

**ROCHESTER HOUSING AUTHORITY  
January 22, 2020  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Chairperson  
Calvin Lee, Commissioner  
Florine Cummings, Resident Commissioner  
Hershel Patterson, Resident Commissioner  
Hank Rubin, Commissioner

**STAFF PRESENT**

Shawn Burr  
Melissa Berrien  
Sinclair Carrington  
George Getman  
Jacquetta Harris  
Cynthia Herriott  
Linda Kellogg  
Shawanna Lawrence  
Shelby Simpson  
Linda Stango  
Evhen Tupis

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Jamie Frumusa, Tipping Point, Communications

Commissioner Tynise Edwards called the January 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. Executive Session**

Board Chair Edwards requested to go into Executive Session for a legal matter. Commissioner Lee moved, and Commissioner Cummings seconded, a motion to go into Executive Session at 12:01 PM. Commissioner Rubin, Commissioner Patterson, Commissioner Lee, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Cummings moved, and Commissioner Rubin seconded, the motion to end the Executive Session at 12:40 PM Commissioner Patterson, Commissioner Larson, Commissioner Rubin, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**3. Approval of Minutes: December 2019 Regular Board Meeting Minutes**

Commissioner Lee moved, and Commissioner Cummings seconded the motion to approve the minutes of the December 2019 Regular Board Meeting. Commissioner Patterson, Commissioner Lee, Commissioner Cummings, Commissioner Edwards, and Commissioner Rubin voted yes. The motion was passed.

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

Director's Report and Board Approval Requests:

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

Mr. Burr reported on the follow-up from December's Board Meeting; HUD is awarding nearly \$80 million to help families reach self-sufficiency.

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.

b. Board Action Requests

- i. General Legal Services Contract Renewal – Authorized the Acting Director to renew the contract for General Legal Services with Harris Beach, PLLC for \$100,000.00 – Authority Wide

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

- ii. Parkside Apartments RAD Conversion Resolution – Authorized the Acting Director to sign all necessary documents and submit the same to HUD to complete the RAD application – Capital Projects

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

- iii. Otis Elevator Company Invoice Payment – Authorize the Acting Executive Director to pay an invoice for \$47,500.70 – Capital Projects

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

- iv. FY2020 First Quarter Vacated Arrears Write Off – Authorize the Acting Executive Director to approve the write off of 2020 First Quarter Vacated Arrears for \$17,494.14 – Finance

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

- v. Directors and Officers Insurance Policy – Authorized the Acting Executive Director to approve a purchase order to cover the renewal of the insurance policy for \$48,510.00 – Finance

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

- vi. Modern Telephone System – Authorized the Acting Executive Director to purchase a new telephone system from Icon Cloud Solutions for \$239,000.00 – Information Technology

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

**5. 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 Human Resources is continuing to create organizational culture excellence.

Upcoming Events – Wellness Program Biggest Loser Challenge started on January 9, 2020; there are 30 associates enrolled in the challenge. The 100 Day Job Anniversary Celebration for New Hires is scheduled for January 31, 2020.

**6. Diversity, Inclusion, and Compliance Officer's Report**

**Cynthia Herriott**

**Compliance**

- **Housing Court** – Judge Craig Doran presented on January 24, 2020, we conducted two training sessions.
- **Security Camera Project** – We have asked Legal to review the proposal submitted by a state vendor contractor. We are looking into “Piggy-backing” on the state’s contracts, which will help save time and money for RHA.

**Fraud Investigations**

- **Leasing Operations** Repayment agreement payment totals YTD as of December 2019 \$90,492.50 collected (\$328,881.68 has been collected to-date.)
- **Public Housing** Repayment agreement totals YTD for Vacated Arrears as of December 2019: \$12,854.52 collected (A total of \$27,182.67 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 a report will be given during the Executive Session 1/22/2020.
- **Public Safety** –
  - A Danforth Tower East tenant has placed glue in a few locks. We are in the process of terminating the participant’s tenancy.
  - We are working to create a procedure for Security to confirm via TenDocs who has been banned from RHA property.
  - Concerns have been raised regarding the effective enforcement of the Pet Policy. We will be working with management staff to ensure this is addressed.

**7. Finance**

**Sinclair Carrington**

Mr. Carrington reported that due to the year-end process, there is no report this month.

**8. Public Housing Report**

**Cynthia Herriott**

Cynthia Herriott, Interim Deputy Executive Director reported that the proposed ACOP has moved forward and proceeded to the 45-day public comment period. She gave an update on the Tenant Landlord Statute and the Public Housing Waitlist.

In December, RHA had 19 households moved-out and 22 households moved-in. There are 21 RHA units ready to be rented. The Public Housing Occupancy rate for December is 96.34%.

**9. Maintenance Report**

**Shawn Burr**

Acting Executive Director, Shawn Burr reported on RHA Maintenance Special Projects for December 2019. 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

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

**10. 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.

In October 2019, RHA Waitlist was completely canvassed for prequalification. There are 429 applicants pending qualification for vouchers. The Leasing Operations' utilization of vouchers 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 960–1020. During December 2019, the total number of inspections was 971.

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.

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

**Melissa Berrien**

Ms. Mitchell entered the FSS program on December 1, 2015, with an employment goal. Ms. Mitchell achieved her employment goal gaining Full-time employment with Highland Hospital. Ms. Mitchell increased her income by 201% and no longer receives Section 8 assistance. Ms. Mitchell is a successful graduate of the FSS program and is entitled to receive \$1,424.00 in escrow savings.

**12. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 1/8/2020. The meeting began with the follow-up items from the previous meeting, which four have been completed, and two are pending.

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

1. Elevator Door Upgrades at High-Rises – behind schedule, but increased manpower to get back on schedule.
2. Danforth Towers Fire Alarm Upgrades – complete and in close-out phase
3. Kennedy Tower Boiler Replacement – complete and in close-out phase
4. Glenwood LED Lighting Upgrades – in progress and on schedule
5. Harriet Tubman Window Replacement – on schedule with materials ordered
6. Scattered Site Porches – in progress and on schedule
7. Kennedy Tower Hallway and unit Rehab – in progress and on schedule
8. Parliament Arms Door Replacement – in progress and on schedule

Mr. Burr reported on the current status of the CFP Budgets as of November 30<sup>th</sup> 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.

Mr. Burr reported that in the Project Planning meeting, updates were given regarding the two RAD projects at Federal St and Parkside. Parkside is moving along now with the development partner.

**13. Commissioner Comments**

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Lee moved, and Commissioner Rubin seconded, a motion to go into Executive Session at 2:08 PM. Commissioner Rubin, Commissioner Patterson, Commissioner Lee, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Lee moved, and Commissioner Rubin seconded, the motion to end the Executive Session at 4:30 PM. Commissioner Patterson, Commissioner Rubin, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

**14. February Regular Board Meeting**

The February Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, February 26, 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 Cummings moved, and Commissioner Rubin seconded, a motion to end the Board Meeting at 4:32 PM. Commissioner Patterson, Commissioner Lee, Commissioner Edwards, Commissioner Rubin, and Commissioner Cummings voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr,  
Secretary to the RHA Board  
Acting Executive Director