

**ROCHESTER HOUSING AUTHORITY
November 18, 2020
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



MEMBERS PRESENT

Rosalie Remarais, Acting Chairperson
Florine Cummings, Resident Commissioner
Hershel Patterson, Resident Commissioner
Duwaine T. Bascoe, New Commissioner

STAFF PRESENT

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Jacquetta Harris
Joyce Kinsey
Shawanna Lawrence
Mark Plantholt
Mariam Rodriguez-Machuca
Shelby Simpson
Linda Stango
Evhen Tupis

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the December 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, during the Public Comment period. During the meeting a Public Comment was received from Friends of the African Union smartWISE Community Reinvestment Coalition of Monroe County; it was delivered in person to Rochester Housing Authority's administration building on December 16, 2020. It was a 2-page document that was scanned and emailed to all of the Board Commissioners.

2. Approval of Minutes: November 2020 Regular Board Meeting Minutes

Commissioner Patterson moved, and Commissioner Cummings seconded the motion to approve the minutes of the November 2020 Regular Board Meeting. Commissioner Patterson, Commissioner Cummings, Commissioner Remarais, and Commissioner Patterson voted yes. The motion passed four to zero

3. Director's Report and Board Approval Requests

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

Mr. Burr **CONTINUE** to recognize Staff across the Authority who continue to go above and beyond to ensure our quality of services are performed and resident's and participant's needs are taken care of especially during this Pandemic! They are doing a remarkable job! As we are "re-opening," great efforts are being made in the planning and execution. Procurement and Maintenance are helping greatly.

Mr. Burr shared that Holiday season, we all need to be diligent in maintaining each other's safety. We have a plan/procedure developed for allowing two visitors for residents at our high-rises but will need to be sure that local conditions are safe to implement. Staff and AP Security have done a great job working together on this.

Mr. Burr shared that we met with our NYS POP grant consultant on 12/10 and "kicked off" the project. e will continue to update at the Project Planning meeting.

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continues with December schedule moving along.

Mr. Burr reported our "Reopening Committee" has been very busy developing plans for RHA to "reopen" in phases. We are working out the kinks to implement temperature checks as part of our daily screening process which has been a big challenge. The Committee is addressing the opening "doors" will be open to the public, but with the current trends in increased positive cases, this has been put on hold, but the team will continue to plan for it. Continued kudos to Shawanna for taking the lead on this and the countless hours she and the committee have put in. As we near a **RED Zone**, we will begin going back to having staff that can work from home effectively, do so on certain days.

Mr. Burr reported that staff continue to be involved in several community projects and report on them in their Board reports. RMAPI Housing Committee, City FEC Program Initiative, Connected Communities Housing Committee, Private Sector Rental Market Study, and Benefits Project are a few that are in the works. I really appreciate their efforts in representing RHA on critical projects in our community.

Mr. Burr reported that RHA participated in the 21-Day Racial Equity Challenge. This initiative is a powerful opportunity to develop a deeper understanding of how inequity and racism affect our lives and community. It's imperative we rise to the challenge to improve our community and ourselves in our commitment to implement antiracist practice.

Mr. Burr reported that Representative Marcia Fudge of Ohio is expected to be nominated to lead the U.S. Department of Housing and Urban Development. President-elect Joe Biden's transition team has not confirmed Rep. Fudge's nomination for HUD Secretary, but it has been reported by a number of news agencies. Rep. Fudge had been discussed as a potential candidate for the Department of Agriculture Secretary, but it appears that

former Iowa Governor Tom Vilsack will be nominated for that position. Congresswoman Fudge was first elected to Congress in 2008 and represents the 11th Congressional district of Ohio which includes the cities of Cleveland and a portion of Akron. Rep. Fudge currently serves on the Committee on House Administration, House Committee on Agriculture, and House Committee on Education and Labor and is a past Chair of the Congressional Black Caucus. She has been an ardent supporter of nutrition programs and initiatives to reduce food insecurity. She worked in the Cuyahoga County prosecutor's office and is a former mayor of Warrensville Heights, Ohio; she is the first African American and first woman elected mayor of that city. Rep. Fudge is also a past national president of the Delta Sigma Theta sorority. NAHRO has had a number of conversations with President-elect Biden's and Vice President-elect Harris's transition team to share NARHO's affordable housing and community development priorities. NAHRO looks forward to working with the new administration to advance issues important to our members and to ensure affordable housing and thriving communities are prioritized.

