

**ROCHESTER HOUSING AUTHORITY  
February 26, 2020  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Chairperson  
Rosalie Remarais, Vice-Chairperson  
Florine Cummings, Resident Commissioner  
Joanne Larson, Commissioner  
Calvin Lee, Commissioner  
Hershel Patterson, Resident Commissioner  
Hank Rubin, Commissioner

**STAFF PRESENT**

Shawn Burr  
Sinclair Carrington  
Diana Colon  
Jacquetta Harris  
Cynthia Herriott  
Sarafina Hilaire  
Joyce Kinsey  
Shawanna Lawrence  
Mark Plantholt  
Mariam Rodriguez-Machuca  
Tileesia Sandlin  
Linda Stango  
Lisa Tarantello  
Evhen Tupis  
Harold Zink

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point, Communications  
Chris Mello, SUNY Geneseo Student

Commissioner Tynise Edwards called the February Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:00 PM. It was 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.

**2. Approval of Minutes: January 2020 Regular Board Meeting Minutes**

Commissioner Rubin moved, and Commissioner Remarais seconded the motion to approve the minutes of the January 2020 Regular Board Meeting. Commissioner Patterson, Commissioner Lee, Commissioner Cummings, Commissioner Remarais, Commissioner Larson, Commissioner Edwards, and Commissioner Rubin voted yes. The motion was passed.

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

Director's Report and Board Approval Requests:

a. Deputy Executive Director, Shawn Burr, presented his Director's report as follows:

Mr. Burr reported that on February 13, 2020, HUD's Office of Capital Improvements (OCI) announced the award of more than \$2.7 billion in FY 2020 Capital Fund Formula Grant Awards to 2,882 housing authorities in all 50 states, as well as the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

Mr. Burr reported that HUD has released a new proposed rule to affirmatively further fair housing (the rules have not been published yet in the Federal Register) NAHRO strongly supports the Fair Housing Act and the duty to affirmatively further fair housing.

Mr. Burr gave an update on the meeting with City partners that discussed a grant they applied for to assist people in avoiding eviction. Teams were established from each organization to work on this. This is also a part of the City's Financial Empowerment Center; we have a designated person to assist RHA residents and participants.

Mr. Burr noted that on 2/5/20, we hosted our first annual Tenants on Patrol (TOP) appreciation dinner. This event was well attended, and the staff did a great job facilitating the event. Thank you to the Board members who attended and a special thank you to Commissioners Cummings and Patterson for all of their efforts in furthering our TOP and increasing participation!

Mr. Burr informed that our Annual/5-Year Planning process is underway, and the draft will be presented to the Board when completed. The Plan is due to HUD in mid-July, and we typically present the final plan to the Board for approval in June.

b. Board Action Requests

- i. 43-47 Bronson Court Alterations– Authorized the Deputy Executive Director to award the contract to Eugene Jones for \$130,000.00 – Capital Projects

Commissioner Lee moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Lee, Commissioner Patterson, Commissioner Cummings, Commissioner Remarais, Commissioner Larson, Commissioner Rubin, and Commissioner Edwards voted yes. The motion was passed.

- ii. Seneca Manor Townhouse - NYS Weatherization –the Deputy Executive Director to sign all necessary documents as the owner and approve a purchase order to Action for a Better Community for \$150,000.00 – Capital Projects

Commissioner Lee moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- iii. Purchase of 377 Mt Read Blvd – Authorize the Deputy Executive Director to sign all necessary documents and agreements to purchase 377 Mt. Read Blvd. – Capital Projects

Commissioner Larson moved, and Commissioner Remarais seconded the motion to approve this request. Commissioner Edwards, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed.

- iv. SS Porch Replacement P4 Change Order #3 – Authorize the Deputy Executive Director to increase the contingency amount to 20% for this project– Capital Projects

Commissioner Lee moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Edwards, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Rubin, Commissioner Patterson, and Commissioner Cummings voted yes. The motion was passed.

