

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

**February 23, 2022  
MINUTES PAGE 1**



**ROCHESTER HOUSING AUTHORITY  
February 23, 2022  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**

**February 23, 2021**

**MEMBERS PRESENT**

Duwayne Bascoe, Commissioner  
Florine Cummings, Resident Commissioner  
Willie Otis, Resident Commissioner  
Henry Rubin, Commissioner  
Rosalie Remarais, Acting Chairperson

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Robert Croston, Jr.  
Pierre Dorancy  
Cynthia Herriott  
Shawanna Lawrence  
Shelby Simpson  
Evhen Tupis  
Harolda Wilcox

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Erin Foster, Tipping Point Communications

Commissioner Rosalie Remarais called the February Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:04 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: January 2022 Regular Board Meeting Minutes**

Commissioner Cummings moved, and Commissioner Otis seconded the motion to approve the January 2022 Regular Board Meeting minutes. Commissioner Cummings, Commissioner Remarais, Commissioner Bascoe, Commissioner Rubin, and Commissioner Otis voted yes. The motion passed five to zero.

3. Director's Report and Board Approval Requests

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

Mr. Burr would like to I would like to



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! They really are doing a remarkable job! Kudos to the maintenance staff who came in to remove snow and salt walkways during our last storm, especially since we were closed.

Mr. Burr shared RHA continues to monitor and adhere to new Federal, State, and Local regulations, recommendations, and Executive Orders related to the pandemic as we receive them. Bob and staff continue to use the new sanitizing PURUS system following a schedule for our sites. Visitor restrictions have been relaxed somewhat, but masks are required to be worn indoors when in any common space for all staff, residents, and visitors. Community rooms have been closed, locked, and residents notified. The Executive Team monitors current conditions daily and meets weekly to review discuss our processes.

Mr. Burr shared RHA mold remediation grant under the Housing-Related Hazards Capital Fund Program in the amount of **\$896,649** is moving forward, and the priority sites are Holland Townhouses and Bay-Zimmer to start.

Mr. Burr shared that our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan are being issued in accordance with the process we developed with the Continuum of Care. All EHV's have been issued, and we have housed 26 people so far. The RHA team has done a great job implementing and continues to assist those looking for units.

Mr. Burr shared that our Community Choice Demonstration RHA Team is working very hard on this with the HUD team. The RHA Team issued an RFP for a community partner for the demonstration and will make a selection very soon. We will continue to update at the Section 8 Committee meeting.

Mr. Burr reported that Trillium's COVID testing/Primary Care services for our residents continued with January's schedule moving along. Todd and I are meeting with Trillium on 1/21/22 to discuss strategies and opportunities moving forward. We will be continuing our partnership and expanding services where we can.

Mr. Burr reported that Staff continues to be involved in 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, RUBI, 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.

Mr. Burr reported that Our Strategic Planning Team continues to meet bi-weekly with our consultant, Bronner Group. We are currently working to fine-tune our goals and strategies. The team has been very busy! Thank you to our Commissioners for their involvement.

Mr. Burr reported that as a follow-up to the 21-Day Racial Equity Challenge, Dr. Archie from the City provided senior Staff and Board training. Training for remaining Staff is complete. The senior staff and Board will reconvene next, and Shawanna is scheduling a follow-up meeting with Dr. Archie.

Mr. Burr shared that he has been asked by Mayor Evans to participate on his Quality Housing Task Force, and I attended the press conference on 2/15/22. The team members who were present, met with the Mayor, and he gave his vision on what he would like the Taskforce to accomplish. I am very excited to be part of this. I continue to participate on the North Inner Loop Planning project, which is also moving forward.

Mr. Burr shares that he continues to participate on the North Inner Loop Planning project, which is also moving forward.

Mr. Burr share that Melissa, Hank, and I participated on the City Reparations RUBI committee and collaborating on the impact of homeownership and other services we provide here at RHA. The draft recommendations were presented to City Council, and they approved moving forward. We are awaiting "next steps".

Mr. Burr share a NYSPHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. I forwarded some information to you regarding additional Emergency Housing Assistance Funds, and we are advocating for PHA's to be moved up on the priority list. RHA's public housing arrears have exceeded \$490K! Staff continue to work 1:1 with residents and provide options for becoming current with their rent. I also met with Senator Jeremy Cooney coming up to discuss RHA's successes and challenges, along with strategies around bringing the Boy Scout opportunities back to our public housing residents. A follow-up meeting was held on 2/10/22 with the Scouts, and we will be moving that forward. The Spring Conference was announced, and Diana sent the information out to the Commissioners.

