

**ROCHESTER HOUSING AUTHORITY
March 27, 2019
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Tynise Edwards, Acting Chair
Calvin Lee, Commissioner
Florine Cummings, Commissioner
Hershel Patterson, Commissioner
Joanne Larson, Commissioner

STAFF PRESENT

Shawn Burr
Melissa Berrien
Sinclair Carrington
Mike Gallo
Jacquetta Harris
Cynthia Herriott
Sara Jaouen
Rashondra Martin
Linda Stango
Evhen Tupis
Janis White
Marisha Wilder

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Barbara Pierce, Tipping Point

Acting Board Chair Tynise Edwards called the March 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

No Report

2. Approval of Minutes: February Regular Board Meeting Minutes

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

3. Director's Report and Board Approval Requests

- a. Interim Executive Director Shawn Burr presented his director's report on the following topics: Mr. Burr reported on his follow-up to the Board from February's Board Meeting. RHA was invited by the City of Rochester (CoR) to participate in their Landlord, and Small Developer Summit held on Wednesday, March 13, 2019, at the Riverside Convention Center. Mr. Burr was one of the speakers as well as Mayor Warren and a host of others. He spoke about the Leasing Operation Department, the Section 8 Programs, our Project-Based Vouchers (PBV) Program, and the PBV and Request for Proposal (RFP) process. The event had 300 attendees with another 300 that were interested and put on a waiting list. A second event is in the works. The Agency's Annual Plan process is underway, and RHA will have a draft ready for the public to view and comment by March 29, 2019. The draft Agency Annual Plan will be released for public comments for 45 days on March 30, 2019, and ending on May 14, 2019. The public hearing will be on May 15, 2019, at 675 West Main Street. The President Trump officially released the budget request for FY2020 on March 18, 2019 and HUD programs would be cut severely. There will be more to come after the Senate and House release their proposed budgets.

b. Board Action Requests

- i. 29-31 Santee Street Porch Replacement Change Order – The Contract was awarded to Taouk Development for \$2,160.00 – Capital Projects

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

- ii. Danforth Towers Replacement of Commercial Sump Pump System (RE-Bid) – The Contract was awarded to E. Plumbing and Piping for \$59,950.00 – Capital Projects

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

- iii. Lawn Care Maintenance for 2019 – The Contract was awarded to AA Blades Enterprise for \$35,000.00 – Maintenance

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

- iv. Lawn Care Maintenance for 2019 – The Contract was awarded to Washington Property Management for \$56,000.00 – Maintenance

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

- v. 2019 Fleet Maintenance Services – The five year Contract was awarded to the City of Rochester for \$360,000.00 (\$72,000.00 Annually) – Maintenance

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

- vi. Storage Area Network (SAN) Hardware Purchase – Hardware purchases form vendors listed on Board Approval Request - Information Technology

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

4. Executive Personnel Administrator’s Report

Rashondra Martin

Ms. Martin is continuing to achieve Goal III of supporting RHA’s employees to enhance an organizational culture of excellence by continuing to provide training. Recent training: Performance Management for Managers, Dealing with People with Mental Health for Leasing Operations, Public Housing Office Staff, and Public Housing Maintenance. April upcoming Training; for managers Fundamentals of Supervision.

Goal IV: Improve Internal and External Communication; the demographic information for the Authority as of March 25, 2019, was reviewed including Age of Associates, Associates over 40, Associates Self -Report Ethnicity, and Associates by Gender.

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

Cynthia Herriott

Ms. Herriot is continuing to work on several projects:

Hotline Update – RHA’s service, **InTouch**, has advised that they do not want to renew RHA’s contract as it stands because we receive a large number of calls. RHA received 66 over a 3-month period when the average is 15-20. The Compliance Officer must negotiate a new contract for Hotline Service coverage.

Federal HUD Office of the Inspector General Requests (OIG) – The OIG’s office has a mandate from the U.S. Senate to examine HUD participant rolls for anyone with a criminal warrant for their arrest. They contact the Compliance Officer with a request to try and locate the participant and work with local authorities to have the warrant served and the participant terminated from the program. Compliance will continue to coordinate with HUD’s Office of Inspector General on this effort.

Audit and Review – CDI continues to coordinate with Legal to address areas in need of assessment within RHA.

- The Family Self Sufficiency Program is currently being audited. The audit is completed. Compliance has met with FSS staff to review the findings.
- 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 is still pending. It should be received shortly.
- The Permanent Supportive Program (PSH) Program out of Leasing Operations is currently being audited.
- The Finance Dept Audit has commenced. This includes the Procurement Dept.

Emergency Incident Plan – The procedure was presented to the Board; a training planning team has been established to plan this event.

Public Safety – The 2018 Public Safety Strategy Update is complete. Current areas of focus are Building Access Protocols, i.e., Danforth, Lake Ave.

6. Finance

Sinclair Carrington

Mr. Carrington reported on the Actual vs. Budget for year-to-date through January 2019. All the components of the Authority; COCC, Section 8, and Public Housing are all showing a surplus based on budget. He also reported on Actual 2019 figures vs. Prior year through January (2018). It shows that the Authority is in a stronger financial position compared to the prior year.

7. Public Housing Report

Sara Jaouen

Ms. Jaouen reported on Lake Tower vacancy rate, from 21 down to 12; thanks to Application Processing Center (APC) and the Housing Specialist. There were several RAD follow-up meetings to keep the Residents informed of the process and the status of the process. Mr. Burr did a great job with presenting the information to the Residents; he covered RAD and any questions or concerns they had.

