

**ROCHESTER HOUSING AUTHORITY  
May 20, 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  
Hershel Patterson, Resident Commissioner  
Hank Rubin, Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Jacquetta Harris  
Cynthia Herriott  
Shawanna Lawrence  
Bryan Little  
Mark Plantholt  
Linda Stango  
Evhen Tupis  
Harold Zink

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Josh Jensen, Tipping Point, Communications

Commissioner Tynise Edwards called the May Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:03 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: April 2020 Regular Board Meeting Minutes**

Commissioner Remarais moved, and Commissioner Rubin seconded the motion to approve the minutes of the April 2020 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Remarais, Commissioner Larson, Commissioner Edwards, and Commissioner Rubin voted yes. The motion 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 recognized the Staff across the Authority who continued to go above and beyond to ensure our high quality of services are maintained and that our, residents and participants needs are taken care of during this crisis. They have been doing a remarkable job!

Mr. Burr shared the PIH Notices that HUD has issued. HUD has listened, as a result the funding eligibility period begins on 3/27/2020 now. NYSPHADA and others are still working to get the pre-3/27 COVID related cost covered using these funds.

Mr. Burr thanked the Board for taking the time to review and approve the HUD Waivers that we recommend applying for at this time. We will continue to monitor all costs: trainings, procedure changes, and resident and participant notifications. These are all eligible expenses under the CARES funding.

Mr. Burr shared the FAQ's on HUD's Eviction Moratorium published on April 21, 2020, found in the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The Eviction Moratorium applies to all Public Housing residents, HVC holders (including tenant and project-based vouchers), HVC and Public Housing homeownership programs for federally back mortgages. Mr. Burr also shared the website that the latest HUD COVID related FAQ's could be found.

Mr. Burr reported that RHA is very fortunate in having a minimal positive case in our developments. Due to the proactive approach, RHA has shared information with our residents, participants, and staff.

Mr. Burr informed that he has been elected to the NYSPHADA Board of Directors. As a member of the NYSPHADA's elected board, he will help guide policy choices and strategic decisions on organizational, State, and Federal matters. The board has twelve directors that represent PHA's of all sizes and locations in New York State. Four of the Directors are elected and serve a four-year term, Mr. Burr's term will start in June 2020.

b. Board Action Requests

- i. R-16 Scattered Sites Roof Replacement – Authorized the Deputy Executive Director to award the contract to Ontario Exteriors for \$89,770.00 – Capital Projects

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

- ii. R-17 Scattered Sites Roof Replacement – Authorized the Deputy Executive Director to award the contract to Gatti Remodeling for \$192,900.00 – Capital Projects

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

- iii. Bond Street Redevelopment – Authorize the Deputy Executive Director to award contract to EDGE Architecture for \$163,000.00 – Capital Projects

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

- iv. Elevator Maintenance – Authorize the Deputy Executive Director to award a 2-year contract to Otis Elevator Company for \$57,528.00 – Capital Projects

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

- v. Kennedy Tower Appliance Purchase Refrigerators – Authorize the Deputy Executive Director to award a contract to Home Depot, Greece, NY for \$42,240.00 – Capital Projects

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

- vi. Kennedy Tower Appliance Purchase Ranges, Rangeshoods & Accessories – Authorize the Deputy Executive Director to award a contract to Home Depot, Greece, NY for \$50,960.00 – Capital Projects

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

- vii. Environmental Services Contract – Authorize the Deputy Executive Director to award a \$100,00.00 or a one year of service, contract to LaBella Associates for \$100,000.00 – Capital Projects

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

- viii. Bulk Bid Property Assessment Services

- a. Dominion Due Diligence Group – Authorize the Deputy Executive Director to award contract renewal (1st) for \$50,000.00 – Capital Projects

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

- b. All Environmental Inc. - Authorize the Deputy Executive Director to award contract renewal (1st) for \$50,000.00 – Capital Projects

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

- ix. Federal Street Development Agreement – Authorize the Deputy Executive Director to enter into a Development Agreement with Edgemere Development, Inc. & Home Leasing – Capital Projects

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

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

**Shawn Burr**

There was no report.