Mr. Burr share:

**Fiscal Year 22 Appropriations and Build Back Better**

Members of Congress are making crucial decisions about what to include in the overdue appropriations bill for fiscal year (FY) 2022 and the scaled-back "Build Back Better Act." Both bills present opportunities to significantly expand affordable housing resources for households with the lowest incomes.

Leadership will make key decisions on the FY22 appropriations bill soon. The bill presents Congress with an immediate opportunity to make significant investments in affordable housing, including by expanding the Housing Choice Vouchers (HCVs) program to an additional 125,000 households with low incomes.

The Build Back Better Act proposes an historic \$150 billion investment in affordable housing, including significant funding for NLIHC's top priorities: \$25 billion to expand rental assistance to an additional 300,000 households; \$65 billion to preserve public housing for the nation's almost 2 million public housing residents; and \$15 billion for the national Housing Trust Fund to construct, preserve, and operate over 150,000 new units of affordable, accessible housing for households with the lowest incomes. If enacted, these provisions would be the largest single investment in our history in quality, affordable, accessible homes for the country's lowest-income people.

We cannot let Congress pass up these opportunities! Please contact your senators and representatives today and urge them to:

1. Quickly enact an FY22 spending bill with the highest possible funding for affordable housing and community development programs, including the expansion of HCVs to an additional 125,000 households.
2. Ensure critical housing resources remain in any budget reconciliation bill.

### **Background**

Members of Congress are working to enact an overdue FY22 appropriations bill. Appropriations leaders in the House and Senate announced on February 9 they had reached a bipartisan agreement on a "framework" for the spending package, but decisions are still being made about how to divvy up funding among the 12 appropriations subcommittees. The House appropriations subcommittee bill includes a significant expansion of the HCV program to an additional 125,000 households and would provide an additional \$7 billion for HUD programs over FY21 enacted levels. The Senate appropriations subcommittee bill would provide almost \$1 billion less to HUD and would not include an HCV expansion.

It is critical that advocates continue to urge members of Congress to protect and advance the historic affordable housing investments in the Build Back Better Act and the FY22 appropriations bill. As homelessness increases and millions of the lowest-income renters struggle to stay housed, we cannot let Congress miss these opportunities.

### **Take Action!**

- Contact your members of Congress and urge them to quickly enact a final FY22 spending package with the highest possible funding for affordable housing and community development programs and to include the House's proposal to expand Housing Choice Vouchers.

Your members of Congress need to hear from you about why investments in rental assistance, public housing, and the Housing Trust Fund are critical to your community and why they must remain in any budget reconciliation package. Breaking housing investments off into a separate bill is unacceptable

b. Board Action Requests

- i. Marshal Services - Authorized the Executive Director to renew the contract with Joseph Polizzi, City Marshal. for \$24,000.00 (5<sup>th</sup> and final renewal – Public Housing

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

- ii. Renewal of Legal Services – Action Item was withdrawn due to the Attorney is retiring March 31, 2022 – Public Housing

- iii. Proposed ACOP Language Change for Animal/Pet Policy - Authorized the Executive Director to approve the change in the RHA ACOP – Public Housing

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

- iv. Contingency increase for 596 Glenwood Ave Rehabilitation Project – Authorized the Executive Director to approve the award of the contract to Fleetwood Accessibility Services for \$132,481.00 – Capital Projects

Commissioner Rubin moved, and Commissioner Otis seconded the motion to approve this request, Commissioner Rubin, Commissioner Remarais, Commissioner Otis voted yes, and Commissioner Cummings voted no. The motion passed four to one.

