

**ROCHESTER HOUSING AUTHORITY  
June 23, 2021  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**MEMBERS PRESENT**

Tynise Edwards, Chairperson  
Florine Cummings, Resident Commissioner  
Rosalie Remarais, Commissioner  
Hershel Patterson, Commissioner  
Henry Rubin, Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Pierre Dorancy  
Shawanna Lawrence  
Mark Plantholt  
Mariam Rodriguez-  
Machuca  
Shelby Simpson  
Evhen Tupis  
Harold Zink

**OTHERS PRESENT**

Joshua D. Steele, RHA Legal Counsel  
Julie Panna, Tipping Point Communications

Commissioner Tynise Edwards called the May Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:01 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 2021 Regular Board Meeting Minutes**

Commissioner Remarais moved, and Commissioner Rubin seconded the motion to approve the May 2021 Regular Board Meeting minutes. Commissioner Cummings, Commissioner Remarais, Commissioner Patterson, Commissioner Rubin, and Commissioner Edwards voted yes. The motion passed five 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 would like to

# CONTINUE to

recognize Staff across the Authority who continue to go above and beyond to ensure our quality services are performed and resident and participant needs are taken care of especially during the pandemic and now with us reopening! They are doing a remarkable job! Procurement and Maintenance have helped greatly. The teamwork displayed before, during, and after the vaccination clinics is a true testament of the great staff we have.

Mr. Burr shared that we are not out of the woods yet with COVID all need to remain diligent in maintaining each other's safety. RHA continues to monitor and adhere to new regulations, recommendations and Executive Orders as we receive them. Mark and staff have implemented the new sanitizing system and setting up trainings at our other sites. Visitor restrictions have been relaxed, but COVID questionnaires, and temperature checks continue for all visitors. Temperature kiosks for staff and visitors are in place with handheld thermometers as back-ups. The Executive Team monitors current conditions daily and meets weekly to discuss our processes. The reopen committee has also prepared plans to reopen and modify them as conditions change. We are targeting June 1st as our re-open date for offices.

Mr. Burr shared that we were awarded 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan. We are working with the Continuum of Care and other community partners to strategize on the requirements associated with the program. Details and updates will continue to be presented at the Section 8 Committee meeting.

Mr. Burr shared that our application for the HUD Choice Mobility Demonstration was approved and our Team is moving forward with webinars and program meetings. We will continue to update at the Section 8 Committee meeting.

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continues with June's schedule moving along. We will be scheduling a "lessened learned" meeting with Trillium to discuss strategies and opportunities moving forward.

Mr. Burr reported staff continue to be involved in several community projects and report on them in their Board reports. RMAPI Housing Committee which will now be a Housing Working Group which will focus on our community's full housing system, 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 and their extra efforts are commendable.

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Mr. Burr reported that as you recall, RHA participated in the 21-Day Racial Equity Challenge. Shawanna is working with Dr. Archie from the City to provide staff training.

Mr. Burr reported that he is participating on the West Main Steering Committee as planning takes place on the redevelopment of the "Bull's Head" neighborhood. We will be creating an actionable vision for West Main St that reflects a revived multimodal, economic, and cultural corridor. This study will create a roadmap for making investments and changes to the neighborhood, street, and streetscape design. I'm also part of the North Inner Loop Planning project.

Mr. Burr reported on an update from NYSPHADA Update: The Spring conference was held on June 3rd and 4th and after a few glitches getting started, the conference went well. Attendance was ok overall, and I believe RHA had the most attendees. Thank you all who attended. The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. Some of us met with NYS HCR Commissioner, Ruth Visnaukas and her team on the lack of 9% LIHTC awards to PHA's (none). And how the \$125 million in the NYS budget allocated for upstate PHA's was going to be allocated. It was a good meeting and they listened to us and I feel they "heard" what we were saying. They are in the process of determining how the \$125 Million will be allocated.