5. **Compliance, Inclusion, and Diversity Officer's Report** Cynthia Herriott

**Inclusion**

- The Morale and Inclusion Committee recognized the month of Ramadan and Mother's Day.
- Security Camera Project – This project is on hold while another vendor is selected. With the New York Padenmic Pause, it will be a little while before businesses are in full operation.
- Annual Report- The Compliance Department has completed an Annual Report. It has been posted on the RHA website.
- Senior Strategy – Ms. Herriott is working with Lifespan and a medical provider to monitor older residents during the Pandemic to ensure that they are checking on their welfare. Commissioner Rubin, Commissioner Cummings, and Melissa Berrien are assisting with this initiative.
- Student Homework Academy – This committee has met several times. The disruption to the education system caused by Pandemic makes our work even more critical. Simeon Banniooster from the Rochester Area Community Foundation has been in contact with us and he has asked to join the committee.. It's his belief that RHA is a key partner in addressing the needs of students.
- COVID Strategy – Ms. Herriott is working with the Monroe County Community Strategy Officer to facilitate addressing resident needs around testing and education.

**Compliance**

- **Fraud Investigations**
  - **Leasing Operations:** Repayment agreement payment totals YTD as of April 2020, \$24,121.32 collected. (\$353,003.00 has been collected to-date)
  - **Public Housing:** Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of April 2020: \$1,998.28 collected. A total of \$33,249.73 collected to-date (since 2017)
- **Termination Hearings**
  - Hearings are on hold due to the Pandemic, per the directive from state and federal officials. They have directed that no evictions take place.

**Operations**

- **Case Management** -
  - Program Violation Referrals Outstanding – 1,053 – We have recently filled this position and have a staff member working on addressing violations and getting them up to date.
- **Rochester Housing Charities** – Commissioner Cummings and Ms. Herriott serve as RHA's ex-officio representative on the RHC Board of Directors
  - Ms. Herriott is working with RHC to confirm their current debts that are owed to RHA , to ensure they are recorded in the RHC yearly budget.
- **Audit and Review** – CDI continues to work closely with Legal to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
  - Compliance is planning the 2020 Audit Schedule

- **Public Safety** – Ms. Herriott shared the Activity Chart for Public Safety. Targeted problem solving strategy appears to be having a positive impact.
  - **Current Actions:**
    - Building Security – RHA properties have adopted a protocol of restricted visitation to minimize virus impact. CDC and other signs are posted at each property. There is to be no loitering in any building lobby. Where possible, chairs have been removed to discourage congregation. Security has been advised and asked to enforce this directive. There will not be any decrease in our security coverage.
    - Violation letters have been mailed to tenants that didn't comply with the restricted visitation protocol. Ms. Herriott signed the letters personally as a special Covid-19 strategy response. This appears to be having an impact as she has not had to send repeat letters. This week she has not received violations.

**6. Finance**

**Sinclair Carrington**

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

**7. Public Housing Report**

**Cynthia Herriott**

Cynthia Herriott reported that the proposed ACOP new pet policy is currently being revised for compliance with the new HUD rules regarding pets. She informed the Board that all the managers are providing a biweekly report that will assist in advising her on all Public Housing matters.

In April, RHA had 13 households move-out, and 24 households move-in. There are 23 RHA units ready to be rented. The Public Housing Occupancy rate for March is 97.69%.

**8. Maintenance Report**

**Mark Plantholt**

Chief of Maintenance, Mark Plantholt, reported on Maintenance Special Projects for April 2020. He provided progress reports for the following projects:

- 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
- 255 Hamilton St. Rehab.

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

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

**Jacquetta Harris**

Director Harris, Leasing Operations Department, gave an update on her ongoing meetings with Dr. Rubin to inform him of the Leasing Operations Department's work with the Homeless population in our community.

Four thousand applications have been selected to be added to the Housing Choice Voucher Wait List. To date, RHA has reviewed 362 applications from the list to determine if the applicants are eligible for a voucher.

The Leasing Operations' utilization of the voucher's goal is between 95% to 98%; RHA is currently at 95%.

The monthly inspection average is 780 - 960. During April 2020, the total number of inspections was 590. In Mid-March RHA stopped performing annual inspections to reduce the person to person contact for the inspectors due to the COVID-19 virus.

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 RHA has an action plan that will demonstrate correction within the next 60 days.

