

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING  
MARCH 25, 2015 12:00PM  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**STAFF PRESENT**

Shawn Burr  
Mark Hill  
Sandra Whitney  
John Mooney  
Jackie Milne  
Linda Stango  
Maria Dewhirst  
Mike Gallo

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon, AP Safety and Security  
Adam McFadden

Chair Moses called the March 2015 RHA Regular Board Meeting to order at 12:00pm. He noted for the record that notice of this meeting was posted as required by law.

1. **Open Forum – Public Comments**

Chair Moses welcomed Mr. Adam McFadden as a member of the public. Mr. McFadden explained that he did not want to speak publicly but dropped off a confidential letter to the Board Members.

2. **Approval of Minutes: February 25, 2015**

Chair Moses noted one spelling error of a proper name. No other corrections or changes were noted. Commissioner Page moved and Commissioner Lee seconded the motion to approve the minutes, as amended, of the February Board Meeting. Commissioners Patterson, Rivera, and Otis concurred; the motion was passed unanimously.

Commissioner Valencia arrived at 12:11pm during the Director's report.

3. **Director's Report**

Interim Executive Director Shawn Burr presented his Interim Executive Director's Report regarding the following topics:

- a.) Artwalk
- b.) RHA's Agency Plan
- c.) RAD (Rental Assistance Demonstration)
- d.) Section 3
- e.) Energy Performance Contract
- f.) REAC (Real Estate Assessment Center, HUD)
- g.) Section 8 Landlord/Tenant Forums

- h.) RHA Newsletter
- i.) City of Rochester Consolidated Plan

Copies of the complete Interim Executive Director's report were sent to Board Members and Senior Staff in advance of the meeting and are available upon request.

4. **Board Approval Requests**

Board Chair George Moses noted that there would be one motion for the following Board Approval Requests:

- a. Agenda Item 4.a. Wireless Cellular Services Renewal Awarded to Verizon Wireless not to exceed \$42,000 through 04.11.16.
- b. Agenda Item 4.b. Rochester Housing Charities Loan in the amount of \$300,000 and approval of three new Board members for the Rochester Housing Charities: George Moses, John Page and Florine Cummings.
- c. Agenda Item 7.a. Establishment of a Bank Account for RHA's First Aid Worker's Compensation Claims.
- d. Agenda Item 8.a. Hudson-Ridge Community Room Roof and Entrance Canopy Roof Replacement Project, Awarded to Spring Sheet Metal and Roofing in the amount of \$163,140 with a contingency amount of \$16,314.
- e. Agenda Item 8.b. Harriet Tubman Estates Furnace Replacement Project – Furnace Equipment purchase Awarded to ABR Wholesalers in the amount of \$76,960 with a contingency amount of \$7,696.
- f. Agenda Item 8.c. Bay Zimmer Site – Roof Replacement Awarded to Yorkstate Roofing Co. in the amount of \$298,600 with a contingency amount of \$29,860.

Commissioner Page moved and Commissioner Lee seconded the motion to approve all these Board Approval Requests. Commissioners Rivera, Patterson, and Otis all concurred. Commissioner Valencia voted nay. The motion was passed.

5. **Public Housing Monthly Statistical Report**

- a.) Public Housing Director Whitney reported collections for January were at 98.71% of the amounts due. She reported the vacancy rate at 3.78% for February. There were a total of 32 move outs for this period: 9 voluntary, 6 terminations, 2 Section Eight transfers, 9 transfers, 4 deaths and 2 health transfers. There were five evictions, four for non-payment and one for another reason. She also presented a security report for public housing.

6. **Housing Operations Report (Section 8)**

- a.) **Voucher Utilization Report:** Director of Housing Operations Sturgis presented the Voucher Utilization report. He reported that the Voucher Utilization Rate increased slightly compared to last month at 95.74%, utilizing 8,386 vouchers.

7. **Plant Committee Report**

- a.) Architect Linda Stango presented an overview of projects in progress, projects completed, service contracts, and projects out to bid. Full information was sent to the Board in advance of the meeting in the Plant Committee Report. HQS inspection report was also reviewed.

8. **Chair's Report (Commissioners' Report)**

Chair Moses noted that going forward, the Chair's Report will be referred to as the Commissioners' Report, so that all members of the Board may feel free to report on relevant issues.

Vice Chair Page gave a report from the Executive Director Search Screening Committee. The report is attached.

Commissioner Otis raised concerns about the following four action items:  
a) Resident Council reimbursements for Time Warner Cable internet charges,  
b) Resident Councils that are running at a deficit  
c) Resident Council Stipends, some as low as \$10 for three months, and  
d) access to funds set aside for non-represented sites (those without a resident council).  
Chair Moses noted his concerns and explained they would be further explored in the Finance Committee Meeting.

Chair Moses reminded the Board about the upcoming Nan McKay training to take place on Monday, April 13 from 9:00am to 3:30pm.

9. **Executive Session**

Commissioner Page moved and Commissioner Rivera seconded a motion to go into Executive Session for an employee related legal issue at 12:42pm. After discussion, Commissioner Page moved and Commissioner Lee seconded a motion to adjourn executive session and resume the regular Board Meeting. Executive Session was adjourned at 1:54pm. No resolutions or actions were taken in Executive Session.

10. **March Regular Board Meeting**

The April Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, April 22, 2015**, 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 Valencia moved that the Regular Meeting be adjourned. Commissioner Lee seconded this motion, all Commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 1:56 p.m.

Respectfully submitted,

George Moses  
Chairman of the Board

**ROCHESTER HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
EXECUTIVE DIRECTOR SEARCH SCREENING COMMITTEE**

**SECOND REPORT**

Members- Commissioner: John Page  
Commissioner: George Moses  
Commissioner: Calvin Lee

Support: Jacqueline Mile, Human Resources  
H. Todd Bullard, Esq., General Counsel, Harris Beach PLLC

The Screening Committee, after its review and application of qualification criteria to the 73 resumes received, selected thirteen (13) candidates to interview on dates of March 12<sup>th</sup>, 13<sup>th</sup>, and the 16<sup>th</sup>, respectively at the office of general counsel, Harris Beach PLLC. Although 13 candidates received letters of invitation for the interviews, only twelve (12) responded and were interviewed in person or by telephone. The candidates were from various parts of the country and the RHA Screening Committee was impressed by the caliber of candidates. As disclosed previously, there were five candidates which may have a conflict. HUD did not provide our legal counsel with a clarifying or definitive legal opinion on the issue but instead advised RHA to seek a waiver if a candidate has a potential conflict.

**The Proposed Selection Schedule is as follows:**

March 12-13, 16: Interviews by Screening Committee of 12 finalists

March 25: The seven (7) top candidates' names will be sent to the full Board of Commissioners confidentially.

Month of April : Seven (7) candidates shall be interviewed by full Board at the RHA offices.

On or about April 22: Selection made of top three (3) candidates to speak at an invite only forum.