

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 24, 2016 12:00 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice-Chair
Calvin Lee, Jr., Commissioner
Willie E. Otis, Commissioner
Sara Valencia, Commissioner
Rosemary Rivera, Commissioner

STAFF PRESENT

Shawn Burr
Paul Foti
Sandra Whitney
John Mooney
Linda Stango
Mike Gallo
Melissa Berrien
Ashley Traynum
Janis M. White
Pierre Dorancy
Becky Maslowski
Shanna Cranmer

OTHERS PRESENT

Edward Trevvett, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Mike Kinnerknecht, Tipping Point

OTHERS

Chair Moses called the February 2016 RHA Regular Board Meeting to order at 12:07 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**

There were no public comments.

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

Commissioner Otis moved and Commissioner Lee seconded the motion to approve the minutes for January 2016 Regular Board Meeting. Commissioner Valencia, Commissioner Page, and Commissioner Rivera concurred. 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:
1. Welcoming of staff members attending the Board Meeting.
 2. Our strategic plan consultant, The Bronner Group. Bronner sent a draft on RHA Goal Tracker, which has all of the goals and action items that were discussed in previous meetings. The Goal Tracker outlined the individuals and units that will oversee the implementation and recommendations.
 3. An interview team is in the process of interviewing for the Director of Leasing Operations. There were 68 applicants and 6 met the minimum qualifications.
 4. The Housing Choice Voucher (HCV) cap has increased to 281 due to the closing of a RAD conversion at the Cedars of Chili apartment complex. The cap increase is good news for the community; this will allow RHA to assist more people in need.
 5. Leasing Operation and the inspection staffs are continuously working hard to house participants. Special programs staff works with partner agencies to house participants through Shelter Plus Care, HUD-VASH, Family Unification (FUP) and Section 8 MOD Rehab Programs.
 6. HUD has started to issue funding amounts for various programs. RHA will receive an additional \$182K in Capital funding for being designated as a High Performer.

b. Board Approvals of Requests as follows:

i. Jonathan Child Exterior Repairs – Capital Project

Commissioner Valencia moved and Commissioner Otis seconded a motion to approve this request. Commissioner Page, Commissioner Rivera, and Commissioner Lee, concurred. The motion passed.

ii. 54-66 Garson Ave Interior/Exterior Improvement – Capital Project

Commissioner Valencia moved and Commissioner Rivera seconded a motion to approve this request. Commissioner Page, Commissioner Lee, and Commissioner Otis, concurred. The motion passed.

iii. Network Server Replacement –Information Technology

Commissioner Valencia moved and Commissioner Otis seconded the motion to approve this request. Commissioners, Rivera, Commissioner Lee, and Commissioner Page concurred. The motion was passed.

iv. Annual Tenmast Software Licensing and Support Agreement – Information Technology.

Commissioner Valencia moved and Commissioner Lee seconded the motion to approve this request. Commissioners Rivera, Commissioner Otis, and Commissioner Page concurred. The motion was passed.

v. Cell Phone Contract Renewal – Finance

Commissioner Lee moved and Commissioner Valencia seconded the motion to approve this request. Commissioners Rivera, Commissioner Otis, and Commissioner Page concurred. The motion was passed.

vi. Elevator Contact Renewal – Public Housing

Commissioner Otis moved and Commissioner Rivera seconded the motion to approve this request. Commissioners Valencia, Commissioner Lee, and Commissioner Page concurred. The motion was passed.

vii. Amend The Administrative Plan –Public Housing

Board did not vote on the motion and it was tabled back to committee for further discussion.

viii. Renewal of Legal Services Contract –Public Housing

Commissioner Valencia moved and Commissioner Page seconded the motion to approve this request. Commissioners Rivera, Commissioner Otis, and Commissioner Lee concurred. The motion was passed.

ix. Memorandum of Understanding (Resource Partner for Not-for-Profits) – Executive

Commissioner Page moved and Commissioner Lee seconded the motion to approve this request. Commissioners Rivera, Commissioner Otis, and Commissioner Valencia concurred. The motion was passed.