Mr. Burr reported that HUD released its "Restoring Affirmatively Furthering Fair Housing Definitions and certifications" interim final rule on June 10. The interim rule restores certain definitions and certifications from the 2015 "Affirmatively Further Fair Housing" (AFFH) rule. It also rescinds the "Preserving Neighborhood and Community Choice" (PNCC) rule issued in 2020, which rescinded the original 2015 AFFH rule. "NAHRO is pleased to see that HUD is bringing back definitions for AFFH that get to the heart of the intent of the Fair Housing Act," NAHRO President Sunny Shaw said. "We are also glad HUD is taking a thoughtful approach regarding additional ways to implement AFFH at local levels." The interim final rule goes into effect July 31, 2021; however, HUD will accept comments on the interim final rule for 30 days after publication and act on them prior to the effective date of the rule. HUD's interim final rule does not restore the 2015 AFFH rule's procedural provisions that governed how HUD grantees conducted fair housing and how HUD reviewed that planning work. Further, the interim final rule does not require any particular fair housing process for PHAs but only requires HUD grantees certify they will affirmatively further fair housing. Affirmatively furthering fair housing is defined as taking meaningful actions to address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The interim final rule further defines the follow terms: "Disability," "Fair Housing Choice," "Housing

Programs Serving Specified Populations,” “Integration,” “Meaningful Actions,” “Racially or Ethnically Concentrated Areas of Poverty,” “Segregation,” and “Significant Disparities in Opportunity.” HUD grantees may engage in fair housing planning to support their AFFH certifications if they choose, however the interim final rule does not require any specific form of planning or the submission of fair housing plans to HUD. Grantees may continue to engage in familiar fair housing processes, such as an Analysis of Impediments (AI) or an Assessment of Fair Housing (AFH), however this not required. HUD intends to undertake a separate rulemaking process to improve upon the 2015 AFFH rule at a later date.

Mr. Burr reported that the House Financial Services Committee considered legislation that would expand the Housing Choice Voucher (HCV) program in a June 9 hearing titled “Universal Vouchers: Ending Homelessness and Expanding Economic Opportunity in America.” Congressman Emanuel Cleaver (D-MO), Chairman of the Subcommittee on Housing, Community Development, and Insurance opened the hearing by noting one of the bills under consideration: “I’m proud to join Chairwoman Waters and the distinguished gentleman from New York, Mr. Torres, in proposing the Ending Homelessness Act of 2021, which would make Housing Choice Vouchers an entitlement for those who qualify and would ban landlords from discriminating against voucher holders, including banning discrimination based on source of income and veteran status.” Witnesses from the Center on Budget and Policy Priorities (CBPP), Urban Institute, University of California Berkeley, Housing Rights Center, and American Enterprise Institute (AEI) joined the hearing to provide expert testimony. Ann Oliva, a senior fellow at CBPP, stated a universal voucher program would improve the lives of people who are struggling to afford housing, including those who are homeless. She described the urgency of housing assistance by noting that in 2020, at least 30 states saw a rise in their homeless population. Senior Fellow and Vice President of Metropolitan Housing and Communities at the Urban Institute, Mary Cunningham, testified that a model of HCV expansion showed the potential to cover an additional 19.7 million people through universal vouchers. Ben Metcalf, Managing Director of the Turner Center for Housing Innovation at UC Berkeley suggested five improvements to the HCV program, including updating Fair Market Rent (FMR) calculations and investing in renter counseling. The Executive Director of the Housing Rights Center, Chancela Al-Mansour, spoke about the dire housing situation in Los Angeles and noted the HCV waiting list has been closed there for several years due to the overwhelming demand. Finally, an Adjunct Scholar of Domestic Policy at AEI, Howard Husock, presented his view that Congress should not expand the HCV program, but rather make several “common sense” improvements. He recommended housing vouchers should have a flat rent for a fixed amount of time. Husock pointed out that homeless individuals also often experience mental health and substance abuse issues, for which they should receive adequate treatment. Twenty-eight members of the committee questioned the witnesses following their testimonies. Rep. Ayanna Pressley (D-MA) asked Oliva to explain how a universal voucher program might lead to greater racial justice. Oliva responded that sufficient funding for the voucher program could bring millions of people of color out of poverty. Rep. David Scott (D-GA) said, “Let’s cut right to the chase – we need these vouchers.” He discussed the potential impacts of a national source of income (SOI) discrimination ban with both Metcalf and Cunningham. Several committee members expressed their concerns about landlord involvement in the HCV program and the lack of housing supply in many communities. Rep. Blaine Luetkemeyer (R-MO) asked Cunningham whether Congress could provide more landlord incentives as a bipartisan effort to improve voucher implementation.