She listed the RAD meetings location and time for Parliament Arms, Glenwood Gardens, Parkside/Scattered Sites, and Luther Circle. Her department did the Mental Health Training; Dealing with People with Mental Health. This training will provide Staff with insight and ways to better serve RHA's Residents.

8. Leasing Operations Report (Section 8)

Jacquetta Harris

Director Harris reported, as of March 13, 2019, Leasing Operations started issuing Vouchers; there are currently 1,752 people on the waitlist. Leasing Operation utilization of voucher goal is around 98%; RHA is currently at 94.12%. Effective April 1, 2019, approximately 150 vouchers will transition to Permanent Support Housing program participants, which will increase RHA's voucher utilization rate closer to the goal for 98%. The monthly inspection avg is 960-1020; the total inspection for February 2019 was 854; the month prior was 995. Permanent Supportive Housing projects are being monitored monthly for 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 60 days.

9. Family Self-Sufficiency Report

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency (FSS) reported that 221 participants are currently enrolled in the program. There are now 21 businesses in the RHA Section 3 Registry.

Ms. Sims began the FSS Program in February of 2012 with the goals of obtaining a bachelor's degree, credit restoration and homeownership. Ms. Sims increased her annual salary and improved her credit score by an average of 123 points. She enrolled in the First Time Homebuyer Program with Five Star Bank and is planning to purchase a home this summer. She is a successful graduate of the FSS Program and entitled to receive her escrow savings.

Mr. Weah began the FSS Program in March 2017. Her goals were to attend and complete an ESOL class, maintain employment and homeownership. Ms. Weah successfully completed her ESOL class through the office of Adult and Career Education Services (OACES) while maintaining full-time employment. Ms. Weah closed on her home in September of 2018. Ms. Weah is a successful graduate of the FSS Program and entitled to receive her escrow savings.

Ms. McNeill began the FSS Program in March of 2018. In addition to the mandatory goal of obtaining suitable employment, Ms. McNeill wanted to purchase reliable transportation to assist in maintaining employment. Ms. McNeill obtained a class C CDL. On November 27, 2018, purchased a vehicle; successfully completing her reliable transportation goal. Ms. McNeill is a successful graduate of the FSS program and entitled to receive her escrow savings.

The Senior Service Coordinator assisted 14 Public Housing residents in literacy, well-being check-ins, advocacy assistance, and was referred for housekeeping issues.

Section 3 program currently has 24 businesses on the RHA Registry. The two new Businesses added are Final Touch Painting and Triple Eights Cleaning and Rehab.

FSS 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. There will be an RHA Homeownership Fair on June 6, 2019, from 3:30-6:00 PM. Ms. Berrien is planning the second Annual Strong Family Extravaganza tentatively scheduled for June 29, 2019. The Senior Summer Outing is scheduled for August 9, 2019, at Ontario Beach Park, from 12-3 PM.

10. Planning Committee Report

Shawn Burr

Interim Executive Director, Shawn Burr reported on his meeting with Connected Communities, Executive Director LaShunda Leslie-Smith. She gave the history how the organization was created, and how involved they are in the East Main area revitalization. She spoke about the importance of community partnerships and working together for the common good. The Contractor Open House hosted on February 28, 2019, was successful. RHA had 20 contractors to attend this event. Mr. Burr updated the Board on the current projects; Lexington Court Site Improvement, Lena Gantt Roofing and Siding Replacement, and Scattered Site Roof Replacement. These sites are near completion. The Windows Hardware Upgrades at Danforth Towers is completed, and the contractor hired a Section 3 candidate for this project, who did very well. Harold Zink is coordinating The Lighting Incentive Project.

The Bid for Shirley Street single-family construction came back very high; Staff is evaluation options which will be presented at the next month meeting. Planning- do you mean Project Development staff? met with A/E firm to discuss their redesign options of the Bond/Hamilton site which is the next “Change the Face of Public Housing” project. The Architect will present to the next committee meeting in April.

RHA is proceeding with the Section 32 homeownership plan and identifying Scattered Sites to perform a physical needs assessment to prepare them for successful homeownership.

RHA is proceeding with the RAD Commitment to enter a Housing Assistance Payment (CHAPs). There are regularly scheduled conference calls with our Transaction Manager and RAD consultant to discuss progress and next steps. The process is moving forward and will begin with Federal Street/Scattered Site redevelopment and renovation and Parkside Apartments. Follow -up meetings with RHA’s residents are being scheduled to bring them to date with the status.

11. Commissioner Comments

Commissioner Patterson would like to know the status of the Laundry services and room upgrades.

Acting Board Chair Edwards requested to go into Executive Session; Commissioner Larson moved, Commissioner Cummings seconded to go into Executive Session for a Legal matter at 1:30 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, and Commissioner Edwards voted yes. The motion was passed.

- vii. Resolution 03.27.2019.01 – Appointment of Shawn Burr as Acting Executive Director and Cynthia Herriott as Interim Deputy Executive Director - Legal

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

- viii. Resolution 03.27.2019.02 – Appointment of New RHC Ex-Officio Board Members – Legal

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

Acting Board Chair Edwards requested to End into Executive Session; Commissioner Lee moved, Commissioner Larson seconded to end the Executive Session at 1:44 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

12. April Regular Board Meeting

The April Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, April 24, 2019**, 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 Lee moved, Commissioner Larson seconded to end the Board Meeting at 1:45 PM. Commissioner Cummings, Commissioner Larson, Commissioner Patterson, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr
Secretary to the RHA Board
Interim Executive Director