

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING  
JANUARY 27, 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  
Hershel Patterson, Commissioner  
Sara Valencia, Commissioner  
Rosemary Rivera, Commissioner

**STAFF PRESENT**

Shawn Burr  
Paul Foti  
Jackie Milne  
Sandra Whitney  
John Mooney  
Linda Stango  
Mike Gallo  
Jason Norselli  
Kara Ryan  
Melissa Berrien  
Kenneth Day  
Ashley Traynum  
Janis M. White

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon, AP Safety and Security  
Mike Kinnerknecht, Tipping Point  
Geena Cruz, RHC President

**OTHERS**

Licosha Dates  
Sonya Fulton  
Jasmine Valle

Chair Moses called the January 2016 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**

There were no public comments.

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

Commissioner Otis moved and commissioner Patterson seconded the motion to approve the minutes for the December 2015 Regular Board Meeting. Commissioner Valencia, Commissioner Page, and Commissioner Lee, concurred. Commissioner Rosemary Rivera, Abstain. 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. Executive Director Shawn Burr introduced Melissa Berrien as the FSS Supervisor and Section 3 Coordinator; she is our newest member of the Senior Staff. Melissa will be working with Executive Director Shawn Burr to expand our Resident Service Department and the Section 3 Program.
  2. Shawn Burr introduced three of the six Section 3 training participants that successfully completed a recent training program. Their names are Sonya Fulton, Jasmine Valle and Licosha Dates, and each was presented with a certificate of completion. Melissa Berrien and Kenneth Day were instrumental in coordinating and performing the training sessions.
  3. Welcome to Ashley Traynum and Geena Cruz. Ashley is RHA's new Grants Specialist; she will work with Leasing Operations, Resident Services, and Rochester Housing Charities (RHC) to pursue grant opportunities. Ms. Cruz is the President of Rochester Housing Charities (RHC).
  4. Shawn attended the PHADA (Public Housing Authority Directors Association) conference along with George Moses, John Page, Calvin Lee, and Paul Foti. PHADA, along with Rutgers University held Executive Director educational classes on Maintenance Management and Personnel Management that Shawn was able to attend. RHA will implement some of the ideas presented. There were also seminars on the New Housing Choice Voucher, Section 3 Regulations, Fair Housing Regulations, and Uniform Physical Condition Standard-Voucher (UPCS-V). The UPCS-V is being developed to replace the current Housing Quality Standard (HQS) that is used for Section 8 inspections. RHA has inquired to be one of the test sites for UPCS-V.
  5. Our strategic plan Consultant, The Bonner Group, is working on the Goal Tracker. The Goal Tracker will show the perspective responsible individuals and units who will oversee the implementation of recommendations. This will be available for the Board review.
  6. Leasing Operations and Inspections staff did a great job processing as many participants as they could get under contract by 12/31/2015. RHA staff is continuously working with participants from the Intake Push. The Inspection staff is still performing inspections to get the participants housed.
  7. SEMAP – HUD accepted our SEMAP score of 100% which designates RHA as a high performer.

8. The 2016 Budget is in a waiting period where HUD determines how the budget will be allocated. The proration for Public Housing and Housing Choice Voucher are not set, however, there are estimates at 84% and 74% respectively. The Capital Fund Program (CFP) is estimated to have a slight increase.

b. Board Approvals of Requests as follows:

i. Federal Street Abatement – Capital Project

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

ii. Shirley Street Restoration – Capital Project

Commissioner Lee moved to approve this request. Commissioner Page voted no, Commissioner Valencia voted yes, Commissioner Otis voted no, Commissioner Patterson voted no, Commissioner Rivera voted yes. Due to the tie vote, Chair Moses voted no and the motion Failed.

iii. Extermination/Pest Control of RHA Properties/Units and Administration buildings – Public Housing

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

iv. Network Support Contract Renewal – Information Technology.

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

## **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. He also noted an expense for the previously approved AIG Renewal for the second year of a three year contract.

COCC funds are currently at a surplus; part of the positive increase is due to our Maintenance expenses decreasing. Public Housing's non-routine expenses are also indicative of the surplus. Overall, RHA is doing well with their budgets.

## **6. Public Housing Monthly Statistical Report**

Public Housing Director Whitney reported collections for December's vacancies have increased. The arrears are due to the time of year. More specifically, residents commonly opt to use their funds for other expenses during the holiday season. Move Outs, Evictions and End of Leases, directly affected RHA's numbers.

There were a total of 35 move outs for this period: 8 Voluntary, 11 Terminations, 3 Deaths, 6 Transfers, 3 Health, and 4 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 December of 99.52%, utilizing 8,862 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 and Kennedy Towers Unit Bath Rehab. Projects completed include Atlantic Townhouse Weatherization, Harriett Tubman Furnace Replacement, DTE/DTW Site Improvements, and the Hudson Ridge Canopy and Community Room Roof Replacement. RHA Energy Performance Contract is under review by HUD. Bids were received for Federal Street Abatement (Phase II) and 36-40 Shirley Street Fire Restoration.

## **9. Family Self-Sufficiency Report**

Supervisor for Family Self-Sufficiency (FSS), Melissa Berrien presented an overview of Resident Services. The FSS program currently has 206 participants of which 117 are new as of 12/1/2015. There are two families that are in the process of converting to Homeownership Vouchers. The Family Food Fund Program with the University of Rochester, Center for Community Health, wrote a grant designed for families with low income. The University of Rochester is working with FSS to incorporate healthy living and healthy eating; this is a 16 week program which includes exercise and nutrition classes. Section 3 has 6 Energy Performance Program (EPP) graduates. Roman Jones Jr, one of the Section 3 training participants, is successfully working. FSS is looking for construction training providers to support the Section 3 Program. Melissa reported the 2016 Combined PH/HCV Grant was awarded. The Annual Toy Give Away was a success; toys were donated by the Pirate Toy Funds.

Ms. Zola Brown coordinated with a local union for the children's book give away. Melissa welcomes donations for the 2016 Toy Drive. The RHA Seniors' Holiday Party received great reviews. This Annual Christmas Party is a welcoming event for RHA's seniors. CCCI is working with FSS for credit counseling. FSS is working with the local Boy Scouts to introduce their program to our residents.

10. **Commissioners' Report**

Commissioner Moses reported on the PHADA Conference. They were able to visit some Miami Public Housing, and the Florida Memorial College. A large majority of the students that attend Florida Memorial College lived in Public Housing. The Trayvon Martin Foundation is located on this campus. Trayvon's mother, Ms. Martin worked in Public Housing and Section 8 for over 25 years. Ms. Martin started the Section 3 program in Florida. She has agreed to work with our residents. She has a passion for working with Section 3 residents. Chair Moses would like to change the image of Public Housing. This will be a challenge but he believes it can be done. He would like to see more scholarship funds awarded to RHA's Public Housing residents.

Chair Moses asked for a motion to go into executive session due to a personnel issue. Commissioner Otis moved and Commissioner Rivera seconded the motion to go into executive session at 1:49 PM. All commissioners concurred. The motion was passed.

Commissioner Page moved and Commissioner Otis seconded the motion to resume the regular Board meeting and end the executive session at 2:45 PM. All Commissioners concurred. The motion was passed. There were no motions or resolutions passed in Executive Session.

11. **February Regular Board Meeting**

The February Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 24, 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 Page moved that the Regular Meeting be adjourned. Commissioner Otis seconded the motion, all commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:50 PM.

Respectfully submitted,

Shawn D. Burr

Secretary to the RHA Board  
Interim Executive Director