Cunningham listed several ways to improve the program for landlords, including financial assistance and less burdensome inspections. Rep. David Kustoff (R-TN) and Husock talked about the ways in which exclusionary zoning limits affordable housing production across the country. Rep. Ritchie Torres (D-NY), an original co-sponsor of the Ending Homelessness Act that would authorize a universal voucher program, discussed investments in housing supply and affordability with Oliva. He asked Oliva whether the cost of failing to respond to homelessness exceeds the potential cost of universal housing vouchers. She replied that there is both a cost to public systems and a human cost of homelessness that Congress could address through expanding the voucher program

**b. Board Action Requests**

- i. Kennedy Tower-Replace Stem Boiler and Feedwater Tank-P7– Authorized the Deputy Executive Director to award a contract to EMCOR Services Betlem, in the amount of \$137,500.00 (one-time) – Capital Projects

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

- ii. Revised Section 3 Plan – Authorized the Deputy Executive Director to implement the changes in the Revised Section 3 Plan – Authority Wide

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

- iii. Renovations to 596 Glenwood Gardens - – Capital Projects

Tabled

- iv. 373 – 375 Central Park Renovations – Capital Projects

Tabled

- v. Renewal of General Counsel Legal Services contract for RHA and Board of Commissioners – Authorized the Deputy Executive Director to award the 4<sup>th</sup> contract renewal (last renewal for this contract) to Harris Beach, PLLC for \$100,000.00 (4th) – Capital Projects

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

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

**Shawanna Lawrence**

The Human Resource Department is continuing to implement the Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence" Please see the update below:

**Goal III: Support our Employees to Enhance an Organizational Culture of Excellence**

We are continuing to achieve Goal III of supporting our employees to enhance an organizational culture of excellence by providing training. Human Resources is committed to the development of an organizational culture of excellence.

**Goal VI: Improve Internal and External communication**

**Wellness Events**

**DASH Healthful Eating Challenge- June 14, 2021 -July 12, 2021**

During this challenge, associates will learn about Dietary Approaches to Stop Hypertension (DASH) eating plan, a flexible option to eat healthier by following guidelines around how much of a given food category you should consume each week. They will also learn about how this plan can promote health and prevent chronic disease.

RHA has partnered with MVP to provide associates services from a Success Coach: Your success coach is here to help you find the support and resources you need, whether they address long term issues or short-term obstacles. Sessions are covered in full and completely confidential. Your success coach can help with:

- Resources such as financial programs, elder care assistance, childcare, educational opportunities, and legal assistance.
- Coaching to provide support through difficult life events like divorce, health concerns, and more.
- Short Term Obstacles like auto and home repair.
- Health and Safety Issues. Your success coach can help if you or a family member are struggling with mental or physical health and safety.

**Upcoming Events:**

**United Way Campaign- July 5, 2021 -July 26, 2021**

The United Way workplace campaign unites employees in all work locations at RHA, and gives them an opportunity to donate, and speak out for causes that matter to them. We can see the results in our own backyard and be a part of a larger mission to affect change.

