

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
MAY 27, 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
Mark Hill
Sandra Whitney
John Mooney
Jackie Milne
Linda Stango
Mike Gallo
Dan Sturgis
Maria Dewhirst

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Heather Amidon, AP Safety and Security
Dot Tucker, president of HRT Resident Council
Noella Wainwright, president of DTE Resident Council
Catherine Ures, Nan McKay representative

Chair Moses called the May 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**

Ms. Dot Tucker, resident council president of Hudson Ridge Tower, had several concerns which related to Resident Council Stipends, lighting and parking. Ms. Noella Wainwright, resident council president of Danforth Tower East also had concerns relating to the resident council stipends. Chairman George Moses thanked Ms. Tucker and Ms. Wainwright for their comments and promised to address their areas of concern.

Commissioner Lee entered the meeting at 12:02pm during the public comment period.

2. **Approval of Minutes: April 22, 2015**

Commissioner Patterson moved and Commissioner Lee seconded the motion to approve the minutes of the April Board Meeting, as amended. Commissioners Otis, and Page concurred; Commissioner Valencia abstained as she did not attend the meeting. The motion was passed.

3. **Director's Report**

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

- a. Resignation of Mark Hill, Director of Finance
- b. FIS Projects

- c. RAD
- d. Section 3
- e. Section 8 Landlord/Tenant Forums
- f. RHA Newsletter
- g. RHA 60th Anniversary Picnic with staff
- h. Staff Training/Staff Training Assessment

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.

5. Finance Reports - FY 2015 Second Quarterly Finance Report

Finance Director Hill presented the second quarter financial reports for the Housing Authority. Despite some funding anomalies with the HUD funding stream, 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.

Board Approval Requests

Board Chair Moses noted that all items have been cleared through subcommittees and have been fully vetted. After discussion, it was decided that a separate motion be made for each approval request.

- a. 5a. Public Housing Legal Services Renewal, not to exceed \$40,000 awarded to Ernest D. Santoro, Esq., P.C.

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

- b. 7a. Danforth Tower Paving and Site Work project, in the amount of \$440,000 with a contingency amount of \$44,000 awarded to Gonyo Construction.

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

- c. 8a. Labor Relations Legal Contract Renewal, not to exceed \$65,000 awarded to Harris Beach (Ed Trevett)

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

6. Public Housing Monthly Statistical Report

- a. Public Housing Director Whitney reported collections for March were at 99.29% of the amounts due; she commended staff and residents. She reported the vacancy rate at 2.75% for April. Ms. Whitney reported that the percentage is lower than March, and staff is continuing to work at lowering that percentage. There were a total of 28 move outs for this period: 14 voluntary, 10 terminations, 1 Section Eight transfers, 8 transfers, 1 no notice, 3 deaths and 1 health transfer. There were 7 evictions, 6 for non-payment of rent and 1 for other circumstances. She also presented a security report for public housing.

Commissioner Patterson asked about ongoing public safety as well as a broken gate at Glide Court, a public housing site. Ms. Whitney explained that she became aware of the broken gate this week and is actively working on getting it fixed. However, she also explained that since it is not a gated community, the gate itself will not keep members of the public out, as there is an entrance open to the community. Commissioner Otis, Commissioner Patterson, Commissioner Valencia, Mr. Bullard, Ms. Whitney and Ms. Amidon had a discussion about the safety issues at this location. Ms. Amidon (from AP Security) detailed current safety and security operations at that site.

Mr. Otis expressed concern about the cost of the temporary parking lot light at Hudson Ridge Tower that has been using a generator. Ms. Whitney explained the reasoning behind the use of the generator and that a more permanent solution was already in process.

7. Housing Operations Report (Section 8)

- a. **Voucher Utilization Report:** Director of Housing Operations Sturgis presented the Voucher Utilization report. He reported that the Voucher Utilization Rate increased slightly compared to last month at 95.40%, utilizing 8,495 vouchers.

A discussion followed regarding utilization and overall budgeting as it relates to HUD funding. Commissioner Patterson and Commissioner Otis asked for some clarification and Mr. Sturgis gave further detail. Ms. Valencia asked about enhanced vouchers and Chair Moses asked about what determines how many vouchers are available in each category. Mr. Sturgis answered their questions in detail. In addition, Mr. Otis asked about the status of vouchers in RAD projects. Mr. Sturgis explained the process by which the RAD properties would transition from public housing to project based vouchers and finally may be changed into tenant based vouchers if and when residents choose to move to another property. Mr. Sturgis also presented a Utilization report based upon HUD funding which the commissioners found very helpful.

