

ROCHESTER HOUSING AUTHORITY
DECEMBER 21, 2016, 12:00 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611



MEMBERS PRESENT

George Moses, Chair
John Page, Vice-Chair
Hershel Patterson, Commissioner
Willie Otis Commissioner

STAFF PRESENT

John Hill
Melissa Berrien
Shawn Burr
Regina Bailey
Diana Colon
Paul Foti
Michael Gallo
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
Melissa Santiago
Linda Stango
Janis White
Sandra Whitney

OTHERS PRESENT

H Todd Bullard, RHA Legal Counsel
Heather Amidon
Laquanda Simmons
Ms. Mitchell

Chair Moses called the December's 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 was a quorum present.

1. **Open Forum – Public Comments**

Ms. Mitchell is requesting that RHA put into the public record that she thought when she applied for Section 8 online during the open enrollment period, that her email receipt was proof she was accepted on our waitlist.

This was reported by Melissa Berrien on her behalf.

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

Commissioner Patterson moved, and Commissioner Otis seconded the motion to approve the minutes for the November 2016 Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, and Commissioner Otis 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 updated the Board on the nomination of Ben Carson for the Secretary to the Department of Housing and Urban Development (HUD). Rochester Housing Authority (RHA) is looking forward to the Ribbon Cutting Ceremony at 55-66 Garson Ave. John would like to present the Procurement and Information Technology Report to the Board at the January meeting.

b. Board Approvals of Requests as follows:

i. Renewal of Security Contract – Public Housing

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

ii. Renewal of Extermination Contract – Public Housing

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

iii. A/E Bulk Contracts – Capital Projects

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

iv. Microsoft Office – Information Technology

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

v. Worker Compensation - Human Resources

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

vi. Board Policy/Emergency Closing - Human Resources

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

vii. Board Updated Budget Approval - Finance

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

viii. Resolution for RHC Board Appointment – Legal

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

ix. Renewal of the Auto Policy– Finance

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

4. **Executive Personnel Administrator Report**

Rashondra Martin

Ms. Martin presented an update on the implementation of RHA’s Strategic Plan Goal III “Support our Employees to Enhance an Organizational Culture of Excellence,” Goal VI “Improve Internal and External Communication.” Ms. Martin introduced RHA’s new staff, Regina Bailey, Christopher Clarke, Melissa Santiago, and Diana Colon.

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

Cynthia Herriot

Ms. Herriott reported on the completion of the Compliance/Audit Committee.

6. **Finance Report**

Director of Operations, Foti reported RHA’s COCC revenue increase, due to Management fees, Admin Fees, and HAP. RHA’s liability has increased due to the State Pension and WC. RHA finished up doing well financially.

7. **Public Housing Report**

Public Housing Director, Whitney reported to the Board; there was a total of 40 move outs for this period: 12 Voluntary, 0 Termination, 7 Death, 6 Evictions, 9 Transfers, 4 Health, and 2 Section. Director Whitney also presented the monthly security report for public housing. The vacancy in Public Housing Studio Department will have a significant decrease.

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

Voucher Utilization Report: Director Harris presented the Section 8 Committee report. She also presented the Voucher Utilization report. The Voucher Utilization Rate for October was 100.14%; utilizing 9,211 vouchers, the waitlist letter will be mailed in January of 2017.

9. **Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. Ms. Simmons successfully completed the program and was present to receive her check.

RHA had one new hire that is self-certified as Section 3. We are at 67% of new hires being Section 3 eligible; this more than doubled our 30% HUD requirement.

The Senior Holiday Party was successful, 223 seniors attended, along with Mayor Warren, Senator, Joe Robach, City Council President, Loretta Scott, and Councilman, Adam McFadden.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr discussed the applications that are going to be submitted to HUD Special Applications Center (SAC). The plan is to develop the sites using tax credit or other funding sources. Capital Projects is working with Tipping Point to schedule the Ribbon Cutting at 54-66 Garson Ave. RAD has received the last of the RAD Closing Commitments (RCC). There are six projects out for bid. RHA goal is to change the face of Public Housing

11. **Commissioners' Report**

Commissioner Moses reflected on 2016 and how RHA will move forward positively in 2017. He wished everyone Happy Holidays.

Chair Moses into Executive Session, Commissioner Otis moved, Commissioner Page seconded to go into Executive Session for a Legal and personal matter at 1:17 PM Commissioner Patterson, Commissioner Page, and Commissioner Otis, voted yes. The motion was passed.

Commissioner Otis moved, and Commissioner Page seconded to end the Executive Session. Commissioner Otis, Commissioner Page, and Commissioner Patterson voted yes. The Executive Session ended at 2:55 PM. The motion was passed.

12. **January Regular Board Meeting**

The January Regular Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, January 25, 2016**, 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 Page moved that the Regular Meeting is adjourned. Commissioner Otis seconded the motion, Commissioner Patterson, Commissioner Otis, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 2:56 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director