

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
JULY 22, 2015 12:00 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
Sara Valencia, Commissioner

MEMBERS ABSENT

Rosemary Rivera, 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
Jessica Simpson, resident intern at City Law Dept.

Chair Moses called the July 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**

There were no public comments for this meeting.

2. **Approval of Minutes: June 24, 2015**

Commissioner Valencia moved and Commissioner Lee seconded the motion to approve the minutes of the June Board Meeting, as amended. The motion was passed unanimously.

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

- a. Interim Executive Director Shawn Burr presented his Director's Report regarding the following topics:
 - b. Snug Harbor update
 - c. Leasing Operations prepares for increased numbers
 - d. Finance Director progress
 - e. Resident Council budgets and stipends
 - f. Senate Appropriations
 - g. Section 3 report
 - h. 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

Board Chair Moses noted that all items have been cleared through subcommittees and have been fully vetted.

- a. i. Strategic Planning Services to provide professional consulting services to RHA to develop a five year strategic plan, in the amount of \$64,010 awarded to Bronner Group, LLC.

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

- b. ii. COCC Policy and Procedure Manual, Resolution 07.22.15-1 (see attached resolution)

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

- i. iii. Resolution to add members to the Rochester Housing Charities Board

Commissioner Valencia moved and Commissioner Patterson seconded the motion to approve this request. Commissioners Valencia, Lee, and Otis all concurred. The motion was passed. Mr. Burr noted that a formal resolution would be drafted.

5. Finance Report

Interim Director of Finance Carrington presented the 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. The Housing Choice Voucher program continues to post a deficit due to HUD's recapture of overpaid funds from FY 2014. 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 97.61% of the amounts due; she commended staff and residents. She reported the vacancy rate at 2.67% for June. Ms. Whitney reported that the percentage is lower than May, and staff is continuing to work at lowering that percentage. There were a total of 37 move outs for this period: 10 voluntary, 9 terminations, 4 Section Eight transfers, 9 transfers, 2 deaths and 1 health transfer. There were 8 evictions, 7 for non-payment of rent and 1 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 95.37% for June, utilizing 8,493 vouchers.

8. 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. The HQS inspection report was also reviewed.

9. Commissioners' Report

- a. The RHA Annual Meeting will occur at the August 19 Board Meeting.
- b. Commissioner Page entered meeting minutes of the Rochester Housing Charities, as a point of information.
- c. Commissioners Otis and Patterson continue to visit public housing sites and giving updates to the Board regarding resident needs.

10. Executive Session

Chair Moses noted there was an item regarding legal issues that required executive session. Commissioner Valencia moved to go into executive session at 1:09pm. Commissioner Lee seconded this motion, all Commissioners concurred and the motion was passed. Commissioner Valencia moved and Commissioner Lee seconded a motion to approve creation of a position along with the accompanying job description. Commissioner Otis moved to resume the regular meeting at 2:00pm; Commissioner Valencia seconded the motion. All commissioners concurred and the motion was passed.

11. August Regular Board Meeting

The August Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, August 19, 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,

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George Moses
Chairman of the Board