

**ROCHESTER HOUSING AUTHORITY
April 22, 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

OTHERS PRESENT

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

Commissioner Tynise Edwards called the April 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: March 2020 Regular Board Meeting Minutes

Commissioner Remarais moved, and Commissioner Patterson seconded the motion to approve the minutes of the March 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 quality of services are performed, residents, and participants, needs are taken care of during this crisis we are living in. They have been doing a remarkable job!

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. Commissioner Dr. Rubin ask that we include a disaster recovery plan that we have been using during the Pandemic in the plan. Mr. Burr will include a request to take advantage of the HUD waiver to extend the deadline to ensure that we can add this to the plan.

Mr. Burr has created a timeline of our efforts and the Significant Orders, and updates the timeline as we continue to work during this Pandemic.

Mr. Burr noted that we are tracking our expenses that are COVID-19 related in a separate cost center. This will allow us to ask for reimbursement, if funds become available at a later date.

Mr. Burr reported the CARE Act 2020 was signed into law by the President 3/27/2020 with the authority to waive regulatory and statutory requirements given to HUD, which is unprecedented.

Mr. Burr informed us that HUD has hosted several calls with PHA Executive Directors across the country and has given guidance and FAQs to assist PHA's with their operations during this difficult time.

- b. Board Action Requests

- i. TenMast Agreement and Renewal – Authorized the Deputy Executive Director to renew the contract to Tenmast/MRI for \$106,450.50 – Information Technology

Commissioner Rubin 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. Vacated Arrears – Authorized the Deputy Executive Director to approve Write-Off of the FY 2020 2nd Quarter Vacated Arrears for \$23,822.62 – Finance

Commissioner Larson moved, and Commissioner Patterson 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. State Contract Renewal for Cell Phones – Authorize the Deputy Executive Director to renew the contract to Verizon for \$50,000.00 – Finance

Commissioner Remarais moved, and Commissioner Rubin 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. Federal Street Scattered Site Redevelopment – Authorize the Deputy Executive Director to enter into a Development Agreement with Edgemere Development, Inc. & Home Leasing cost TBD – Capital Projects

Commissioner Larson moved to table, and Commissioner Remarais seconded the motion to approve this request. Commissioner Edwards, Commissioner Remarais, Commissioner Rubin, Commissioner Patterson, Commissioner Larson, and Commissioner Cummings voted yes. The motion was tabled until Legal has completed the review of the agreement.

- v. Proposed Admin Plan Language – Authorize the Deputy Executive Director to approve the language changes to the Administrative Plan – Leasing Operations

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. Diversity, Inclusion, and Compliance Officer's Report

Cynthia Herriott

Compliance

- Security Camera Project – This project is on hold while another vendor is selected.