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

**Inclusion**

- COVID Strategy – We continue to work with community partners to facilitate addressing resident needs around vaccinations, testing and education. The COVID testing and primary care services are taking place at most of RHA's senior sites with Trillium's mobile unit. Trillium has now added telehealth services being available for residents and we are working on adding to our MOU. A regular schedule has been established and posted at our sites. We will be scheduling a follow-up meeting with Trillium to discuss new strategies. The MOU with Trillium addendums has been completed and signed by me. We continue to notify staff and residents of vaccination opportunities in the community.
- The City and County have received funds to assist tenants who are behind in their rent: EPPI-2.0 Program. We have notified residents on how to apply for the funds. Staff is following up with phone calls to each resident who is 90 days past due with their rent to offer assistance. Staff is working 1:1 with residents to assist with applying. We have encountered a smaller amount of residents who have applied for this assistance.
- Asian American and Pacific Islander Heritage Month- The Morale and Inclusion Committee and the Executive Staff recognized Asian American and Pacific Islander Heritage Month by highlighting different aspects of different countries honoring their culture through emails sent to staff throughout the month.
- Vaccination Clinic: We have performed 5 vaccination clinics with the collaboration of Trillium. We have provided approximately 262 vaccines to residents and 14 for staff. The clinics are on pause right now and we are going to meet with Trillium soon to discuss new options.

**Compliance**

- **Fraud Investigations**
  - Leasing Operations Repayment agreement payment totals YTD as of May 2021, \$34,694 collected, (with a total of \$3,507 collected in May 2021). A total of \$431,235.98 has been collected to date, as of 2017.
  - Public Housing Repayment agreement totals YTD for Vacated Arrears and Collection Loss as of May 2021: \$7,060.40 collected, (with a total of \$921.89 collected for May 2021). A total of \$48,289.29 was collected to date, as of 2016.
- **Termination Hearings**
  - We have upgraded the process to be able to conduct hearings remotely.
  - Leasing Operations – 20 Participant Hearings Scheduled: 8 upheld, 4 overturned, 4 re-instated, 4 adjourned & 0 withdrawn.
  - Public Housing – 0 Participant Grievance Hearings Scheduled: 0 withdrawn; 0 upheld; 0 overturned, 0 reinstated & 0 adjourned. (Up to date with hearings on the month of May)

**Operations**

- **Case Management** –
  - Program Violation Referrals Outstanding – 1,106 (Previously 1,099) – which is a total to date since 2015. We have a staff member working on addressing violations and getting them up to date. I have detailed information that can be shared in the executive session.
- **Rochester Housing Charities** – Commissioner Cummings continues to serve as RHA’s ex-officio representative on the RHC Board of Directors.
  - We continue to work on the RHC special project and will continue to keep the Board updated in executive sessions. My comprehensive summary report was delivered to you on 5/26 for your review.
- **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 began the Finance Audit in the month of March, and it is in progress.
- **Public Safety** – Please see the Activity Chart for Public Safety and the new revised reports. The targeted problem strategy appears to be having an impact.

**Current Actions:**

- Mask Violations – Compliance created a mask violation letter for residents that do not comply with the masking protocol and other lease violations.
- Security Camera Project – I have tasked Evhen Tupis, IT Director to provide overarching leadership on this initiative. Video Safety has been combined with Electronic Access Control (a.k.a. “KeyCards”) since both systems need to be modernized. These systems are so out of date that simple upgrades are not affordable nor are the systems affordably sustainable. An RFP has been released to secure a Project Management firm that will work under his oversight. While the scope will be Authority-wide, it will focus on Glenwood Gardens and Hudson Ridge Towers as first sites.
- We continue to use the COVID questionnaire that was developed, and each visitor is required to complete and sign it before visiting a resident. Temperature checks are also implemented for visitors. We will continue to work with AP Security to ensure the guards are adhering to our process. With our re-opening, security will continue to play a critical role in the safety of our residents.
- Glenwood has seen an increase in criminal activity as reported by residents. We began additional security at Glenwood Gardens which began on January 31, 2021 and will continue through the summer. We currently have a 24/7 Road Patrol conduct tours of the site at least twice throughout each shift. Security is also paying close attention to laundry rooms and walkthrough areas as they are hot spots for criminal activities. AP Security is monitoring the activity and is providing updates and feedback to me. We are working on a perimeter access control project as reported in the Project Planning