- v. Bulk Bid Environmental/Engineering Services – Capital Projects

- a. Environmental Assessment, Design and Remediation Consulting Services - Authorized the Executive Director to award a contract to BE3 Corp. for \$300,000.00 or four years of service (whichever comes first)

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

- b. Environmental Assessment, Design and Remediation Consulting Services - Authorized the Executive Director to award a contract to LaBella Associates for \$300,000.00 or four years of service (whichever comes first)

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

- c. Environmental Assessment, Design and Remediation Consulting Services - Authorized the Executive Director to award a contract to LiRo Engineers, Inc. for \$300,000.00 or four years of service (whichever comes first)

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

- vi. EJP Consulting Group, LLC renewal – Authorized the Executive Director to approve the final renewal for \$100,000.00 – Executive

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

- vii. Audit Services – Authorized the Executive Director to renew the contract with EFPR Group, LLP for \$36,000.00 (1<sup>st</sup> renewal of 4) – Capital Projects

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

- viii. 2022 Employee Medical Insurance (Retirees <65 yrs.) – Authorized the Executive Director to approve the request for the purchase of Aetna/Brown & Brown for \$75,000.00 – Human Resources

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve this request. Commissioner Cummings, Commissioner Remarais, Commissioner Bascoe, Commissioner Rubin, and Commissioner Otis 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**

**Annual Performance Evaluations- February 2022**

Management is currently working on Annual Performance Evaluations, which are automated through our HRIS.

**Wellness Initiatives- February 2022**

Partnered with MVP to provide employees with virtual and in-person wellbeing programs.

The Wellness Committee rolled out their first monthly wellness newsletter to staff, focusing on American Heart month and recognizing an employee for being a healthy hero.

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

**Recruitment Strategies**

Monroe Community College Job Fair – February 17, 2022

B.O.O.K.B.A.G.S. Express Community Connecting Fair – February 22, 2022

Employee Referral Program- Ongoing

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

**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 continue at most of RHA's senior sites with Trillium's mobile unit. A regular schedule is established and posted at our sites. We still need to schedule a follow-up meeting with Trillium to discuss new strategies, and Todd Bullard is working on this. Mandatory mask-wearing in all common areas for everyone is in place.
- The City and County continue to issue funds to assist tenants who are behind in their rent; EPPI-2.0 Program. NYS is also issuing funds through the ERAP Program. The City/County is doing much better than the rest of the state in administering these funds. We have notified residents on how to apply for the funds. Staff continues to follow up with phone calls to each resident who is 90 days past due with their rent to offer assistance. Staff is also working 1:1 with residents to assist with applying for the emergency rental relief funds. Kudos to those staff members involved.
- Nutrition Lessons- The Diversity and Inclusion Committee is partnering with Cornell Cooperative Extension to provide Nutrition Lessons to our residents and staff.
- Language Access Plan- The Diversity and Inclusion Committee is working on a Language Access Plan to adopt new procedures and to work with community organizations and Language Access Liaisons to identify opportunities to enhance services provided to LEP residents/participants

**Compliance**

○ **Fraud Investigations**

- **Leasing Operations:** Repayment agreement payment totals YTD as of January 2022, \$5,459.00 collected (with a total of \$5,459.00 collected in January 2022). A total of \$410,683.60 has been collected to date
- **Public Housing:** Repayment agreement payment totals YTD as of January 2022, \$5,459.00 collected (with a total of \$5,459.00 collected in January 2022). A total of \$410,683.60 has been collected to date

○ **Termination Hearings**

- **Leasing Operations** – 21 Participant Hearings Scheduled: 11 upheld (2 due to “No Show”), zero overturned, five re-instated, three adjourned & zero withdrawn.
- **Public Housing** – 1 Participant Grievance Hearings Scheduled: zero withdrawn; zero upheld; zero overturned, zero re-instated & 1 adjourned.

**Operations**

○ **Case Management** –

- Program Violation Referrals Outstanding – 1,346 (Previously 1,326)– which is a total to date since 2015. Due to staffing shortages, program violation referrals will be temporarily on hold. Compliance is working with HR to fill the positions.

○ **Rochester Housing Charities** – Commissioner Cummings continues to serve as RHA’s ex-officio representative on the RHC Board of Directors. Deputy Executive Director, Cynthia Herriott, will return as an RHA representative.

- We continue to work on the RHC special project but have been gradually transitioning duties over to the new Executive Director (ED).
- Board member recruitment for RHC is ongoing, and staff are working on a Board training.
- The IED will work with the ED to schedule a retreat with both the Rochester Housing Authority and Rochester Housing Charities once Board members are in place.

○ **Audit and Review** – The IED works closely with Legal Counsel to address areas in need of assessment within RHA. *(Executive Session for any requested reporting)*

- Compliance Audits are currently on hold until vacant positions are filled.
- Prior audit of Leasing Ops admin fees resulted in training for Staff to be scheduled.