Mr. Burr reported that the PHA Waivers were Extended:

On November 30, HUD released a notice extending COVID-19 waivers for PHAs. HUD discussed the notice, titled "COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 2" (PIH 2020-33(HA), Rev-2), on a webinar on December 1. The notice restates the waivers from previous notices and incorporates the waivers from the mainstream voucher waiver notice and Mod Rehab waiver notice. It also adds several new waivers and alternative requirements and extends most of the waivers until June 30, 2021 (previously, most waivers were set to expire at the end of this year). Some waivers implemented in prior notices were not extended. Aspects of the previous waiver notice remain in place. First, the use of these waivers is discretionary. The PHA may choose which waivers it wishes to use. Additionally, some waivers have alternative requirements which should be read carefully. Finally, PHAs must publicly post or otherwise make available a list of all the waivers and alternative requirements the PHA choose to implement. The PHA must also notify residents and owners or the impact of the waivers and alternative requirements. Three waivers were not extended in this notice. First, all annual reexaminations due in Calendar Year 2020 (CY20) must be completed by December 31, 2020 and any reexaminations due between January 1, 2021 and June 30, 2021 must be completed by June 30, 2021. Second, Public Housing Annual Inspections were waived for 2020 but PHAs must inspect all units in 2021. Third, the waiver that extended HUD Form 50058 reporting from 60- to 90-days from the effective date of action is not extended. This waiver expires on December 31, 2020. The notice also includes three new waivers. The first, PH13, waives the termination requirement for an over-income family in public housing and, alternatively, requires the PHA to charge the family the applicable Fair Market Rent as the family's monthly rental amount. The second, PH-14, waives the requirement that a family may not be offered a choice between a flat rent and an income-based rent more than once a year. And third, the notice allows HUD to toll the evaluation of the two-year recovery benchmark for PHAs designated as troubled prior to the date of the Notice that did not receive Public Housing Assessment System (PHAS) assessment for the first full fiscal year after the initial notice of the troubled designation. The notice also adds alternative requirements to previously established

Housing Quality Standard (HQS) and HCV waivers. The biennial inspection waiver includes an alternative requirement that allows a PHA to delay a biennial inspection if an owner certifies that the owner has no knowledge of life-threatening conditions in a unit instead of conducting an initial inspection. The notice also requires PHAs to maintain documentation that explains extenuating circumstances if a tenant has an extended absence from a unit and the PHA is allowing extended absences during the pandemic. Lastly, the Notice provides for two additional alternative requirements related to SEAMP. The Notice allows field offices to perform remote SEMAP confirmatory reviews before changing any rating from troubled to standard or high performer, and the Notice waives the requirement for PHA submission of an annual SEMAP certification in IMS-PIC within 60 days of the fiscal year end during the timeframe HUD is rolling over prior year scores

Mr. Burr reported that HUD has also published the Final Rule on Section 3 program revisions. Staff are currently reviewing and will be discussing in Committee as to the details and what it means to RHA. We will most likely need to revise our current policy and will keep you posted. We will update during the Project Planning meetings.

Mr. Burr reported that there have been several HUD trainings this past month on various topics that staff have attended. Topics ranging from CARES Act Funding reporting, Waiver extensions, Section 3, and ELOCCs reporting to name some.

b. Board Action Requests

- i. 117 William Warfield Drive Townhouse Alterations – Authorized the Deputy Executive Director to award a contract to Erie Contracting Inc. for \$165,000 – Capital Projects

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

- ii. Security Services Contract Renewal year 4 – Authorized the Deputy Executive Director to renew the contract to AP Safety and Security Corp. for \$777,200.50 for the second contract renewal of a three year contract – Authority Wide

Commissioner Cummings moved, and Commissioner Patterson seconded the motion to approve this request. Commissioner Remarais, Commissioner Patterson, and Commissioner Cummings voted yes. The motion passed four to zero.

