

**ROCHESTER HOUSING AUTHORITY
JUNE 28, 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
Calvin Lee, Commissioner
Tynise Edwards, Commissioner

STAFF PRESENT

John Hill
Shawn Burr
C. Clarke
Paul Foti
Jacquetta Harris
Cynthia Herriott
Rashondra Martin
John Mooney
Janis White
Sandra Whitney
LaMarr Jackson

OTHERS PRESENT

Ed Trevvett, RHA Legal Counsel
Heather Amidon

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

1. **Open Forum – Public Comments**

Residents from Elmdorf Apartments and Glide Court Neighborhood expressed their concerns; Compliance will follow up to support.

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

Commissioner Otis moved, and Commissioner Patterson seconded the motion to approve the minutes of May 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Edwards, Commissioner Page, Commissioner Lee 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 with the Architectural firms that are providing Rochester Housing with the conceptual drawings for the Federal Street Site. These drawings are in line with "Changing the Face of Public Housing."

b. Board Action Request

i. The Agency Plan – Public Housing

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

ii. The Admin Plan – Leasing Operation

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

iii. Change to Policy# 350 RHA Drivers & #395 Use of RHA Property Geotab GPS and Monitoring System addition – Human Resources

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

iv. Bowman Service Point Software Renewal HMIS – Information Technology

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

v. Bad Debt, Vacated Arrears – Finance

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

vi. LiRo Engineers Additions Funds to the existing Purchase Order – Capital Project

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

vii. Section 3 Plan – Resident Services

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

viii. Resolution 06.28.2017.02 – Legal

Commissioner Edward moved, and Commissioner Otis seconded the motion to remove for review in Executive Session. Commissioner Page, Commissioner Lee, Commissioner Edwards, 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 status of (RHA's) Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence. Begin the On-boarding Orientation for all new associates. Rochester Housing participated in the Bryant & Stratton College Fair on June 27, 2017. Goal VI Improve Internal and External Communication is an ongoing process, which is working very well.

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

Cynthia Herriot

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department is working with Family Self Sufficiency to verify the Section 3 Business' names and their certifications. Her department is continuing to work on RHA Policies and Procedures, and including Memorandums of Understanding (MOU).

6. **Finance**

Paul Foti

Director of Operations, Paul Foti presented the 2018 Budget updates; COCC Budget vs. Actual is on target and doing very well. COCC is running according to Budget. He is working closely with Public Housing to streamline some of their expenses. Section Eight is constant.

7. **Public Housing Report**

Sandy Whitney

Public Housing Director, Whitney reported to the Board; there was a total of 25 move outs for this period: 7 Voluntary, 6 Death, 6 Evictions, 5 Transfers, 1 Lease Violation, and 159 RAD Conversion. The vacancy rate is below 2.42%.

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. The Voucher Utilization Rate as of April 2017, was 101.83%; utilizing 9174 Vouchers.

9. **Family Self-Sufficiency Report**

Melissa Berrien

Supervisor Melissa Berrien for Family Self-Sufficiency has 189 participants currently enrolled in the program. Section 3 has four new hires; two is Self-certified as Section 3 eligible. KB Demo & Restoration is a new Section 3 Business. The Wegmans outreach event was a success, 295 residents attended and received information about their Pharmacy and Medicare Part B. They also received information on United Health Care, the Alzheimer's Association. And the Public Market.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Seneca Manor Townhouses, Stanley Street, Winterroth Street, Central Park, Lena Gantt, Lake Tower, Danforth Tower, and some scattered Sites roofs.

11. **Commissioners' Report**

Commissioner Moses comment for public record as it relates to Public Comment, he drafted a brief memo, Attorney Bullard is aware of some of the concerns as well as Attorney Trevvett, this will be handed over to Compliance. He will meet with Mr. Van Alstyne, Director Whitney, Executive Director Hill, to discuss the concerns.

Chair Moses moved to go into Executive Session; Commissioner Patterson moved, Commissioner Edwards seconded to go into Executive Session for a Legal and Personnel matter at 12:55 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Edwards moved, Commissioner Otis seconded to end the Executive at 1:26 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Rivera, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

12. **July Regular Board Meeting**

The August Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, July 26, 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 Lee moved that the Regular Meeting is adjourned. Commissioner Otis seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Edwards, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 1:27 PM.

Respectfully submitted,

John N. Hill
Executive Director