Mr. Bullard asked about how to get more people who are on the Section 8 waiting list into affordable housing. Mr. Sturgis explained how the Section 8 waiting list works and how more funding would be needed to take the nearly 10,000 families off the waiting list. Currently, he explained, just to maintain the Section 8 numbers, 200 families from the waiting list are contacted each month and 70-80 families are added

to the program. Commissioner Lee asked how people found out their ranking; Mr. Sturgis explained the process. Chair Moses said that these issues would be more fully explored on the Section 8 subcommittee. He explained that Commissioner Rivera would be serving on that committee but was unable to attend the Board Meeting.

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.

Commissioner Patterson asked a question regarding one of the Capital Improvement Projects related to asbestos abatement. Ms. Stango explained the process and the safety measures that must be followed. Meanwhile, she explained, there is an independent consultant to monitor the air quality to be sure the air is not contaminated. Mr. Otis and Mr. Burr also participated in the discussion.

Commissioner Otis asked a question regarding the RAD application for the Blackwell Estates property and whether the residents would be protected as far as their housing status. Mr. Burr assured him that they would be. All the current residents qualify for Section 8 status so they will be qualified.

Mr. Burr also explained that RHA had responded to an RFP (Request for Proposal) put out by the City of Rochester to handle 900 inspections per year by our own in-house inspection unit. It is an existing program and we responded to the RFP on time. When the RFP is awarded we will find out whether we will be awarded the contract.

9. Agency Plan Presentation

Nan McKay representative Catherine Ures presented the overall five-year plan designed for Rochester Housing Authority. She went over the goals of the plan and answered questions and noted the Commissioners' comments and requests for changes to the plan. She will work with the Nan McKay team and RHA staff to finalize the Agency Plan. The deadline for the Agency Plan to go to public hearing is July 9 and is due to HUD by July 18. Nan McKay is planning to submit the plan to HUD on July 13 which will require a vote by the Board.

10. Commissioners' Report

- a. Commissioner Patterson and Commissioner Otis reported that the residents of Parliament Arms would like sidewalk and lights at the back door of the units. They also have a concern about the removal of a walkway and the new grass that is being laid out inappropriately. Ms. Whitney brought up safety concerns with a walkway in an obscured area and said that it could be brought up at the resident relations committee to further explore the issue.
- b. Commissioner Lee reported for the Executive Director Search Screening Committee. He submitted a report for the committee and noted that three finalists have been selected from the seven finalists. An invitation-

only community forum will be scheduled for them to speak. He noted that it would not be an open meeting. Some public housing residents and Section 8 participants would be included. It will take the form of a question and answer forum. Commissioner Otis asked that members of the JWRC be invited. Commissioner Lee moved and Commissioner Patterson seconded the motion to accept the report as amended; all the other commissioners concurred and the motion was passed unanimously.

- c. Commissioner Page noted that the revised version of the first RHA Newsletter looked good and would be coming out soon. Mr. Burr concurred.

11. Executive Session

Chair Moses noted there were two items regarding personnel issues that required executive session. Commissioner Page moved to go into executive session. Commissioner Lee seconded this motion, all Commissioners concurred and the motion was passed. No action was taken and no resolutions were made in executive session. Commissioner Lee moved to resume the regular meeting at 2:42pm; Commissioner Valencia seconded the motion. All commissioners concurred and the motion was passed.

12. June Regular Board Meeting

The June Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 24, 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 2:45p.m.

Respectfully submitted,

George Moses
Chairman of the Board

**ROCHESTER HOUSING AUTHORITY
BOARD OF COMMISSIONERS'
EXECUTIVE DIRECTOR SEARCH SCREENING COMMITTEE**

THIRD REPORT

Members- Commissioner: John Page
Commissioner: George Moses
Commissioner: Calvin Lee, Chairperson for Phase II

Support: H. Todd Bullard, Esq., General Counsel, Harris Beach PLLC

The Screening Committee, after its review and application of qualification criteria to the 73 resumes received, selected thirteen (13) candidates to interview on dates of March 12th, 13th, and the 16th, respectively at the office of general counsel, Harris Beach PLLC. After the first phase of interviews, a second phase was conducted with six (6) out of the seven (7) finalists by the full Board on May 13th and 14th respectively, at the RHA offices. The seven (7) candidates were from various parts of the country and both the RHA Screening Committee and full Board were impressed by the caliber of candidates. However following the interviews, three (3) candidates were rated the highest and those individuals will be invited to speak to an invitation only forum.

The Proposed Selection Schedule is as follows:

On or about May 27: Board Selection made of top three (3) candidates to speak at an invite only forum to be scheduled.

Dated: May 27, 2015