- iii. 2020/2021 Night/Weekend On-Call Coverage – Authorize the Deputy Executive Director to award the contract to Catherine’s Home Improvement for \$72,000.00 – Maintenance

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

iv. Insurance Renewal

- a. Auto Renewal – Authorize the Deputy Executive Director to renew the policy with Preferred Mutual Insurance Company for \$56,954.00 – Public Housing and COCC

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

- b. Umbrella Renewal – Authorize the Deputy Executive Director to renew the policy with General Star Indemnity Company for \$32,008.08 – Public Housing and COCC

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

- v. Short Term and Long Term to Authorize the Deputy Executive Director to award the contract to Lincoln Financial Group for \$195,684.00 (year 4) – Human Resources

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

- vi. Augmented IT Services to Authorize the Deputy Executive Director to award the contract to Innovative Solutions for \$36,000.00 (year 1) - Information Technology

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

- vii. Masking Policy to authorize the Deputy Executive Director to implement Policy #370 and to notify employees – Human Resources

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

4. Executive Personnel Administrator's Report

Shawanna Lawrence

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 Trainings – December 14, 2022

Connecting with Respect- Management Training

Recent Recent – December 2020

ADP Time & Attendance Management Training.

Updates

21-Day Racial Equity Challenge: Associates completed the 21 Day Challenge which allowed them to connect, reflect, and participate in the challenge to gain a deeper understanding of how inequity and racism affect our lives and our community. Human Resources are currently working on a template for managers to use in their staff meetings to continue the conversation.

5. Compliance, Inclusion, and Diversity Officer's Report Shawn Burr

Inclusion

- Covid Strategy – We have been working with community partners to facilitate addressing resident needs around testing and education. The COVID testing has taken place at most of RHA's senior sites with Trillium's mobile unit. Trillium has now added primary care services being available for residents along with COVID testing. A regular schedule has been established and posted at our sites. We have had discussions with URMC and Unity about medical, dental, behavior health, eye care services and telehealth services for our residents. Discussions are ongoing to work out logistics and develop MOU agreements.
- We were able to secure 2500 vouchers for a free gallon of milk from Foodlink and are working out the distribution to our residents.

Compliance

- **Fraud Investigations**
 - **Leasing Operations** - Repayment agreement payment totals YTD as of November 2020, \$62,995.30 collected. (\$391,876.98 has been collected to-date)
 - **Public Housing** - Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of November 2020: \$13,613.22 collected. A total of \$40,795.89 collected to-date (since 2017)
- **Termination Hearings**
 - We have upgraded our process to be able to conduct hearings remotely.
 - **Leasing Operations** – 10 Participant Hearings Scheduled: 2 upheld; 0 overturned, 4 re-instated & 4 adjourned.
 - **Public Housing** – 3 Participant Grievance Hearings Scheduled: 0 upheld; 0 overturned, 0 reinstated & 3 adjourned.

Operations

- **Case Management** –
 - Program Violation Referrals Outstanding – 1,101 – We have a staff member working on addressing violations and getting them up to date.
 - **Rochester Housing Charities** – Commissioner Cummings serves as RHA’s ex-officio representative on the RHC Board of Directors and we’ll need to appoint a second member in Cynthia’s absence.
 - We continue to work on the RHC project and will continue to keep the Board updated.
 - **Audit and Review** – I will be working closely with Legal to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
 - Compliance has completed the 2021 Audit Schedule draft for my review.
 - **Public Safety** – Please see the Activity Chart for Public Safety. The targeted problem strategy appears to be having an impact.

Current Actions:

- Conduct Violations – We continue to mail violation letters to tenants that do not comply with the restricted visitation protocol.
- Security Camera Project – This project was been on hold while another vendor is selected due to the New York Pandemic Pause, Currently, I am working with IT and Procurement to restart the vendor process. We have a lot of information gathered and an Authority wide scope of work to proceed with.
- We re-established the additional Covid-19 security coverage for Danforth, Kennedy and Univeristy Towers during the Thanksgiving Holiday. We are currently reviewing a protocol for the upcoming holidays. The protocol went well and for the most part, residents adhered to the process.
- Incident Reports during Thanksgiving Holiday: (2) Hudson Ridge Tower, (2) Kennedy Tower and (2) Lake Tower.
- A resident at Lake Tower got physical with the security officer on duty on 11/28/2020. RPD was called. Management conferred with Mr. Santoro and at this time a lease termination will be issued..

