

**ROCHESTER HOUSING AUTHORITY
March 25, 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

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Jacquetta Harris
Cynthia Herriott
Joyce Kinsey
Shawanna Lawrence
Mark Plantholt
Evhen Tupis

OTHERS PRESENT

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

Commissioner Tynise Edwards called the March Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:08 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 Larson moved; Commissioner Cummings seconded, a motion to go into Executive Session at 12:21 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 2:30 PM. Commissioner Patterson, Commissioner Larson, Commissioner Rubin, Commissioner Cummings, Commissioner Lee, and Commissioner Edwards voted yes. The motion was passed.

3. Approval of Minutes: February 2020 Regular Board Meeting Minutes

Commissioner Lee moved, and Commissioner Larson seconded the motion to approve the minutes of the February 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.

4. 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 summarized what has been done to inform and protect residents, participants, and Staff from the COVID-19 Pandemic and rapidly changing "environment."

Mr. Burr recognized Staff across the Authority who continue to go above and beyond to ensure that the quality of the services performed and resident and participant needs are taken care of, especially during this State of emergency.

Mr. Burr reported that RHA received confirmation from HUD that our SEMAP score of 100% was approved.

Mr. Burr noted that we were notified by the NYS Office of Temporary and Disability Assistance that the monitoring review of two of our Homeless Housing and Assistance Corporation (HHAC) contracts are in full compliance.

Mr. Burr shared that our Annual/5-Year Planning process is underway; the draft will be presented to the Board when completed. The Plan is due to HUD in mid-July. It is expected that the Board will be presented with a final copy of the plan for approval in June.

Mr. Burr reported that RHA responded to the RFP for the NYS Preservation Opportunity Program (NYSPOP). It is a grant program to support local housing agencies and authorities outside of New York City to develop strategic approaches to preserving existing affordable housing portfolios.

b. Board Action Requests

- i. Site Office Upgrades – Authorized the Deputy Executive Director to award the contract to Erie Contracting for \$161,700.00 – Capital Projects

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

- ii. Site Improvements at Lena Gantt Estates –Authorized the Deputy Executive Director to award the contract to Taouk Development for \$790,107.00 – Capital Projects

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

iii. Lawn Care Maintenance 2020

- a. Lawn Care Maintenance 2020 First Renewal of a 5-year contract – Authorize the Deputy Executive Director to award the first contract renewal to AA Blades Enterprises, Inc. for \$51,168.00 – Maintenance

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

- b. Lawn Care Maintenance 2020 Final Renewal of a 5-year contract – Authorize the Deputy Executive Director to award the final contract renewal to AA Blades Enterprises, Inc. for \$35,000 – Maintenance

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

- c. Lawn Care Maintenance 2020 Final Renewal of a 5-year contract – Authorize the Deputy Executive Director to award the final contract renewal to Washington Property Management \$56,000 – Maintenance

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

- iv. Resolution 03.25.20.01 Acknowledges and understands the gravity of the Covid-19 emergency. An Action Plan for Covid-19 response was presented for Board Approval– Legal

Commissioner Rubin moved, and Commissioner Lee seconded the motion to approve this request. Commissioner Rubin, Commissioner Remarais, 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 by continually creating organizational culture excellence.

Recent Events – on March 6, 2020, we celebrated Employee Appreciation Day, the Executive and Senior Staff delivered cupcakes to all the Associates at all of the RHA locations.

Recent Training; February – March 2020 - The Greater Rochester Chamber of Commerce will be conducting “Successful Supervision” training for managers.

The demographic information for the Authority as of March 2020 was presented to the Board which included all of the associates.

6. Diversity, Inclusion, and Compliance Officer’s Report

Cynthia Herriott

Compliance

- o Security Camera Project – We are working on completing the procurement requirements to move the process forward.

Fraud Investigations

- o Leasing Operations Repayment agreement payment totals YTD as of February 2020: **\$11,440.82 collected** (a total of \$340,322.50 has been collected to-date.)
- o Public Housing Repayment agreement totals YTD for Vacated Arrears as of February 2020: **\$2,024.28 collected** (a total of \$29,206.95.67 has been 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** –
 - CDI continues to work closely with Legal to address areas in need of assessment within RHA
 - Compliance is planning the 2020 Audit Schedule.

7. Finance

Sinclair Carrington

Mr. Carrington reported that the actual vs. budget figures and variances for year-to-date through January 2020 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.

8. Public Housing Report

Cynthia Herriott

Cynthia Herriott, , 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 February, RHA had 18 households move-out, and 26 households move-in. There are 26 RHA units ready to be rented. The Public Housing Occupancy rate for February is 96.74%.

9. Maintenance Report

Shawn Burr

Deputy Executive Director, Shawn Burr reported on Maintenance Special Projects for February 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; Scattered Sites furnace replacements; Lexington Court Mechanical Replacements; Administrative Office at 675 W. Main St. upgrades; Kennedy Tower Generator, and 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 into concerns raised by 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 February 2020, the total number of inspections was 743.

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

- Ms. Wright entered the FSS program in December of 2018 with goals of pre-homeownership, credit restoration, and employment. Ms. Wright is a full-time employee at Wal Mart; has increased her credit score by 34 points, and closed on her home at 72 Abbingdon Road on 7/26/2019. Ms. Wright has successfully completed the program and is entitled to receive \$332.00 in escrow savings.

12. 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, of which three have been completed, and one is pending.

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

1. Harriet Tubman Window Replacement – on hold
2. Scattered Site Porch Replacement – in progress and on schedule
3. Kennedy Tower Hallway and unit Rehab – on hold
4. Parliament Arms Door Replacement – complete
5. Seneca Manor Weatherization Project – on hold except for exterior work

Mr. Burr reported that the current status of the CFP Budgets as of February 29th are: 501.17 budget is 100% obligated and 78% expended, and the 501.18 budget is 73% obligated and 24% expended.

Mr. Burr reported that our seven Section 32 homeownership homes continue to have work done on each home to prepare them for successful homeownership.

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.; a resident meeting was held on March 12th. Federal St. is moving along with the development partner getting acclimated to the project. Kudos to Linda Stango, who continues to do a great job in coordinating all of the RAD activities.

13. 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.

14. April Regular Board Meeting

The April Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, April 22, 2020**, at 12:00 PM via Skype and the RHA tv on YouTube.

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 4:10 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