely with the tenants’ lawyer to ensure they had HUD regulations and copies of the owner’s property agreement, resulting in the action being stopped.
- **Security Camera Project** – A site walkthrough of the locations at Lena Gantt, Hudson Ridge, and Glenwood Gardens took place with one potential camera vendor. More are scheduled for the week of 5/20.
- **Audit and Review** – CDI continues to work closely with Legal to address areas in assessment within RHA.
 - **NYS Office of Temporary and Disability Assistance site visit** – Compliance served as the point of contact. Compliance continues to work with the Public Housing Director to ensure corrections are made. The final report from NYS has been received. RHA has responded to NYS’s report.

- Leasing Operations Permanent Supportive Housing Program (PSH) is currently under audit.
- The Finance Dept Audit has been completed. We will continue to work with Finance and Procurement to ensure that recommendations are implemented.

6. Finance

Willie Pass

Willie Pass reported on the actual vs. budget variance for year-to-date through April 2019. All components of the authority, COCC, Section 8, and public housing show a surplus based on the budgets. Further, he reported the actual 2019 figures vs. the ones in the prior year through April 2018. The Actual vs. the Budget shows that the authority is now in a stronger financial position.

7. Public Housing Report

Sara Jaouen

Ms. Jaouen reported on the NYSPHADA Conference in Verona, New York; she attended the Nan McKay training program for Low-Income Housing Tax Credit management and planned to sit for its exam. Attorney General Letitia James spoke at the reception of a new program the state is launching, called the New York State Preservation Opportunity Program (NYS-POP). This program will release \$12 million to support statewide affordable housing outside of New York City. Moreover, public housing closed the one- and two-bedroom waitlists; a letter was sent to inactive applicants, urging them to respond by May 15, 2019, at the latest. RHA had 18 households move out and, 34 households move in. Additionally, 41 units are ready to be rented out.

8. Leasing Operations Report (Section 8)

Jacquetta Harris

Director Harris reported on the proposed Administrative Plan language, which states the following: “A guest can remain in the assisted unit no longer than 30 consecutive days or a total of 90 cumulative calendar days for 12 months.” As of May 7, 2019, 1,752 people are on the waitlist. The leasing operation’s utilization of the voucher goal is approximately 100%, while that of RHA is currently at 95.32%, we aim to increase its voucher utilization further. Director Harris has set a goal to issue 82 vouchers per month and absorb incoming portability vouchers.

The monthly inspection average is 960–1020; the total number of inspections in April 2019 was 1,147, while in May 2019, it was 908. Permanent Supportive Housing (PSH) projects are being monitored monthly with financials and project participation. All projects that are projecting a deficit by the end of the grant period have an action plan that will demonstrate a reduction within the next 60 days.

9. Family Self-Sufficiency Report

Melissa Berrien

There are two successful FSS graduates Ms. McGill and Ms. Green. Ms. McGill entered the FSS program on 12/1/2015, with employment and case management goals.

Ms. McGill is no longer receiving a subsidy from Section 8 due to her income increasing by 180%. Ms. McGill is a successful graduate of the Family Self-Sufficiency (FSS) program and entitled to receive \$2,420.63 in escrow savings. Ms. Green entered the FSS program on 5/1/2016, with employment and homeownership goals. Ms. Green is no longer receiving a subsidy from Section 8 due to her income increasing by 174%. Ms. Green is a successful graduate of the FSS program and entitled to receive \$98.00 in escrow savings.

The Resident Services department is collaborating with the City of Rochester on the Financial Empowerment Center (FEC) Initiative, which aims to bring financial services to Rochester residents as a public service. The FSS department submitted an RFQ on April 25, 2019, and there was a follow-up meeting with the FEC team to review application on 5/3/19. Next phase is the MOU with a projected Implementation date of 9/2019.

RHA is also hosting the RHA Homeownership Fair on June 6th, from 3:30 – 6:00 pm. There were 3000 postcards mailed to Public Housing Residents and Section 8 Participants. There will be a Realtor, Home Inspector (Q&A), Local Agencies, and Banks that will be on site to offer tools to becoming a homeowner.

10. Planning Committee Report

Shawn Burr

Acting Executive Director, Shawn Burr reported discussed the status of Capital Projects current projects. The staff presented the updates and reviewed the progress of the Lighting Incentive Project, which is on schedule. The Elevator Upgrades at the High-rises, mobilization is in the process. The Scattered Sites are on schedule. Hudson Ridge Tower Window Weatherization is ready to begin. There are two projects out to bid, and one is under review, and two RFP's are under review. Mr. Burr reported on the project of the next "Changing the Face of Public Housing" and the project at the Bond/Hamilton site. The proposed designs are available for the Board review. Capital and development projects were discussed, and the project pipeline is moving along. The bid for Shirley Street single-family construction came back very high. Staff is evaluating other options, Linda Stango and Will Pass are working to find other alternatives. RHA is proceeding with the Section 3 Homeownership Plan and has identified seven Scattered Sites that the PNA firm will perform a physical needs assessment. RHA will use those assessments to prepare them for successful homeownership.

There are regular scheduling meeting with the Transaction Manager and the Rental Assistance Demonstration (RAD) Consultant to discuss progress and the next steps. The City of Rochester was updated on the RAD Application and Commitment to Enter into Housing Assistance Payments Contrats (CHAP) The CHAP process is moving forward, and RHA will begin with Federal Street and Scattered Site redevelopment, and renovation

for Parkside Apartments. Mr. Burr presented some before and after pictures for J Child LED Lighting for the Community Room, the first Floor Hallway, and the Cafeteria. The LED lights are a great add on to that site. The Scattered Site Porch Replacement Project at Lochner place, Berlin Street, Woodward Street, Glasser Street, Fillmore Street, Hawley Street, Shelter Street, and Troup Street is out to bid.

11. Commissioner Comments

Commissioner Cummings would like to thank Cynthia and the other staff for the initial training for Tenant on Patrol (TOP.)

Acting Board Chair Edwards requested to go into Executive Session for a Legal and Personnel Matter; Commissioner Patterson moved, Commissioner Lee seconded to approve this motion to go into Executive Session at 1:39 PM. Commissioner Cummings, Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

Acting Board Chair Edwards requested to end Executive Session; Commissioner Lee moved, Commissioner Remarais seconded the motion to end the Executive Session at 3:05 PM. Commissioner Cummings, Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

12. June Regular Board Meeting

The June Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 26, 2019**, at 12:00 PM in the Board Room (Room #121) at 675 West Main Street.

There being no further Regular Meeting Business to come before the Board, Commissioner Remarais moved, Commissioner Cummings seconded to end the Board Meeting at 3:06 PM. Commissioner Cummings, Commissioner Remarais, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**May 22, 2019
MINUTES PAGE 8**

Respectfully submitted,

Shawn Burr
Secretary to the RHA Board
Acting Executive Director