

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING  
FEBRUARY 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

**MEMBERS ABSENT**

Calvin Lee, Jr., Commissioner

**STAFF PRESENT**

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

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Heather Amidon, AP Safety and Security  
Harry Davis, Section 8 participant  
Bonnie Cannon, advocate

Chair Moses called the February 2015 RHA Regular Board Meeting to order at 12:01pm. He noted for the record that notice of this meeting was posted as required by law.

1. **Open Forum – Public Comments**

Chair Moses welcomed members of the public Mr. Harry Davis and Ms. Bonnie Cannan. Mr. Davis noted his concerns regarding his Section 8 eligibility and status. Ms. Cannan further advocated for Mr. Davis and Section 8 participants in general. Chair Page thanked them for their comments noted that they would receive a response to their concerns.

2. **Swearing in of new commissioner Ms. Rosemary Rivera**

Chair Moses administered Ms. Rivera's oath of office; RHA Board Counsel Bullard notarized her signature. Interim Executive Director Burr welcomed Ms. Rivera to the Board, upon which staff and Board Members applauded.

3. **Approval of Minutes: January 21, 2015**

Vice Chair Page noted that item 5. b. noted in the minutes might need rewording for clarification. Counsel Bullard concurred. After discussion, Commissioner Otis moved and Commissioner Rivera seconded the motion to approve the minutes, as amended, of the January Board Meeting. Commissioners Patterson, Valencia, and Page concurred; the motion was passed unanimously.

4. **Director's Report**

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

- a.) RHA's Agency Plan/Consulting Services
- b.) RAD (Rental Assistance Demonstration)
- c.) Section 3 Update
- d.) Energy Performance Contract
- e.) REAC (Real Estate Assessment Center, HUD) Inspections
- f.) Section 8 Landlord Forums
- g.) RHA Newsletter
- h.) City of Rochester Consolidated Plan
- i.) County of Monroe 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.

5. **Finance Report - FY 2015 First Quarter Results**

- a.) Finance Director Hill presented the FY 2015 First Quarter Financial Reports. Overall, RHA's three main businesses did well in staying within budgeted amounts. Mr. Hill presented performance of the Central Office Cost Center, Low Income Public Housing and the Housing Choice Voucher Program. He compared current results with both the FY 2015 budget and FY 2014 results, all of which were satisfactory. Complete information was sent to the Board in advance of the meeting.

6. **Public Housing Board Approval Request and Monthly Statistical Report**

- a.) Public Housing Director Whitney reported collections for January were at 99.66% of the amounts due, which is much higher than last month. She reported the vacancy rate at 4.27% for January, a bit higher than last month. There were a total of 46 move outs for this period: 16 voluntary, 6 terminations, 3 Section Eight transfers, 10 transfers, 5 deaths and 4 health transfers. There were six evictions, five for non-payment and one for another reason. She also presented a security report for public housing.
- b.) Ms. Whitney presented the 2014 annual report from AP Security to the Board members, as requested at the January meeting. The report was well received.
- c.) Ms. Whitney presented a request to approve a renewal for Extermination Services in the amount of \$225,000 with a contingency amount of \$50,000 to Town and Country Pest Control. Ms. Whitney also presented a report regarding extermination services, as requested at the January meeting. Chair Moses thanked Ms. Whitney for her follow-up. Following a brief discussion, Commissioner Valencia moved and Commissioner Rivera seconded the motion. Commissioners Page, Patterson and Otis concurred. The motion was passed unanimously.

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

- a.) **Voucher Utilization Report:** Ms. Whitney presented for Director of Housing Operations Sturgis. Ms. Whitney reported that the Voucher Utilization Rate enjoyed an increase compared to last month at 95.57%, utilizing 8,371 vouchers.

8. **Board Approval Request**

Director of Human Resources Milne presented a request to approve a 2.5 % wage adjustment for employees retroactive to October 1, 2014 through September 30, 2015. Ms. Milne noted that AFSCME Local 1635-F had already ratified the wage adjustment as of February 12, 2015. The proposed wage adjustment followed nearly one year of negotiations. Following a brief discussion, Commissioner Page moved and Commissioner Otis seconded the motion. Commissioners Valencia, Rivera and Patterson concurred. The motion was passed unanimously.

9. **Plant Committee Report and Board Approval Request**

- a.) **Plant Committee Report:** 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.
- b.) Ms. Stango requested \$33,055.60 for Troup/Jefferson Site-Work Project, with a contingency amount of \$3,306. This proposal was discussed in advance at the Plant Committee meeting. Staff recommendation was to award the job to Caldwell Custom Concrete, the low bidder on the project. After discussion, Commissioner Page moved and Commissioner Otis seconded the motion to approve this request. Commissioners Rivera, Valencia, and Patterson concurred and the motion was passed unanimously.

10. **Board Approval Request**

- a.) Director of Information Technology Mooney requested the renewal of Network Support Services for an amount not-to-exceed \$25,000. This proposal was discussed in advance at the Finance Committee meeting. Mr. Mooney noted that the recommended vendor, Innovative Solutions, has been able to stay under the not-to-exceed amount for the past three years and has done an excellent job providing needed network support. Commissioner Otis moved and Commissioner Page seconded the motion to approve this request. Commissioners Rivera, Valencia, and Patterson concurred and the motion was passed unanimously.

11. **Chair's Report**

Vice Chair Page presented a report regarding the Executive Director Search to the Board members, noting the proposed selection process and timeline. There was a discussion concerning the search and selection process and the desire for full transparency. Mr. Moses concurred wholeheartedly.

12. **March Regular Board Meeting**

The March Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, March 25, 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 Otis seconded this motion, all Commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 1:41 p.m.

Respectfully submitted,

George Moses  
Chairman of the Board