meetings. We are currently in a design phase and are working with the City Planning Department for review and edit. We added three new site lighting fixtures that have helped. We are in the process of replacing the fixtures next to the unit doors soon with LED types. The security camera project will assist in deterring criminal activity. I've had conversations with RPD and AP Security and we will continue to work together to address issues and improve communications. Our property manager, Harolda Wilcox scheduled two Zoom meetings with residents for May 18, 2021, from 11:00 am to 12:00 pm and from 5:30 pm to 6:30 pm. We had a total attendance of 2 residents in the morning meeting and none in the evening meeting. The large dumpster from the Santee Street parking lot has been replaced.

- The resident at Hudson Ridge Tower threatened a staff member with a knife. He has been officially served and his eviction date was 4/16/2021. The resident hasn't moved out of the unit. We are working with Legal to remove him from the unit by following the process through the court system.
- Eviction Notices were served to the residents of 39 and 41 Delmar Street on 4/28. The residents got into a physical altercation and threatened each other with weapons over parking.

**6. Finance**

**Sinclair Carrington**

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through March 31, 2021 for the COCC, Public Housing, and Section 8 income and expenses.

Mr. Carrington also reported on the COVID-19 CARES Funding income and expenses for year-to-date through April 30, 2021, and also reported on the projected ways of spending the remaining \$2.7 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 continue to oversee and coordinate the management of this department in coordination with property managers. We have received the results of the Civil Service test and are currently working with the Human Resources Department to canvas the list.

**Public Housing Matters:**

- ACOP Revisions – staff continue to work on several revisions to our ACOP. Once complete, they will be brought to Committee for review and Board for approval.
- The Property Manager at Seneca Manor is scheduling a Cleanup day with residents – this day will allow residents to clean out bulk unused items in their homes.
- There are several open positions in Public Housing currently. Due to the number of vacancies and the length of the vacancies it continues to take a toll on the current employees. Open staff positions listed below:
  - Public Housing Director: 8/14/2020

- Central Zone: One Clerk: LT vacated on 3/1/18
- South Zone: One Housing Specialist vacated on 10/30/2020
- Scattered Sites: One Housing Specialist: vacated 10/07/20, One Clerk: vacated 07/01/20, BMS: vacated 04/15/2019, Property Manager: will vacate on 6/18/2021.
- APC: Two Housing Specialists – vacated on 2/7/20 and 7/31/20

We continue to work with HR to fill positions. Meanwhile, the staff is doing a great job keeping things moving.

**COVID Matters:**

- Building Security – RHA properties have eased visitation restrictions based on local and national guidance. The visitation hours are from 8:30am to 10:00pm COVID questionnaires are still in place for visitors to fill out and sign. Guards are also performing temperature checks and temperature kiosks are being used. Resident notices have been delivered, reminding of current restrictions and safe practices and informing of Re-opening along with information on vaccinations.
  - 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 is still being done. Community rooms have been re-opened at 50% capacity. An updated procedure for large gatherings and weekend use is being drafted.
  - Offices will receive residents by appointments only. Residents will need to wear facial coverings, complete screening, and temperature check.
  - The waiver process is being utilized to assist residents with recertification. Staff continues to assist and send balance reminder notices to residents. I am working closely with management and legal to develop a temporary process for serving 14-Day Notices when the court reopens.
- The NYS Eviction Moratorium has been extended to 8/31/21. RHA evictions are still on hold. We met last week again to ensure we are up to date on the local court situation. We do have a plan for restarting this process once we can secure court dates. Property Managers are currently mailing out the Covid-19 New York State Declaration Notice along with a Temporary Moratorium Letter on Eviction Filing informing residents on the current status of eviction filing through the court systems. The forms were sent in English and Spanish. There is an eviction prevention program (EPPI 2.0) that the City and County have rolled out to assist tenants who are behind in their rent. RHA is eligible to apply on behalf of a resident, but the resident must still meet the eligibility requirements. We have sent EPPI applications to those residents who are more than 60 days behind. Staff are working 1:1 with residents to assist with applying.
- As of 2/1/21, there were over 200 residents who were 60+ days late paying the rent with several owing more than \$6,000 each. The total delinquent rent owed is \$377,000+. We have sent notice after notice, with the latest one referencing the Governor's order and included the affidavit form tenants must use if their income has been affected by COVID. Staff continue to work with each resident and have set up many repayment agreements and see if eligible for the EPPI 2.0 program. This continues to be a priority that staff is addressing. As of 5/6, the total amount of delinquent rent owed is \$247K.
- The Property Management office continues to offer applicants several methods to view a unit e.g., virtual, email & text pictures, solo unit showings (staff will wait outside of the