- **Public Safety** – Please see the Activity Chart for Public Safety.
- **Current Actions:**
  - Security Camera Project – Evhen Tupis is leading this initiative. Video Safety has been combined with Electronic Access Control (a.k.a. “Key Cards”) since both systems need to be modernized. IT is getting the Project Management firm under contract and will be scheduling a “Team” meeting soon. While the scope will be Authority-wide, it will start with Glenwood Gardens and Hudson Ridge Towers.
  - Glenwood Gardens Security Issue: AP Security continues to monitor the activity and provide updates and feedback. Capital Projects is working with City Planning on the perimeter fencing/gate project. The large dumpster from the Santee Street parking lot has been replaced, and RHA is working with a contractor to fence it in.
  - A resident at Hudson Ridge Tower threatened a staff member with a knife. Mr. Santoro’s office advised that RHA will have to re-file the eviction paperwork for this tenant. Public Housing has followed up and is moving forward with the eviction.
  - Mask Violations – Due to the updated CDC guidelines pertaining to Covid-19, Compliance has resumed mailing violation letters to residents that do not comply with the restricted protocols.

6. **Finance**

**Sinclair Carrington**

Mr. Carrington reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through December 30, 2021, for the COCC, Public Housing, and Section 8 income and expenses.

7. **Public Housing Report**

**Harolda Wilcox**

**Public Housing Activities:**

- ACOP CHANGES/UPDATES: Respectfully submitting the Pet/Animal Policy and No Trespass Policy.
- Update of Chapter 16 Repayment Policy and Part I: The Application Process in March 2022.
- In partnership with Trillium Health, RHA hosted a booster clinic on Friday, January 28, 2022, with a total of 42 residents receiving their boosters. Trillium had Fizer, Moderna, and Johnson & Johnson boosters available. Trillium also gave away \$25.00 Walmart cards to those that received the booster vaccination.

Public Housing Matters:

**Staffing**

- We still have open positions in Public Housing currently. With the number of vacancies and the length of the vacancies, it continues to take a toll on the current team members. Currently, available team member positions are listed below:
  - South Zone: One Housing Specialist vacated on 10/30/2020 -**submitted to HR – still waiting for an eligible applicant-have a Housing Specialist split between two zones to assist with the workload -**
  - Scattered Sites: One Housing Specialist: vacated 10/07/20 **posted-- still waiting for an eligible applicant**, One Clerk: vacated 07/01/20 **submitted to HR-- still waiting for a qualified applicant**, BMS: vacated 04/15/2019-- **still waiting for an eligible applicant**, Property Manager: vacated 6/18/2021 **posted** waiting for qualified.
  - North Zone – vacated 10/4/21 **filled – New team member started on 1/10/22**
  - APC: One Housing Specialists – left on 2/7/20 and 7/31/20 – **still waiting for an eligible applicant**

The **TEAM** continues to do an **EXCELLENT** job of keeping things moving.

- The Property Managers walk their sites and regularly meet with the maintenance staff to address issues.
- In partnership with Trillium Health, RHA hosted a booster clinic on Friday, January 28, 2022, with a total of 42 residents and employees receiving their boosters. Trillium had Fizer, Moderna, and Johnson & Johnson boosters available. Trillium also gave away \$25.00 Walmart cards to those that received the booster vaccination.
- Property Management and Maintenance Staff are working very well with Capital Projects staff on our current projects and those in the pipeline.

**HUD Waiver Update:**

- Waiver #33 Community Service & Self Sufficiency Requirement: 1 Total (Expires 12/31/2021) **Extended to April 30, 2022, per notice PIH 20214(HA)**  
**The Public Housing Team reported these numbers, not Resident Services**

**COVID Matters:**

- I am working with the Interim Chief of Maintenance to address snow removal efficiently.
- Building Security – RHA visitor restrictions are still in place, with visitation hours are from 7:00 am to 11:00 pm. Residents and visitors are required to wear masks when outside of their units. Everyone is encouraged to social distance. Resident notices have been delivered, reminding of current restrictions and safe practices.
- Residents – Partnership with Foodlink is still providing food to those seniors in need.
- Disinfection of the main lobby areas, elevators, door handles are performed in-house with the Purus system.
- Community rooms are closed until further notice.
- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

