

**ROCHESTER HOUSING AUTHORITY
MAY 24, 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
Rosemary Rivera, Commissioner
Tynise Edwards, Commissioner

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon
Jamie Frumusa

Chair Moses called the May's Rochester Housing Authority (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. **Commissioners Oath**

Tynise Edwards was sworn in as the new appointed Commissioner for RHA.

3. **Approval of Minutes: April Regular Board Meeting**

Commissioner Lee moved, and Commissioner Otis seconded the motion to approve the minutes of April 2017, Regular Board Meeting. Commissioner Lee, Commissioner Patterson, Commissioner Edwards Commissioner Page, Commissioner Rivera, Commissioner Lee, and Commissioner Otis, voted yes. The motion was passed.

4. **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 revised Section 3 plan, and how it will affect our Section 3 Businesses. Our Newsletter will go out to our Community June 2017, RHA is working with Tipping Point Communications to meet this targeted date. This News Letter is to be mailed to approximately 12,000 households. RHA is moving forward with Development, which will "Change The Face of Public Housing."

b. Board Action Request

i. 62 Merrimac Street Fire Rehabilitation – Capital Projects

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

ii. TenMast Renewal – Information Technology

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

iii. Board Resolution 06.24.17.01 – Legal

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

5. **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. Recent training includes Dress Code & Personal Appearance. HR upcoming training will be on May 25, 2017, Monroe County BOCES Civil Service – Clerks, second training. Goal VI, her department is continuing to improve communication. HR and Tipping Point Communications designed and developed a professional Job Fair Brochure. Mr. Martin provided the Board with the breakdown of RHA’s demographic.

6. **Compliance, Diversity and Inclusion Officer Report** **Cynthia Herriot**

Ms. Herriott reported on her goals for 2017, to date, the Compliance Department is working on Leasing Operations repayment agreement totals for 2017. The database for Public Housing regarding Recovery Reporting development is at the completion phase, and the data entry is in progress.

7. **Finance** **Paul Foti**

Director of Operations, Paul Foti presented the 2018 Budget updates; COCC Budget vs. Actual is on target and doing very well. Public Housing is very close to RHA’s projected budget. He is working with the Director of Public Housing to discuss how to cut cost. Section 8 is doing well.

8. **Public Housing Report** **Sandy Whitney**

Public Housing Director, Whitney reported to the Board; there was a total of 36 move outs for this period: 12 Voluntary, 3 Health, 6 Death, 5 Evictions, 7 Transfers, and 3 Section 8. The vacancy rate is below 3%. The Board requested the waitlist to include 1 Bed Room.

9. **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 March 2017, was 100.96%; utilizing 9,286 vouchers.

10. **Family Self-Sufficiency Report** **Melissa Berrien**

Supervisor Melissa Berrien for Family Self-Sufficiency has one new graduate. Ms. Simmons household income increased by 200% as a graduate, she will no longer receive a subsidy from the HCV program. Section 3 has four new hires; one is self-certified as Section 3 eligible. FSS is working with REOC to develop a construction training program.; the city is also participating in this collaborative effort.

11. **Planning Committee Report**

Deputy Executive Director, Shawn Burr reported on current projects that are in the construction stage, Seneca Manor Townhouses, Fairfield Village, Eiffel Place, Lexington Court, Danforth Tower, and some scattered Sites roofs.

12. **Commissioners' Report**

Commissioner Page went on a tour of our vacant properties,' and he is concerned about the look of several RHA's Public Housing's Scattered Site Units. He was disturbed that the external picture of these properties were not a good look in our community. He doesn't want to be a part of contributing to the condition of the properties. He wants to know why the vacant houses are in bad shape, and who is responsible for the up keep.

Chair Moses moved to go into Executive Session; Commissioner Lee moved, Commissioner Edwards seconded to go into Executive Session for a Legal and Personnel matter at 1:06 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Patterson, Commissioner River, and Commissioners Edwards voted yes. The motion was passed.

Chair Moses moved to end Executive Session; Commissioner Otis moved, Commissioner Lee seconded to end the Executive at 1:39 PM. Commissioner Page, Commissioner Lee, Commissioner Otis, Commissioner Rivera, Commissioner Patterson, and Commissioners Edwards voted yes. The motion was passed.

13. **June Regular Board Meeting**

The May Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 28, 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 Patterson seconded the motion, Commissioner Patterson, Commissioner Lee, Commissioner Otis, Commissioner Rivera, Commissioner Edwards, and Commissioner Page voted yes. Chair Moses adjourned the Regular Board Meeting at 1:33 PM.

Respectfully submitted,

John N. Hill
Secretary to the RHA Board
Executive Director