

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING  
OCTOBER 14, 2015 12:06 PM  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

George Moses, Chair  
John Page, Vice-Chair  
Calvin Lee, Jr., Commissioner  
Rosemary Rivera, Commissioner

**MEMBERS ABSENT**

Willie E. Otis, Commissioner  
Sara Valencia, Commissioner  
Hershel Patterson, 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  
Sheri Harrison, Section 8 participant  
and (HAI scholarship winner)

Chair Moses called the October 2015 RHA Regular Board Meeting to order at 12:06 PM. 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**

Interim Executive Director Burr and Public Housing Director Whitney introduced Sheri Harrison, recipient of HAI's Scholarship Award. Board Members and Staff congratulated Ms. Harrison on her achievement; she expressed her deepest gratitude.

2. **Approval of Minutes: September Regular Board Meeting**

Commissioner Rivera moved and Commissioner Lee seconded the motion to approve the minutes for the September 23 Regular Board Meeting. Commissioner Page concurred. Commissioners Valencia, Patterson, and Otis voted yes via email. 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. Recognition – Sheri Harrison and Annette Johnson
  - ii. Snug Harbor Update
  - iii. Leasing Operations Intake Task Force
  - iv. Resident Council budget concerns
  - v. Section 3 report
  - vi. Federal funding update
  - vii. NYSPHADA conference report
  - viii. EPC Submission to HUD
  - ix. Achievement Awards from HAIG

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 for Communications Consultant not to exceed \$50,000 or one year, with up to four renewals. Staff recommendation was to award the contract to Tipping Point Communications.

Commissioner Page moved and Commissioner Lee seconded a motion to approve this request. Commissioner Rivera concurred. Commissioners Valencia and Otis voted no via email; Commissioner Patterson voted yes via email. The motion passed.

- ii. Request for Snowplowing for Parking Lots. Staff recommendation is to award to four separate vendors. Due to the nature of the contract (weather variables) the requested PO amounts are set to provide uninterrupted service in the event of a harsh winter season.
  - a. Request renewal one of four possible renewals Snowplowing – Parking Lot to **Manel Paving Corp.** for Zone 1 in the amount of \$27,200 and Zone 5 in the amount of \$60,600 (total of \$88,400) which are estimates based upon 55 events and a 20% contingency.
  - b. Request renewal one of four possible renewals Snowplowing – Parking Lot to **Al's Maintenance** for Zone 2 in the amount of \$25,400 and Zone 3 in the amount of \$32,300 (total of \$69,960) which are estimates based upon 55 events and a 20% contingency.
  - c. Request renewal one of four possible renewals Snowplowing – Parking Lot to **James Washington** for Zone 6 in the amount of \$64,284 which is an estimate based upon 55 events and a 20% contingency.
  - d. Request renewal one of four possible renewals Snowplowing – Parking Lot to **Cardinal Landscaping** for Administration Offices in the amount of \$25,200 which is an estimate based upon 55 events and a 20% contingency.

Chair Moses, Commissioner Rivera, and Mr. Bullard discussed the process surrounding the snowplowing events. Chief of Maintenance Gallo and Public Housing Director Whitney answered several questions. Commissioner Page moved and Commissioner Rivera seconded the motion to approve this request. Commissioner Lee concurred; Commissioners Otis, Patterson and Valencia voted yes via email. The motion was passed unanimously.

**5. Finance Report**

Interim Director of Finance Carrington presented the August 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. Mr. Carrington also presented an update regarding RHA's Property and Liability Insurance, as requested by the Board as well as an update on RHA's banking services. Full detail is available in 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 September were at 100.57% of the amounts due; she commended staff and residents. She reported the vacancy rate at 3.12% for September; they are still working toward lowering that percentage to 2%.

There were a total of 24 move outs for this period: 6 voluntary, 9 terminations, 5 transfers, 3 deaths, 1 Section 8 transfer. There were 7 evictions, 3 for non-payment of rent and 4 for other circumstances. She also presented a security report for public housing.

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

**Voucher Utilization Report:** Public Housing Director Whitney presented the Voucher Utilization report. She reported the Voucher Utilization Rate of 95.79% for August, utilizing 8,530 vouchers.

**8. Plant Committee Report**

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 Lee had nothing new to report.

Commissioner Rivera noted that she is hoping that we can align Section 3 training with areas of expected job growth. For example, she noted that there were opportunities in health care in our area. There may be other areas of opportunity to explore for training and education for our residents and participants.

Commissioner Page reported that Rochester Housing Charities is moving forward and will have more to report at the next Board meeting. Chair Moses noted that Rochester Housing Charities Board members will be working with Resident Services on a Resident Christmas Party. Chair Moses, Commissioner Rivera, Commissioner Page and Mr. Bullard discussed the purpose and mission of RHC.

Chair Moses reported that he and Mr. Burr attended a Purpose Built Community Conference in Fort Worth, TX. The Housing Authority is positioning itself as a developer in the East Main Street area and in the Greater Rochester area. He noted that RHA is our area's single largest landlord of properties for those in poverty. At the conference he and Mr. Burr were able to see the developments going on in different parts of the city, which will assist Rochester Housing Authority in moving forward as a key player in the housing market.

Chair Moses asked for a motion to go into executive session due to a legal issue. Commissioner Lee moved and Commissioner Page seconded a motion to go into executive session at 1:47 PM. Commissioner concurred and the motion was passed.

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

10. **November Regular Board Meeting**

The November Regular meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, November 18, 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 Page seconded this motion, Commissioner Lee concurred and Chair Moses adjourned the Regular Board Meeting at 2:07 PM.

Respectfully submitted,

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