

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING  
AUGUST 19, 2015 12:04 PM  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Sara Valencia, Commissioner

**STAFF PRESENT**

Shawn Burr  
Jackie Milne  
Sandra Whitney  
John Mooney  
Linda Stango  
Mike Gallo  
Sinclair Carrington  
Maria Dewhirst

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon, AP Safety and Security  
Barbara Jean Campbell, Blackwell Estates resident

Chair Moses called the July 2015 RHA Regular Board Meeting to order at 12:04pm, immediately following the Annual Meeting. He noted for the record that notice of this meeting was posted as required by law.

1. **Open Forum – Public Comments**

Barbara Jean Campbell, Blackwell Estates resident, introduced herself and brought up several concerns she has with another resident at Blackwell. She proposed that the resident (her neighbor) may need some sort of home care assistance. Chair Moses thanked her for her comments and noted that someone would follow up with her.

2. **Approval of Minutes: July 9 and July 22 meeting minutes**

Commissioner Patterson moved and Commissioner Otis seconded the motion to approve the minutes of the July 9 and July 22 Board Meetings. Commissioners Lee, Rivera and Page concurred. The motion was passed. Commissioner Rivera abstained voting regarding the July 22<sup>nd</sup> meeting since she did not attend.

3. **Director's Report and Board Approval Requests**

- a. Interim Executive Director Shawn Burr presented his Director's Report regarding the following topics:
  - i. Snug Harbor update
  - ii. Leasing Operations and Inspections preparations
  - iii. Finance Director position
  - iv. Resident Council budgets and stipends

- v. Section 3 report
- vi. High Performer Status Update
- vii. Staff Picnic

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

b. Board Approval Requests

- i. Request Approval to Solicit Proposals for Project Based Vouchers, to award up to 300 Project Based Vouchers to potential affordable housing owners and developers within RHA's Housing Choice Voucher jurisdiction.

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

- ii. Healthcare Broker/Consultant Services awarded to Lawley Benefits Group in the amount of \$38,130. This consulting fee would only apply if Lawley Benefits Group did not become RHA's health care broker.

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

- iii. Ancillary Benefits Broker Services renewal, to Brown and Brown. There is no charge for these services, but Brown and Brown does receive remuneration in the form of commissions from insurance.

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

- iv. Legal Services renewal, for legal services provided to RHA and the RHA Board of Commissioners, to Harris Beach, not to exceed \$100,000 or one year. This is the first renewal in a four-year possible contract.

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

- v. Request to exchange and purchase Smart Burner Stove-top Elements, in a bulk purchase, awarded to Pioneering Technology Corp., in the amount of \$89,995. This manufacturer is a "sole source provider" of this product.

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

vi. Request Approval for the Contract of two Bulk Bid Architectural & Engineering Firms (two separate approvals). The first contract was awarded to AECOM, not to exceed \$200,000 or two years.

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

vii. Request Approval for the Contract of two Bulk Bid Architectural & Engineering Firms (two separate approvals). The second contract was awarded to Hunt Engineers, Architects, and Land Surveyors, PC, not to exceed \$200,000 or two years.

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

viii. Jonathan Child Common Areas Rehabilitation, awarded to AmBuild, LLC (SBE) in the amount of \$165,923 with a contingency amount of \$16,592.

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

ix. Federal Street- Interior Rehabilitation Change Order, awarded to Hunt Engineering in the estimated amount of \$11,250 due to previously hidden and/or unforeseen circumstances.

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

x. Request approval to submit to the US Department of Housing and Urban Development the Phase II Energy Performance Contract and related documents, collectively called the HUD EPC (Energy Performance Contracting) Submittal Package.

Commissioner Otis moved and Commissioner Rivera seconded a motion to table this request for review by RHA counsel. Commissioners Patterson, Page and Lee all concurred; the motion passed unanimously. It may be resubmitted at a later date.

## **5. Finance Report**

Interim Director of Finance Carrington presented the June 2015 monthly financial reports for the Housing Authority. The Housing Authority is doing well in each of the core businesses: the COCC (Central Office Cost Center), Public Housing and Housing Choice Voucher Programs are all doing well financially. Full detail is available on the financial reports sent to Board members and Senior Staff in advance of the meeting.

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

Public Housing Director Whitney reported collections for June were at 104% of the amounts due; she commended staff and residents and explained that this happens when residents prepay their rent. She reported the vacancy rate at 2.75% for June; they are still working toward lowering that percentage to 2%.

There were a total of 34 move outs for this period: 10 voluntary, 10 terminations, 11 transfers, 1 deaths and 2 health transfer. There were 8 evictions, 6 for non-payment of rent and 2 for other circumstances. She also presented a security report for public housing.

## **7. Housing Operations Report (Section 8)**

- a. **Voucher Utilization Report:** Public Housing Director Whitney presented the Voucher Utilization report. She reported the Voucher Utilization Rate of 95.44% for July, utilizing 8,499 vouchers.

## **8. Plant Committee Report**

- a. Interim Director of Development and Capital Projects 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. The HQS inspection report was also reviewed.

## **9. Commissioners' Report**

- a. Commissioner Rivera reported that a local elementary is reporting 52 homeless families within that one school. She and Mr. Burr are planning to meet with the principal, Sharon Jackson, and brainstorm ideas of how RHA can work with them to alleviate this housing crisis. This school is the only one within RCSD that has consistently failed testing for ten consecutive years. Mr. Moses invited all the commissioners. Mr. Patterson noted that this may be “just the beginning” and Ms. Rivera agreed.

## **10. September Regular Board Meeting**

The September Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, September 23, 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 Page moved that the Regular Meeting be adjourned. Commissioner Otis seconded this motion, all Commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:01p.m.

Respectfully submitted,

George Moses  
Chairman of the Board