

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

*March 22, 2017*

**ROCHESTER HOUSING AUTHORITY  
March 22, 2017, 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  
Rosemarie Rivera

**STAFF PRESENT**

John Hill  
Melissa Berrien  
Shawn Burr  
Chris Clarke  
Diana Colon  
Paul Foti  
Jacquetta Harris  
Cynthia Herriott  
Rashondra Martin  
Linda Stango  
Janis White  
Sandra Whitney

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon  
Jamie Frumusa  
Diana Colon  
Meagan Moore

Chair Moses called the March'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**

No Comments

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

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve the minutes of February 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Page, Commissioner Otis, and Commissioner Rivera, 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 his conversation with Ron Thomas, Executive Director, of Baden Street. He expressed that he wants his residents to take full advantage of the program at Baden Street. Mr. Thomas assured the center would be available by 2:15 daily for the residents. The IT Team and the Senior Staff have worked diligently on improving the status reporting in the Goal Tracker. The report will be released in April 2017. With the president \$1.4 Trillion Budget, HUD may receive a 10% reduction. Approximately \$1.3 billion may be cut from Public Housing Capital Fund.

b. Board Approvals of Requests as follows:

i. Kennedy Tower Window Replacements – Capital Projects

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

ii. Lena Gantt Roof and Siding Replacements Phase I – Capital Projects

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

iii. Lena Gantt Roof and Siding Replacements Phase II – Capital Projects

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

iv. Vinyl Plank Flooring Material Only – Capital Projects

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

v. Laundry Machine Purchase (Phase Project) – Finance

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

vi. Cell Phone Contract Renewal – Finance

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

vii. The Admin Plan – Finance

Commissioner Rivera moved, and Commissioner Otis seconded the motion to approve this request. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Rivera 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. Performance Management Training #2 was March 6, 2017. Monroe BOCES Civil Training for the Housing Specialist and Clerks will be held on March 31, 2017. Goal VI: “Improve Internal and External Communication is on track.

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

**Cynthia Herriot**

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department collection commitments are going very well. A planning meeting has been scheduled with the Section 3 Coordinator to review the plan’s draft. The draft will be presented to the Board in 45 days.

6. **Finance Report**

Paul Foti presented on the budget cuts from HUD and how it will affect RHA. He suggested we need to adjust our budget and he will work with our staff to come up with a solid plan. Procurement Office has an updated Procurement Policy and the hiring of a new Procurement Agent.

7. **Public Housing Report**

Public Housing Director, Whitney reported to the Board; there was a total of 25 move outs for this period: 6 Voluntary, 1 Termination, 3 Death, 2 Evictions, 10 Transfers, 1 Health, 1 Skip, and 1 Section 8. Public Housing should see a significant rent increase in March.

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 as of February 2017, was 100.14%; utilizing 9,211 vouchers.

9. **Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency has one new graduate, Ms. Stanley, successfully completed the program. RHA has one new Section 3 Business. Section 3 Plan Committee is formed, and the report will be submitted at the Planning Meeting in April.

10. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Seneca Manor Townhouses, Hudson Ridge Tower, Kennedy Tower, Fairfield Village, and 43 Eiffel Place is in pre-demolition status.

11. **Commissioners' Report**

Commissioner Moses and Commissioners acknowledged Sara Valencia commitment on the Rochester Housing Authority Board and, he also congratulated her on her new position.

Chair Moses moved to go into Executive Session; Commissioner Otis moved, Commissioner Page seconded to go into Executive Session for a Legal and Personnel matter at 12:54 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Rivera voted yes. The motion was passed.

Chair Moses moved to address a personnel matter; Chair Lee moved that the Executive Director, John Hill is directed to take all appropriate action to address the improper and unauthorized communication sent by the Application Processing Center dated March 3, 2017. Additionally, the Director will act to prevent such improper communication from occurring in the future. Commissioner Rivera seconded the motion. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Rivera voted yes. The motion was passed

Chair Moses moved to end Executive Session; Commissioner Otis moved, Commissioner Rivera seconded to end the Executive at 2.05 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, and Commissioners Rivera voted yes. The motion was passed.

12. **April 26 Regular Board Meeting**

The April Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, April 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 Otis moved that the Regular Meeting is adjourned. Commissioner River seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Rivera, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 2:05 PM.

Respectfully submitted,

John N. Hill  
Secretary to the RHA Board  
Executive Director