6. Finance

Sinclair Carrington

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures and variances for year-to-date through September 2020 for the COCC, Public Housing, and Section 8 income and expenses. He reported that the Financial Data Statements (FDS),

RHA annual Financial submission to HUD, was submitted on time by the due date of 11/30/2020.

Mr. Carrington also reported on the COVID-19 CARES Funding income and expenses for year-to-date through November 30, 2020, and also reported on the projected ways of spending the remaining \$3.1 million of the HCV Cares Funding.

7. Public Housing Report

Shawn Burr

Interim Public Housing Structure:

- While the Public Housing Director position is vacant, I will oversee and coordinate the management of this department in coordination with property managers.

Public Housing Matters:

- We are currently in the process of developing a policy and procedure for deceased residents that will be presented to the Board of Commissioners upon completion.
- COVID Matters:
 - Building Security – RHA properties have adopted a protocol of restricted visitation to minimize the COVID virus impact. Center for Disease Control (CDC) and other notices have been posted. The RHA Re-open Committee is working on the plan to reopen community rooms, common spaces, and revised visitation. Tipping Point will also be assisting and is in the process of drafting resident notices. One to be delivered shortly reminding of current restrictions and safe practices and informing of Reopening only when it is safe to do so.
 - Residents – Family Self Sufficiency in partnership with Lifespan, Foodlink, United Way, and our Resident Council members are delivering food to those seniors in need.
 - Disinfection of the main lobby areas, elevators, door handles are being done twice daily.
 - Community rooms have been secured.
 - Some of the staff have reported an increase in income loss notices due to the pandemic. The waiver process is being utilized to assist residents with recertification.

Staff continues to assist and a reminder notice to residents will go out soon. I am working closely with management to develop a temporary process for serving 14-Day Notices when the court reopens.

- Evictions are on hold. We are working with the Public Housing Attorney to develop a plan for restarting this process.
- The Property Management office is offering applicants several methods to view a unit, e.g., virtual, email & text pictures, solo unit showings (staff will wait outside of the unit as applicant walks through the unit). This will meet our COVID reopening requirements.

- The slow mail system is impacting the recertification process. Tenants are reporting that it's taking two weeks to get the mail that RHA sent. We will work with residents on a case by case basis.
- We have re-established the additional Covid-19 security coverage for Danforth, Kennedy, and University Towers.
- HUD has granted RHA an extension to submit the 5 Year Agency Plan.
- We are currently working on a procedure for package deliveries on Public Housing Towers.

Security Matters:

- Security is on the issue of the parking lots at Glenwood Garden. Cynthia had requested a special security detail. I am currently working in collaboration with the city to re-establish security and eradicate the fear of crime among our residents.

Online Applications:

- APC 1 and 2 bedrooms waiting lists are currently closed. We have provided notice to the public via Facebook and the Rochester Housing Authority website.
- To address the high number of high-rise vacancies, APC is currently canvassing the one-bedroom waiting list. Based on the low responses to past canvases, we have increased the number of applicants we are canvassing to 160 per month.
- APC is currently operating with 50% staffing. Due to sick, personal, and vacation leave, the department sometimes has only 25% of its staffing present for a day up to a week's time. We made offers to two candidates, and both candidates declined.

8. Maintenance Report

Mark Plantholt

Chief of Maintenance, Mark Plantholt, he provided a department update for the following items:

- **Vacant Unit Report**
 - Completed: 34 WM Warfield, 140 West Ave 555X, University 711 and 1209, Holland 231, 11 Coleman. But there are several listed on the 10/2020 report without Work Orders.
- **Laundry Room Improvements**
 - Have contacted a plumbing contractor to review building pipe sizes to determine if the drains can support the larger machines.
- **Kennedy Tower Emergency Generator Project**
 - The bid opening is set for 12/16/2020.
- **Staffing**
 - Filling the four new Senior Inspector positions will open those four Mechanic positions in the zones.
 - The BMS position in scattered sites remains open – no candidates. Daryl Dillon covering Scattered Sites, At Large and RHC sites.