- x. Approval for CFP 501.16 Budget submission to HUD – Capital Project

Board didn't vote on the motion as it is not required in order to submit the budget to HUD, request to strike this motion.

5. Finance Report

Director of Finance, Foti presented information on the Central Office Cost Center (COCC) Budget, the Public Housing Budget, and the Housing Choice Voucher Budget. All budgets are in good shape.

COCC funds are currently at a surplus; part of the positive increase is due to our Utility and Maintenance expenses decreasing. Paul would like to see RHA's surplus put to good use. Overall, RHA is doing well with their budgets.

6. Public Housing Monthly Statistical Report

Public Housing Director Whitney reported collections for January are higher than expected. There still is a high vacancy in studio apartments. The one bedroom and studio apartments rents are the same. The arrears are due to the time of year. Move Outs, Evictions and End of Leases, directly affected RHA's numbers.

There were a total of 33 move outs for this period: 5 Voluntary, 7 Terminations, 3 Deaths, 8 Transfers, 3 Health, and 7 Section 8. Directory Whitney also presented the monthly security report for public housing.

Director Whitney also presented a report on RHA Public Housing Wait List, which consisted of 1 Bedroom to 5 Bedrooms units. The 5 Bedroom units have the lowest turn over. There is a need for more 1 Bedroom units.

7. Housing Operations Report (Section 8)

Voucher Utilization Report: Public Housing Director Whitney presented the Voucher Utilization report. She reported the Voucher Utilization Rate for January of 97.90%, utilizing 8,993 vouchers. RHA is continuously reaching out to the homeless and connecting with agencies for support.

8. Plant Committee Report

Architect, Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out for bid. Ms. Stango presented the current projects that are in progress, Jonathan Child Common Area Renovation, Kennedy Towers Unit Bath Rehab, and Federal Street Abatement Phase II. RHA's Energy Performance Contract is under review by HUD; additional information has been requested and sent. The Environment Engineer Consultant contract expires in May and a RFP has been issued. 675 West Main Section 8 Area, a RFP has been

issued to supply and install demountable wall partitions.

9. Family Self-Sufficiency Report

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. The FSS program currently had two families in process of converting to a homeownership voucher. One family has closed and one family is in the process of searching for a house. The Family Food and Fun Program at Lena Gant/Holland program will begin on 3/2/2016. The requirement is 10 families. There was a new Officer election for University Towers. Consumer Credit Counseling Services is done four times a year; there is no cost for this program. The Boy Scout Recruitment Program is still underway; however, the turnout is very low. There were 14 new people signed up for the Section 3 program.

The EMG Company hired one of the Section 3 participants; the company was very impressed with the participant and would hire him for additional work.

10. Commissioners' Report

Commissioner Page noted that Rochester Housing Charities (RHC) December 2015 and January 2016 minutes were submitted to Janis White via email. Commissioners Valencia presented the Volunteer Legal Service Project (VLSP) from Harter Secrest & Emery, LLP; this project is geared toward senior citizens. Seniors are helped with Living Wills and Proxies. RHA seniors may be in need of this service. The project has two parts; meet the residents and then present them with documents. Commissioner Otis has some concerns with Eiffel Place, he will continue conversation with Shawn Burr.

Chair Moses asked for a motion to go into executive session due to a personnel issue. Commissioner Otis moved and Commissioner Lee seconded the motion to go into executive session at 1:24 PM. All commissioners concurred. The motion was passed.

Commissioner Otis moved and Commissioner Valencia seconded the motion to end the executive session at 1:59 PM and resume the regular Board meeting. All Commissioners concurred. The motion was passed. There were no motions or resolutions passed in Executive Session.

11. **March Regular Board Meeting**

The March Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, March 23, 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 Otis moved that the Regular Meeting be adjourned. Commissioner Lee seconded the motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:01 PM.

Respectfully submitted,

Shawn D. Burr

Secretary to the RHA Board
Interim Executive Director