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

**Melissa Berrien**

Ms. Dudley entered the FSS program on December 1, 2015, with goals of employment, credit restoration, and pre-homeownership. Ms. Dudley started a successful business, Forever Loving Medical Transportation Company. Ms. Dudley improved her credit score by 99 points and purchased a new home with her husband opting out of continued Section 8 assistance. Ms. Dudley is a successful graduate of the FSS program and entitled to receive an estimated \$3,000 in escrow savings.

Ms. Franklin entered the FSS program on October 1, 2017, with employment and homeownership goals. During her time on the program, Ms. Franklin's income increased by 213%, making her ineligible for Section 8 assistance. Ms. Franklin is a successful graduate of the FSS program and entitled to receive an estimated \$2,817.93 in escrow savings.

Ms. Steward entered the FSS program on November 1, 2017, with employment, education, and homeownership goals. During her time on the program, Ms. Steward passed the LPN exam and increased her earnings by 254%, making her ineligible for Section 8 assistance. Ms. Steward is a successful graduate of the FSS program and entitled to receive an estimated \$4,653.00 in escrow savings.

Ms. Pridgen entered the FSS program on March 1, 2019, with employment, credit restoration/budgeting, education, and pre-homeownership goals. Ms. Pridgen has been employed full-time as an Early Headstart Teacher for over ten years with ABC, and with Dairy Queen part-time, in hospitality. Ms. Pridgen's income increased by 109% percent, making her ineligible for Section 8 assistance. Ms. Pridgen is a successful graduate of the FSS program.

RHA currently has 19 businesses on the RHA Section 3 Registry.

RHA has seven families with anticipated closings and 12 families who have been approved for financing and searching for homes.

## **11. Planning Committee Report**

**Shawn Burr**

The Planning Committee meeting was held on 5/6/2020. 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. Seneca Manor Weatherization Project - on hold due to Pandemic
2. Harriet Tubman Window Replacement – on hold due to Pandemic
3. Scattered Site Porch Replacement – in progress and on schedule
4. Kennedy Tower Hallway and unit Rehab – on hold due to Pandemic

Mr. Burr reported that the current status of the CFP Budgets as of April 30<sup>th</sup>, 2020 are: 501.17 budget is 100% obligated and 97% expended, and the 501.18 budget is 91% obligated and 45% expended.

Mr. Burr reported that our seven Section 32 homeownership homes have had their PNA's completed. Work is being complete to each home to ensure they are ready for homeownership, which includes a new roof on one of the homes. Melissa Berrien's continues to work with other residents who have 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 gave a status update for the two RAD projects at Federal St and Parkside. The closing for Parkside was scheduled in February, and all the documentation was to the RAD website by 2/21/2020; due to the Pandemic, the process is delayed. RHA applied for an extension, and it was granted. RHA has been able to get all the documentation in place, and we are in a good place to close. The Federal St. project is moving forward with the architect and developer partner; they are performing their assigned task. A draft developer agreement for this project has been revised and approved by Counsel and agreeable to Edgemere Development. The physical needs assessments for the scattered sites that are to be included in the Federal St. conversion and are coordinating efforts to get these completed safely.

**12. Commissioner Comments**

Board Chair Edwards requested to go into Executive Session for a legal and personnel matter. Commissioner Remarais moved, and Commissioner Rubin seconded, a motion to go into Executive Session at 2:35 PM. Commissioner Remarais, Commissioner Rubin, Commissioner Patterson, Commissioner Larson, Commissioner Cummings, and Commissioner Edwards voted yes. The motion was passed.

Board Chair Edwards requested to end Executive Session; Commissioner Remarais moved, and Commissioner Rubin seconded, the motion to end the Executive Session at 2:54 PM. Commissioner Remarais, Commissioner Patterson, and Commissioner dwards voted yes. The motion was passed.

**13. June Regular Board Meeting-**

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

There being no further Regular Meeting Business to come before the Board, Commissioner Remarais moved, and Commissioner Rubin seconded, a motion to end the Board Meeting at 2:55 PM. Commissioner Patterson, Commissioner Remarais, Commissioner Edwards, Commissioner Rubin, and voted yes. The motion was passed.

Respectfully submitted,

Shawn Burr,  
Secretary to the RHA Board  
Deputy Executive Director