unit as the applicant walks through the unit). This will meet our COVID reopening requirements.

- The current year's Agency Plan has completed the process of the 45-day comment period. The Public Hearing was on 5/17 at 2:00. The Plan was sent to the City for review and Mayor Warren's signature on the 18th. The Plan was sent to the Board in advance of the June Public Housing Committee meeting.
- We have performed 5 vaccination clinics with the collaboration of Trillium. We have provided approximately 262 vaccines to residents and 14 for staff. The clinics are on pause right now and we sent new packets of information to residents and participants.
- Trillium is still performing services for our residents via their MAC unit. A monthly schedule is agreed upon and posted for residents. Trillium is creating a new flyer that we will send to residents. They are hoping to be able to provide walk-up vaccinations of the J&J vaccine.

#### **Security Matters:**

- **Glenwood Gardens Security Issue:** We began additional security at Glenwood Gardens which began on January 31, 2021, and will continue through April 3, 2021, when we will reassess its effectiveness. We will have 24/7 Road Patrol conduct tours of the site at least twice throughout each shift. AP Security will monitor the activity and provide updates and feedback to me. The security guard who visits the site daily, walks the site and also ensures the laundry rooms are locked. We sent a Security Letter updating residents on upcoming security projects plus additional security tips (provided by RPD) to residents. Harolda Wilcox, Property Manager, sent a letter and information from RPD to all the residents, bringing them up to date with what we're working on. We have made some site lighting improvements and are purchasing LED fixtures for the entry doors to each unit. Capital Projects is working with City Planning on the perimeter fencing/gate project. Two Teams meetings with residents are being scheduled for May 18, 2021, from 11:00 am to 12:00 pm and from 5:30 pm to 6:30 pm. The large dumpster from the Santee Street parking lot has been replaced. Thank you to all the Commissioners who attended the site visit on 5/24. I hope it was beneficial and we can do more of that.
- The resident at Hudson Ridge Tower threatened a staff member with a knife. He has been officially served. We are performing a holdover to court because the resident hasn't evicted the unit. This is currently with our attorney.
- Eviction Notices were served to the residents of 39 and 41 Delmar Street on 4/28. The residents got into a physical altercation and threatened each other with weapons over parking.
- On May 29, 2021 there was a fire at 60 William Warfield, there were no injuries, no damage to surrounding units but the unit is unlivable. Resident was transferred into a scattered site unit.

#### **Online Applications:**

- The Online application process is working well.
- To address the high number of high-rise vacancies, APC continues to canvas the 1 bedroom waiting list. Based on the low responses to past canvases, we have increased the number of applicants we are canvassing to 300 per month. This is an increase from 200 previously canvassed.
  - Currently being screened- 49 applications
  - Currently going through the intake process (with the Intake Specialist) – 34 applications

- APC is currently operating with 50% staffing. We made offers to two candidates and both candidates declined. On 4/29/2021, the Civil Service Housing Specialist list was established. On 6/2/2021 APC has interviewed a candidate for one of the Housing Specialist positions.