- Short staff due to vacation time being used, medical time off and the related illnesses.
- **Open Work Orders**
 - Open Work Orders as of November 30 – 961.
- **COVID Sanitizing**
 - Bob Croston found a company selling a new technology for applying a safe non-toxic sanitizer to a variety of surfaces. It aerosolizes the liquid to a gas state and uses hypochlorous acid (HOC1) as the sanitizer ingredient. The product is made using salt, water, vinegar, and electrolysis. HOC1 is recognized by EPA to kill COVID 19 and is not expensive. If it turns out to be a viable solution this will save the Authority the cost of the contractors each month.
 - The Section 3 and MWBE contractors will remain in place for the month of December and January.
- **Upcoming Request for Proposals for Contracts and Projects**
 - On-Call Night & Weekend Maintenance Coverage – Presented to the Board today.

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

9. Leasing Operations Report (Section 8)

Jacquetta Harris

Director Harris, Leasing Operations Department, shared utilization and funding information with the Board of Commissioners.

- Action Item: Note: In January 2021 we will be submitting proposed Administrative Plan language which will include addition of a new chapter on Permanent Supportive Housing Policies; and due to numerous updates Project Based vouchers and Rental Assistance Demonstration chapters will be included.
- Currently, we have 3,557 applicants on the Housing Choice Voucher Waiting List. We have 49 applicants in the ready drawer, ready to receive a voucher when we issue.
- Leasing Operations' voucher or funding utilization goal is between 95% to 98%. We are currently at 94.4% utilization of vouchers and 101.6% utilization of funds.
- The monthly inspection goal is 780-960. The Inspection Unit conducted 722 inspections for November. As of August 24, 2020, we resumed biennial inspections.
- Permanent Supportive Housing projects are being monitored monthly for financials and project participation. All projects that are projecting a funding deficit, by the end of the grant period, have an action plan to address the deficit.

- Committee updates:
Continuum of Care (Partners Ending Homelessness (PEH)): We will be submitting a new chapter for the Administrative Plan for Permanent Supportive Housing (PSH) policies. Once finalized and approved by RHA's Board of Commissioners PEH stated they will share the new PSH Chapter with their community partners with the recommendation to implement PSH policies for their agency.

Rochester-Monroe Anti-Poverty Initiative (RMAPI): New Executive Director: Aqua Y. Porter. A search committee led by RMAPI Co-chairs Daan Braveman and Jerome Underwood was tasked with identifying the next leader of the team working to eliminate poverty and increase sufficiency for people in Rochester. The seven-member search committee included community members with lived experience of poverty, nonprofits, funders, employers, and government. An experienced local search consultant identified more than 150 qualified candidates from around the U.S., who were vetted by the committee, which also interviewed finalists. At 11/30/2020 meeting of the Steering Committee, Aqua Y. Porter was approved unanimously as the next Executive Director. Aqua has been serving as interim executive director since May.

10. Family Self-Sufficiency (FSS) Report

Melissa Berrien

1. Participant Highlights

We have 248 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Burgos entered the FSS program on March 1, 2018, with employment, credit restoration and homeownership goals. Ms. Burgos has maintained employment and increased her income by 154% percent and is no longer receiving section 8 assistance. Ms. Burgos is a successful graduate of the FSS Program.
- Ms. Jiles entered the FSS program on December 1, 2015, with an employment goal. Ms. Jiles began employment at Blossom North in February of 2016. Ms. Jiles is a successful graduate of the FSS Program and entitled to receive an estimated \$32083.26 in escrow savings.
- Ms. Pritchett entered the FSS program on December 1, 2015, with an employment goal. Ms. Pritchett has maintained employment and increased her income by 210% percent. Ms. Pritchett is a successful graduate of the FSS Program and entitled to receive in \$4738.06 escrow savings.
- Ms. Manor entered the FSS program on December 1, 2015, with an employment goal. Ms. Manor has maintained employment and increased her income by 515% percent. Ms. Manor is a successful graduate of the FSS Program and entitled to receive in \$14620.74 escrow savings.