- v. Renewal request for a Purchase Order for Payroll Information Processing System – ADP. Authorize the Deputy Executive Director to approve the request in the sum of \$35,040.00 for payroll services for one year– Human Resources

Commissioner Larson moved, and Commissioner Cummings Remarais seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- vi. Landlord/Tenant Legal Services – Authorized the Deputy Executive Director to renew a contract with Ernest Santoro, ESQ, PC in the amount of \$24,500.00 for one year – Public Housing

Commissioner Cummings moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- vii. Marshal Services – Authorized the Deputy Executive Director to renew a contract with Joseph Polizza – City Marshal in the amount of \$24,000.00 for one-year – Public Housing

Commissioner Cummings moved, and Commissioner Larson seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- viii. RHA Fleet Management Phase III – Authorized the Deputy Executive Director to approve a contract in the amount of \$26,479.74 with Enterprise Fleet Management for Phase III of RHA fleet management plan – Maintenance

Commissioner Larson moved, and Commissioner Rubin seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- ix. Resolution 02.26.20-02 Amends, ratifies and reauthorizes that the signatories for the RAD closing documents include but are not limited to: Closing Certificates, the RAD Use Agreement; Housing Assistance Payment Contract (“HAP”); related contracts and other document for Shawn Burr as Deputy Executive Director and Cynthia Herriott as Diversity, Inclusion and Compliance Officer and to designate Cynthia Herriott, Diversity, Inclusion, and Compliance Officer as the Records Officer for the Authority - Legal

Commissioner Larson moved, and Commissioner Remarais seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

**4. Executive Personnel Administrator’s Report**

**Shawn Burr**

The Human Resource Department continues to implement Strategic Plan Goal III of “Supporting RHA’s Employees to Enhance an Organizational Culture of Excellence” by continuing to provide training and continuing to create organizational culture excellence.

Upcoming Events – The Greater Rochester Chamber of Commerce will be conducting “Successful Supervision” training for managers.

**5. Diversity, Inclusion, and Compliance Officer’s Report**

**Cynthia Herriott**

**Compliance**

- **Housing Court** – Judge Craig Doran presented to RHA associates and Board of Commissioners on the court process and NYS Housing Laws.
- **Security Camera Project** – At a recent conference, she met with a Housing Authority Procurement Director, and he explained the use of a Piggy-Back form to meet the requirements for purchasing a state RFP.
- The Compliance Department has completed an Annual Report.

**Fraud Investigations**

- **Leasing Operations** Repayment agreement payment totals YTD as of January 2020 **\$5,463.82 collected** (\$334,345.50 has been collected to-date.)
- **Public Housing** Repayment agreement totals YTD for Vacated Arrears as of January 2020: **\$1,270.00 collected** (A total of \$28,452.67 collected to-date.)

- **Audit and Review** –
  - CDI is working closely with Legal to address areas in need of assessment within RHA.
  - The Capital Projects Department audit has been completed, and a report was given during the January Board Meeting Executive Session.
  
- **Public Safety** –
  - A Danforth Tower East tenant has placed glue in a few locks. He has been served with an eviction notice.
  - We are working to establish a procedure for Security piece on TenDocs to add a picture of anyone that has been banned from RHA property.

**6. Finance**

**Sinclair Carrington**

Mr. Carrington reported that the actual vs. budget figures and variances for year-to-date through December 2019 for the COCC, Public Housing, and Section 8 income and expenses. The COCC and Public Housing recorded a surplus, while Section 8 recorded a deficit. The Finance Reports show that RHA is in a better financial position than they were last year at this time. This report was discussed at the Finance Committee Meeting, and the Board was satisfied with the report.

**7. Public Housing Report**

**Cynthia Herriott**

Cynthia Herriott, Interim Deputy Executive Director, reported that the proposed ACOP has been submitted for legal review. She gave an update on the Tenant Landlord Statute and the Public Housing Waitlist.

In January, RHA had 23 households moved-out, and 14 households moved-in. There are 20 RHA units ready to be rented. The Public Housing Occupancy rate for January is 96.88%.

**8. Maintenance Report**

**Shawn Burr**

Deputy Executive Director, Shawn Burr reported on Maintenance Special Projects for January 2020. He provided progress reports for the following projects:

62 Merrimac Fire Restoration, Laundries, Hudson Ridge Tower Exterior Community Space Upgrade, Hudson Ridge Tower Main Entry Sidewalk Resurfacing, Lexington Court Mechanical Replacements, Scattered Sites furnace replacements, Administrative Office at 675 W. Main St upgrades, Kennedy Tower Generator, 255 Hamilton St. Rehab, Scattered Sites.

He reported on the status of regular and emergency work orders.

