

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING
SEPTEMBER 23, 2015 12:04 PM
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

George Moses, Chair
John Page, Vice-Chair
Sara Valencia, Commissioner
Hershel Patterson, Commissioner
Calvin Lee, Jr., Commissioner
Rosemary Rivera, Commissioner

MEMBERS ABSENT

Willie E. Otis, 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

Chair Moses called the September 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, and that there was a quorum present.

1. **Open Forum – Public Comments**

There were no public comments at this meeting.

2. **Approval of Minutes: August 19 Annual and Regular Board Meeting**

Commissioner Lee moved and Commissioner Patterson seconded the motion to approve the minutes of the August 19 Annual and Regular Board Meetings. Commissioner Page concurred. The motion was passed.

Commissioners Valencia and Rivera entered the meeting at 12:08pm, during the Director's Report. Also during the director's report, Mr. Bullard noted that there was a need for an executive session at the close of regular business.

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

- a. Interim Executive Director Shawn Burr presented his Director's Report regarding the following topics:
 - i. Two RHA Section 8 participants win HAI's annual scholarship program
 - ii. Snug Harbor Update
 - iii. Leasing Operations Intake Task Force
 - iv. Resident Council budget concerns
 - v. Section 3 report
 - vi. Federal funding (sequestration) update

vii. NYSPHADA conference coming up October 7, 2015

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

- i. Request approval to submit to the US Department of Housing and Urban Development the Phase II Energy Performance Contract and related documents, collectively called the HUD EPC (Energy Performance Contracting) Submittal Package.

Commissioner Valencia moved and Commissioner Lee seconded a motion to approve this request. Commissioners Patterson, Page and Rivera all concurred; the motion passed unanimously.

- ii. Request for RHA Property and Liability Insurance Renewal to HAIG (Housing Authority Insurance Group) in the amount of \$458,526 for coverage 10/1/15 to 9/30/16.

There was a lengthy discussion regarding this issue and it was decided that in order to avoid lapse in coverage, a motion should be made to renew the coverage as requested, pending a thorough investigation into HAIG's services and other options available, since this insurance is not procured through an RFP or bidding process due to a HUD waiver. Commissioner Page moved and Commissioner Valencia seconded the motion to approve this request. Commissioners Patterson, Rivera and Lee concurred. The motion was passed unanimously.

- iii. Request to approve Bad Debt Write Offs for FY 2015 in the amount of \$80,201.47 for Public Housing and \$223,352.00 for Section 8. Although a significant amount of money, these amounts represent less than 1% of total rents collected.

Following a couple of general questions regarding bad debt write offs, Commissioner Valencia moved and Commissioner Patterson seconded the motion to approve this request. Commissioners Rivera, Page, and Lee all concurred. The motion was passed unanimously.

AP Security Owner Ms. Heather Amidon left the room in advance of the discussion of this item.

- iv. Request to approve the Security Contract Renewal to AP Safety and Security (APSS) in the amount of 760,036.07 with a contingency amount of \$60,000. No increase was requested as compared to last year.

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

- v. Request to approve Kennedy Tower Bathroom Alterations to AMBATH in the amount of \$217,348.81 with a contingency amount of \$21, 735.

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

- vi. Request to approve FY 2016 Public Housing Budget in the amount of \$16,556,491. HUD resolution form 52574 will be approved with the same vote, noted as RHA resolution 092315-01.

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

5. Finance Report

Interim Director of Finance Carrington presented the June 2015 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. 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 99.56% of the amounts due; she commended staff and residents. She reported the vacancy rate at 3.08% for June; they are still working toward lowering that percentage to 2%.

There were a total of 32 move outs for this period: 5 voluntary, 13 terminations, 7 transfers, 3 deaths, 1 Section 8 transfer and 3 health transfers. There were 12 evictions, 11 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 95.52% for August, utilizing 8,506 vouchers.

8. Plant Committee Report

- a. Interim Director of Development and Capital Projects 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

Commissioner Patterson relayed several concerns expressed by Commissioner Otis, who was unable to attend. First, Commissioner Patterson expressed continued

concern over the MOU (memorandum of understanding) between JWRC (Jurisdiction Wide Resident Commission) and RHA. Interim Executive Director Burr noted that there was had been a meeting scheduled for the previous Monday, September 21 but it was cancelled, and so needed to be rescheduled.

Second, Commissioner Patterson noted Mr. Otis' concern over the budget process and the need for a template for the budget that had never been provided to the resident commissioners. Specifically, he asked for a copy of the entire Public Housing budget so that they could begin planning for next year to express resident needs and concerns. Public Housing Director Whitney suggested a discussion at the tenant relations committee. Commissioner Patterson, for example, he noted that although the resident commissioners have been encouraged to go through the property managers to meet their needs, he understood that a request was made to Linda Kellogg four months ago for chairs for "DTE" (Danforth Towers East) and still had not been received. Public Housing Director Whitney said that she was not aware of any problem with the chairs but would welcome such communications via the resident relations committee and would look into it right away.

Another point of concern was for AP Security and a request to increase their contract to include another road patrol car, considering that the response time can be over an hour at times. At times, the situation that prompted the call has already dispersed or passed by the time the road patrol. Ms. Whitney expressed that while that is certainly a possibility, it would increase the cost of the contract by a significant amount. Mr. Bullard, Ms. Amidon, Mr. Moses and Ms. Whitney and Ms. Rivera discussed the costs of security and the level of service and possible solutions. The resident commissioners' request is that the contract be increased. They are very happy with AP Security's service but feel that more coverage is needed. Chair Moses suggested that Ms. Amidon attend the resident relations committee to allow a formal request to increase the security contract.

Finally, Commissioner Patterson noted Mr. Otis' ongoing concern regarding relations with Baden Street Settlement Center. Ms. Whitney confirmed that the MOU is expired and has not been updated. Chair Moses suggested it be handled in the resident relations committee Mr. Bullard, Ms. Whitney, Commissioners Rivera, Page, Patterson and Chair Moses had a discussion regarding the issue. Commissioner Lee suggested that the Executive Director of Baden Street might be invited to speak with the Board at an upcoming Board Meeting or Committee Meeting to explore the issue and understand the relationship between the two agencies better. Other commissioners concurred.

Commissioner Rivera noted that she had a very productive meeting with the vendor that is working on the Strategic Plan concerning the deconcentration of poverty. She expressed hope that updated data that would allow progress.

Chair Moses noted Mr. Bullard's earlier request for executive session regarding a legal issue and asked for a motion to go into executive session. Commissioner Valencia moved and Commissioner Valencia seconded a motion to go into executive session. All commissioners concurred and the motion was passed.

No motions or resolutions were passed in executive session. Commissioner Lee moved and Commissioner Patterson seconded the motion to resume the regular Board meeting. All commissioners concurred and the motion was passed.

10. **September Regular Board Meeting**

The September Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, October 14, 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 Rivera moved that the Regular Meeting be adjourned. Commissioner Valencia seconded this motion, all Commissioners concurred and Chair Moses adjourned the Regular Board Meeting at 1:58 p.m.

Respectfully submitted,

Shawn D. Burr
Secretary to the RHA Board
Interim Executive Director