2. Section 3

- Monthly Report (see attached)
- We currently have 19 businesses on the RHA Section 3 Registry

3. Agency Collaborations

- Financial Empowerment Center (FEC) offers free financial counseling which focuses on increasing savings, reducing debt, and increasing access to safe and affordable banking products.
- Action for a Better Community (ABC) – Benefits Cliff Project -We are participating on a community wide initiative led by ABC to create a tool that will help individuals receiving public assistance to understand and mitigate benefit cliffs and their impacts
- We are in talks with URMC and Unity Health systems to create a partnership that will increase access to healthcare for residents and participants
- Eviction Prevention Study - RHA is collaborating with the City of Rochester, FEC and Harvard University to evaluate the impact of FEC programming on eviction outcomes for RHA residents and the effectiveness of different Marketing tools.
- Afterschool Program Initiative - Collaborative initiative with ROC the Future (RTF), Greater Rochester After-School Alliance (GRASA) and the Community Foundation to implementing after- school engagement opportunities for residents.

4. Homeownership

- Ms. Lawrence closed on her home at 186 Danforth Street on November 6, 2020.
- Ms. Berl closed on her home at 300 Armstrong Road on November 20, 2020.
- We have 5 families with anticipated closings and 14 families who have been approved for financing and are searching for homes.
- 17 families to date have closed, but we expect the number to grow to 20 by year end.

4. Upcoming Events

- Senior Gift Card Distribution- In lieu RHA's Annual Christmas Luncheon, canceled due to Covid-19, we will be distributing to fifteen-dollar gift cards to all public housing seniors (age 62 or older)
 - 862 card for a total of \$12,930.00
- Annual Toy Giveaway – We will be delivering toys and FSS information to families who registered for the annual toy giveaway December 15-18.
 - Toys are donated by The Pirate Toy Fund
 - 43 families registered (93 children)
- Milk Voucher Distribution – We will be distributing vouchers to all Public Housing Families for a free gallon of milk which can be redeemed at local grocery stores.
 - Vouchers donated by Foodlink

11. Planning Committee Report

Shawn Burr

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

- We had one action item for this meeting that were presented, questions asked and answered. The Committee agreed to move them to the Board meeting for approval.

- The agreement for the execution of the New York State Preservation Opportunity Program
- (NYPOP) grant has been reviewed by our partners, signed and submitted to Enterprise for approval. We met on 12/10 and kicked off the project. There is a lot to do and we will have bi-weekly progress meetings.
- We are seeing a rise in costs associated with the pandemic. Material lead times have increased, material costs have gone up, and contractor overhead costs have gone up. As you know, contractors must have COVID-19 safety plans and procedures as part of the bid response which is reflected in higher bid amounts. Other PHA's I've spoken with are experiencing the same.
- We discussed the status of our current projects by having staff give updates and review progress pictures:
 1. Scattered Sites Roof Replacement R-16- 95% of the work has been completed.
 2. 58-66 Merrimac Street Roof alterations & replacement- project is on schedule and 60%complete
 3. RHA Office Site Upgrades – project is on schedule and 70% complete
 4. Kennedy Tower Hallway and unit Rehab – 25% of the work has been completed.
 5. Lena Gantt Estates- sidewalk and paving project on schedule and 99% complete.
 6. Lake Tower Façade Repair – 30% of the work is completed and is on schedule and will pick back up in the Spring
 7. Seneca Manor Weatherization Project – project getting back underway and 70%complete
 8. Bay/Zimmer Boiler Replacement – project on schedule and 95% complete.
- Staff is ensuring that contractors are following the NYS COVID-19 Safety Guidelines that have been put in place.
- We presented the project summary report for the Scattered Site R-17 Roof project which was completed on schedule and a little over budget, mostly due to COVID Safety Plan expenses.
- We have one project out to bid and another one to go out shortly.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month.
- The status of our current CFP Budgets as of September 30th are: 501.18 budget is 100%obligated and 74% Expended, and 501.19 is 52% obligated and 13% expended. RHF Funds grants as of September 30th are: 502.13 is 56% obligated and 30% expended, and 502.14 is 0%obligated and 0% expended.
- We then discussed our A/E status report.

Project Planning

- Our Project Planning meeting followed the Committee meeting. We began with updates on our development projects beginning with our two RAD projects at Parkside and Federal St. We closed on the Parkside Conversion, and now are