

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
JUNE 24, 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
Rosemary Rivera, Commissioner

MEMBERS ABSENT

none

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Dot Tucker, member JWRC

Chair Moses called the June 24, 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**

- a. Dot Tucker spoke as a representative of the Jurisdiction-Wide Resident Council, in support of entrepreneurial programs through the Urban League, possibly through Resident Services. She praised Melissa Berrien and her team's efforts to provide opportunities and support for the residents and hoped this Urban League program could be yet another community resource. She also thanked Sandra Whitney, Heather Amidon, the JWRC and Melissa Berrien for the great job over at Seneca Towers.

2. **Approval of Minutes: May 27, 2015**

- a. Commissioner Patterson moved and Commissioner Lee seconded the motion to approve the minutes of the May Board Meeting, as amended. Commissioners Otis, and Page concurred; the motion was passed.

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

- a. Interim Executive Director Shawn Burr presented his Director's Report regarding the following topics:
 - i. Resignation of Dan Sturgis, Director of Housing Operations
 - ii. Appointment of Sinclair Carrington as Interim Finance Director
 - iii. Stipend Review for Resident Council members
 - iv. Congressional Housing Funding
 - v. HCV Administrative Proration increased to 79%
 - vi. RAD
 - vii. Section 3
 - viii. RHA 60th Anniversary Picnic with staff
 - ix. Section 8 Waiting List management

There was a discussion regarding the Section 8 waiting list, the age of the list and how best to get to everyone on the list. Mr. Burr, Mr. Mooney, Ms. Whitney, Commissioner Moses, Commissioner Rivera, and Mr. Bullard participated.

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. Mr. Burr presented three Board approval requests as follows:
 - i. Lena Gantt Unit Intercom Upgrade Project, in the amount of \$39,000 with a contingency amount of \$3,900 awarded to Concord Electrical Company (Rochester, NY).

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

- ii. Garson Avenue Unit Interior Demolition/Abatement, in the amount of \$54,575 with a contingency amount of \$5458 awarded to R&J Asbestos & Lead Removal.

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

- iii. Bowman Service Point Software Renewal (for the Continuum of Care), in the amount of \$72,910. Awarded to Bowman Systems, LLC. Bowman Service Point Software was selected by the Continuum of Care prior to RHA becoming the Homeless Management Information System administrator and is currently utilized by approximately 70 agencies. Funding for this expense is provided by the HUD HMIS grant.

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

- iv. Board Resolution requested by QCI Investments and Vision Federal Credit Union to verify the Board approval of the change in signatories on those accounts, from our previous Finance Director Mark Hill over to our Interim Finance Director Sinclair Carrington.

Commissioner Otis moved and Commissioner Valencia seconded the motion to approve this request. Commissioners Page, Patterson, Rivera and Lee all concurred. For the purposes of the written resolution, Chair Moses concurred as well. The motion was passed.

5. Monthly Finance Reports

- a. Interim Finance Director Carrington presented the financial reports for the Housing Authority. RHA's COCC (Central Office Cost Center) and Public Housing Programs are performing positively in comparison to the FY2015 budget. RHA's Housing Choice Voucher Program is showing a shortfall in funding from HUD, which was expected due to overpayment last fiscal year. (HUD is recouping the money they overpaid.) Full detail is available on the financial reports provided to Board members and Senior Staff at the meeting.

6. Public Housing Monthly Statistical Report

- a. Public Housing Director Whitney reported collections for May were at 96.62% of the amounts due; she commended staff and residents. She reported the vacancy rate at 2.67% for April. Ms. Whitney reported that the percentage is lower than April, and staff is continuing to work at lowering that percentage. There were a total of 32 move outs for this period: 6 voluntary, 11 terminations, 1 Section Eight transfers, 4 transfers, 1 no notice, 6 deaths and 2 health transfer. There were 10 evictions, 9 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:** Ms. Whitney presented the Voucher Utilization report. She reported that the Voucher Utilization Rate increased slightly compared to last month at 95.55%, utilizing 8,509 vouchers.

8. Plant Committee Report

- a. Interim Director of Development and Capital Projects 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. Chair Moses: The Board's Executive Committee and Interim Executive Director Burr have been meeting with representatives from the City of Rochester to work on RHA's pilot agreement with City of Rochester. It may not have been updated since 1955 and so it definitely needs to be updated. We are working hard to be sure our goals are aligned with the goals with City of Rochester so we can work together.
- b. Chair Moses: The Board is actively working to educate local agencies and community partners such as The City of Rochester about what we do. We are also actively working to position the Authority to be more involved in community projects with hopes of generating non-traditional income.
- c. Commissioner Otis: RHA needs to look into accessing the "Section 3 business Account" and strongly consider dissolving ties with Baden Street. Thirdly, the rental income generated from Baden Street's rental of the community room should be given to the JWRC (Jurisdiction-Wide Resident Council) to help support the Resident Councils.

Commissioner Lee noted that there has been a long-standing relationship with Baden Street and that cutting ties with them should be carefully considered, perhaps in a different meeting. Chair Moses concurred, and suggested that the discussion regarding Baden Street be explored in Executive Session and that the concern regarding the "Section 3 Business Account" should be addressed in the Resident Relations Committee.

- d. Commissioner Rivera noted that the next Section 8 Committee meeting needed to be scheduled. The members agreed to set a date before leaving.
- e. Commissioner Page: RHA Newsletter is waiting on short biographies from the Board and they cannot go to print until the person hears from those Board members who haven't yet responded. Otherwise, it is ready to go.

10. Executive Session

Chair Moses noted a personnel issue that required executive session. Commissioner Rivera moved to go into executive session at 1:41pm. Commissioner Otis seconded this motion, all Commissioners concurred and the motion was passed. No action was taken and no resolutions were made in executive session. Commissioner Page moved to resume the regular meeting at 2:18pm; Commissioner Lee seconded the motion. All commissioners concurred and the motion was passed.

11. **July Regular Board Meeting**

The next Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, July 9, 2015**, at 12:00 noon in the Board Room (Room #121) at 675 West Main Street. This is in addition to the regularly scheduled Board Meetings to allow for approval of the Five Year Agency Plan.

There being no further Regular Meeting Business to come before the Board, Commissioner Page moved that the Regular Meeting be adjourned. Commissioner Lee seconded this motion, all Commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 2:20p.m.

Respectfully submitted,

George Moses
Chairman of the Board