**8. Maintenance Report**

**Mark Plantholt**

- **Vacant Unit Report**
  - Maintenance continues to turn over units for lease as soon as possible. The completed units have been added to the May 2021 vacancy report.
- **Staffing**
  - No new candidates for the open BMS, mechanic or laborer positions.
  - Second interviews for the two internal candidates for the Senior Maintenance Mechanic positions to be scheduled.
- **COVID Sanitizing**
  - The sanitizing equipment for the North Zone has been purchased and received. Bob Croston and Adam Colon will start training for the staff. Once trained we should be able to drop 1-2 North Zone contractors. Advance notice to be provided.
  - South Zone equipment will be ordered next.
  - The Section 3 and MWBE contractors have been extended to June 2021. This will be reduced as more zones come online after the trial at Lake Tower.
- **Upcoming Contracts in Process**
  - 2021/2022 Snowplowing Invitation For Bids is in process
- **Work Order Review**
  - Maintenance continues to process both regular and emergency Work Orders. Staff continue to work through the backlog of both regular and UPCS work orders.
  - Open Work Orders as of 5/31/2021 - 2,539
  - Closed Work Orders as of 5/31/2021 – 1,331
- **Project updates**
  - Landscaping review
  - The new trash compactors for LT, HRT, UT Kennedy Towers installation scheduled in 8/2021

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

**Jacquetta Harris**

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

**Leasing Operations Matters:**

1. Staff developed a draft proposal for Administrative Plan language changes. The proposed changes have received internal review and are attached for your review. Also, we will post the proposed changes for 45-day public comment period, following that a public hearing will be held.
2. Currently, we have 2,990 applicants on the Housing Choice Voucher Waiting List.
3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 91.34% utilization of vouchers and 97% utilization of funds. Leasing Operations Department has a Leasing Plan for 2021 to fully maximize HUD funding for Housing Assistance Payments. To best optimize our Housing Choice Vouchers

- our plan is to issue 600-750 HCV from the Waiting List by 9/30/2021. Staff continue working overtime and we are using a remote 3<sup>rd</sup> party vendor to issue 200 vouchers.
4. The monthly inspection goal is 780-960. The Inspection Unit conducted 721 inspections for May.
  5. 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. On 5/10/2021 the local Continuum of Care (CoC) Ranking, and Review Committee completed their scoring and ranking of the CoC renewal projects.

#### **HUD Mobility Demonstration Award**

Hi, Jacquetta and Shawn:

Congratulations on being selected to join the HCV Mobility Demonstration! Thank you for taking the time to submit a detailed and thoughtful proposal and for your commitment to helping voucher families access areas of opportunity. We look forward to working with you to implement this exciting new program. Alison Bell

#### **Committee Update:**

A group of nonprofit and local government stakeholders: ESL, the Wilson Foundation, the Rochester Area Community Foundation, the City of Rochester, Rochester Housing Authority, and Monroe County is engaged in a research project seeking to understand the nature of the rental property ownership business in Rochester and Monroe County. The overall project is intended to help determine whether policies and programs at the local level (for example, code enforcement or publicly funded housing assistance) are properly suited to the financial realities of the rental marketplace. The research is focused especially on those rental property owners who have smaller properties like single-family homes or duplexes, and/or only a small number of properties in total. The week of April 12, 2021 a survey went out to landlords. CZB, LLC Eric Ameigh the Director of Operations and Special Projects provided an update on 5/6/2021 informing committee members that the survey closed after three weeks. They completed 218 completed responses, which is terrific and told them a lot! CZB have taken advantage of the opportunity to set up conversations with several rental property owners for 1:1 conversation.

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

**Melissa Berrien**

##### **Participant Highlights**

**We have 244 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:**

- Ms. Heath entered the FSS program on December 1, 2016 with an employment goal. Ms. Heath gained employment at Brockport and increased her income by 191%. Ms. Heath is a successful graduate of the FSS Program and entitled to receive \$5,976.00 in escrow savings.

##### **Section 3**

- Monthly Report (see attached)
- We added two Section 3 Business Concerns, Flower City Monitor Services and Beechwood Construction
- We currently have 21 businesses on the RHA Section 3 Registry