

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
JANUARY 21, 2015 12:00PM
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

MEMBERS ABSENT

Jacqueline Levine, Commissioner

STAFF PRESENT

Shawn Burr
Mark Hill
Daniel Sturgis
Sandra Whitney
John Mooney
Maria Dewhirst
Jackie Milne
Lin Stango

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Robert Craven, contractor
Brian Hedges
Jenna Ward

Vice Chair Page called the January 21, 2015 RHA Regular Board Meeting to order at 12:00pm.

1. **Open Forum – Public Comments**

Vice Chair Page welcomed members of the public. There were no public comments. Vice Chair page noted for the record that there was a quorum, consisting of Commissioners Lee, Otis, Page, and Patterson to facilitate commencement of the meeting.

2. **Approval of Minutes: December 17, 2014**

Commissioner Lee moved and Commissioner Patterson seconded the motion to approve the minutes of the December Board Meeting. Commissioner Otis concurred; the motion was passed unanimously.

3. **Director's Report**

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

- a.) Thanks to Board for opportunity to serve as Interim Executive Director
- b.) Hiring process of permanent Executive Director
- c.) Appropriations Bill
- d.) RAD
- e.) Section 3
- f.) Energy Performance Contract
- g.) Fair Housing Forum
- h.) City of Rochester Consolidated Plan
- i.) Public Housing Site Tour/Parkside Ribbon Cutting
- j.) RHA Agency 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.

Board Counsel H. Todd Bullard entered the meeting at 12:07pm, during the Director's report.
Commissioner Valencia entered the meeting at 12:09pm, during the Director's report.

Chair Moses entered the meeting at 12:30pm but did not take over administration of the meeting, but rather, noted for the record that he was allowing Vice-Chair Page to continue presiding.

4. **Finance Report - FY 2014 Unaudited Financials**

- a.) Finance Director Hill presented the FY 2014 Unaudited Financial Reports. Overall, RHA's three main businesses did very 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 2014 budget and FY 2013 results, all of which were positive. Complete information was sent to the Board in advance of the meeting.

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

- a.) Ms. Whitney planned to present a Board Approval Request for Extermination Services Contract Renewal. There was a discussion resulting in a request from the Board and its general counsel for a more detailed report from the extermination company, Town and Country Pest Solutions. After discussion, the Board voted to table this request. Commissioner Moses moved and Commissioner Otis seconded a motion to table this agenda item. Commissioners Patterson, Lee, and Valencia concurred. The motion was passed unanimously.
- b.) Ms. Whitney reported that collections for December were at 99.44% of the amounts due, which is much higher than last month. She reported the vacancy rate at 3.82% for December, a bit higher than last month. There were a total of 38 move outs for this period: 14 voluntary, 8 terminations, 8 Section Eight transfers, 6 transfers, 2 deaths and 1 health transfer. There were seven evictions, six for non-payment and one for lease violation. She also presented a security report for public housing. There was a discussion regarding the security report and a request from the Board through its general counsel for a report from AP Security on both an annual and quarterly basis to be presented by Ms. Whitney.

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

- a.) **Voucher Utilization Report:** Mr. Sturgis reported Voucher Utilization Rate enjoyed an increase compared to last month at 94.33%, utilizing 8,262 vouchers. He noted that there are currently over one hundred vouchers in process that may activate early this year. Pending confirmation of sufficient funding, no new vouchers will be issued at the present time.

7. **Plant Committee Report**

- a.) **Plant Committee Report:** Architect Lin Stango presented an overview of projects in progress, projects completed, service contracts, projects out to bid. Full information was sent to the Board in advance of the meeting in the Plant Committee Report. Inspection completions averaged 95% for December.

Commissioner Valencia moved and Commissioner Lee seconded a motion to go into Executive Session at 1:10pm for a legal issue. No motions or resolutions were adopted in Executive Session.

At the conclusion of Executive Session at 1:53pm, Commissioner Lee moved and Commissioner Otis seconded a motion to resume the regular Board Meeting. Commissioners Moses, Valencia, and Patterson concurred. The motion was passed unanimously.

8. **Chair's Report**

Vice Chair Page presented a resolution ratifying an email vote to name Shawn D. Burr the Interim Executive Director of the Rochester Housing Authority. Commissioner Valencia so moved, Commissioner Otis seconded, and Commissioners Lee, Patterson, and Moses concurred. The motion was passed unanimously.

9. **February Regular Board Meeting**

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

Respectfully submitted,

George Moses
Chairman of the Board