**9. Leasing Operations Report (Section 8)**

**Jacquetta Harris**

Director Harris reported that the Leasing Operations Department gave an update on her ongoing investigation regarding the six attendees that spoke during the public comment period.

Four thousand applications were selected for the Housing Choice Voucher Wait List. The Leasing Operations' utilization of the voucher's goal is approximately 95% to 98%; RHA is currently at 95%. Ms. Harris aims to increase it's voucher utilization further.

The monthly inspection average is 780 - 960. During January 2020, the total number of inspections was 868.

Permanent Supportive Housing (PSH) projects are being monitored monthly with financials and project participation. All projects that are projecting a deficit by the end of the grant period have an action plan that will demonstrate correction within the next 60 days.

**10. Family Self-Sufficiency (FSS) Report**

**Tileesia Sandlin**

Ms. Baity entered the FSS program on July 1, 2015, with credit restoration and homeownership preparation goals. Ms. Baity increased her annual earnings by 58.7%, making her ineligible for continued assistance from Section 8. Ms. Baity is a successful graduate of the FSS program and entitled to receive \$3,789.23 in escrow savings.

Ms. Chambers entered the FSS program on June 1, 2017, with goals of credit repair and education. Ms. Chambers income increased by 245%, making her ineligible for continued assistance from Section 8. Ms. Chambers is a successful graduate of the FSS program and entitled to receive \$2,670.11 in escrow savings.

**11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 2/12/2020. The meeting began with the follow-up items from the previous meeting, which three have been completed and one is pending.

The following projects' status were discussed, and pictures shared:

1. Elevator Door Upgrades at High-rises – Complete and in the close-out phase.
2. Glenwood LED Lighting Upgrades – Complete
3. Harriet Tubman Window Replacement – on schedule with materials ordered
4. Scattered Site Porch Replacement – in progress and on schedule
5. Kennedy Tower Hallway and unit Rehab – in progress and on schedule
6. Parliament Arms Door Replacement – in progress and on schedule

Mr. Burr reported on the current status of the CFP Budgets as of November 30 are: 501.17 budget is 100% obligated and 53% expended, and the 501.18 budget is 68% obligated and 12% expended.

Mr. Burr reported that our seven Section 32 homeownership homes have had their PNA's completed, and work is underway to prepare the homes for successful homeownership. We continue to work on the application to HUD and will submit that to the Special Applications Center soon. We will develop a timeline for this process. Melissa Berrien's staff continues to work with other residents who expressed interest to meet eligibility requirements

Mr. Burr discussed upcoming projects in various stages of planning and design, along with some of our "pipeline" projects. We continue to meet with management and maintenance to prioritize projects.

Mr. Burr reported that we are preparing for the closing and conversion of Parkside Apts. Federal St. is moving along now with the development partner getting acclimated to the project. Kudos to Linda Stango, who continues to do a great job in coordinating all the RAD activities along with the NYSPOP Grant RFP work!

## **12. Commissioner Comments**

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Remarais seconded, a motion to go into Executive Session at 1:46 PM. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Patterson, Commissioner Lee, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

- x. Resolution 02.26.20-01 Appointment of Shawn Burr to return to his position of Deputy Executive Director, and he shall serve as Contracting Officer until a new permanent Executive Director is appointed and Cynthia Herriott to return to her position as Diversity, Inclusion, and Compliance Officer – Legal

Commissioner Remarais moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Patterson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Lee moved, and Commissioner Remarais seconded, the motion to end the Executive Session at 2:51 PM. Commissioner Patterson, Commissioner Rubin, Commissioner Remarais, Commissioner Larson, Commissioner Cummings, Commissioner Lee, Commissioner Remarais, Commissioner Larson, and Commissioner Edwards voted yes. The motion was passed.

**13. March Regular Board Meeting**

The March Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, March 25, 2020**, at 12:00 PM in the Board Room (Room #121) at 675 West Main Street.

There being no further Regular Meeting Business to come before the Board, Commissioner Remarais moved, and Commissioner Cummings seconded, a motion to end the Board Meeting at 2:53 PM. Commissioner Patterson, Commissioner Remarais, Commissioner Larson, Commissioner Lee, Commissioner Edwards, Commissioner Rubin, and Commissioner Cummings voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr,  
Secretary to the RHA Board  
Deputy Executive Director