### **RENT ARREARS**

- The NYS Eviction Moratorium has expired on January 15, 2022. RHA will begin to charge late fees beginning February 10, 2022.
- The arrears committee has determined that another letter will go out to residents to attempt to get those that owe rent into repayment agreements which are more than 60+ days behind in their rent and owe more than \$6,000.00.
- To avoid eviction and to assist residents in becoming current with rental arrears, the team will have the resident sign a repayment agreement along with applying for the Emergency Rental Assistance Program (ERAP).
- RHA has experienced a substantial increase in vacancies due to residents either not reporting their move out (skipping out) or last-minute reporting to the team while owing back rent. These move-outs have affected our vacancy rates and rental arrears substantially. Move-outs in the last 60 days have increased from 22 to 53.
- RHA Public Housing department Received \$9,800.00 in EPPI 2.0 monies for January 2022.
- **In December 2021, the total delinquent rent amount owed was \$417,541.36. As of 1/24/22 total outstanding rent amount due is \$499,385.63, which is an increase of \$81,844.27.**

### **MISCELLANEOUS ITEMS**

- 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).

### **SECURITY MATTERS:**

- Glenwood Gardens Security Issue: **This detail has ended for now due to the weather changing, and the site has been quiet.**
- AP Security will monitor the activity and provide updates and feedback to the Public Housing Director.
- Capital Projects is working with City Planning on the perimeter fencing/gate project at Glenwood Gardens. **Still awaiting, in process, and will provide further updates as they become available.**
- Attempted break-in to Management office. A hole cut through the city fence, and they tried to break into the garage. **The camera to be installed is not the ring but will be like our current system with viewing in the office. A contractor has been secured, awaiting wiring to be completed in-house by Electrical Team. Still in process and will provide further updates as they become available. The camera is ordered, but no ETA on delivery due to supply chain disarray.**
- The resident at Hudson Ridge Tower threatened a staff member with a knife. The resident has officially been served. We are performing a holdover to court because the resident hasn't evicted the unit. We have a scheduled court date of 6/28/2021. The resident has agreed to move out of the unit on or before 9/30/21. The resident understands that rent still must be paid until they move out of the unit. The resident, as of 9/3/2021, hasn't moved out of the unit. The resident has not moved out yet. Once 9/30/21 arrives, if the resident has not moved, will have Marshal

serve notice. Informed by Attorney Ernie Santoro that the 120 days has not expired, and RHA must wait until 10/26/2021 before RHA can move to evict. I was informed by RHA's Attorney's office on October 27, 2021, that the courts withdrew the motion.

- Laura called the court on 10/27/21 and submitted a motion to the presiding Judge to inform them that the resident had not complied with the agreed stipulations. The Judge has not responded to our request. We are trying to get the name of the Judge for Commissioner Edwards. (Still awaiting a response from Attorney's office for Judge's name). I received an email from Team member Celeste Langston that the resident has secured a place. **The resident was still in the unit, and the resident stated that the unit he was moving to fell through. I will continue to email the Attorney for information on when a Judge will be assigned. Updated on January 4, 2022, there has been some confusion with assigning Judges. Once Laura has a date, she will let us know. Laura emphasized that it may be altogether rejected due to the matter previously being dismissed. Finally, I received a response from the courts, and the case was dismissed, and RHA had to start all over with the eviction process. I have issued a Lease Termination for February 28, 2022, and the Marshal will serve the resident. New Termination letter sent to resident to start the eviction process again.**
- Eviction Letter sent to the resident at William Warfield due to threatening maintenance staff as they tried to make repairs. RHA is currently waiting for a court date.
- RHA will send an eviction letter to the resident at one of RHA's Scattered sites, where the resident's son threatened a maintenance team member while attempting to make repairs at the unit.
- Currently investigating a resident at HRT who has been renting an RHA unit out to a couple and staying with his wife on the 4th floor.

#### **Application Processing Center:**

##### **Waiting List Management:**

- APC continues to pull from the waiting lists monthly.
  - After reviewing the status of the Public Housing Studio Waitlist, I recommend that the studio waitlist be closed, effective February 15, 2022. Studio applicants can expect to wait at least 29 months before coming to the top of the waiting list. HUD recommends 12 months; RHA policy is 24 months.

##### **Online Applications:**

- APC continues to accept online applications for studio apartments only with no issues.
- APC Manager met with MRI for Waitlist Check and Assistance Connect – Applicant Portal Demo.
  - A follow-up meeting was held to see another waitlist software option to address/manage bedroom-specific waitlists.

- The PH Director will discuss how RHA will implement this software with Leasing Operations.

**Unit Offers:**

- APC Manager is extending offers to 'ready drawer' applicants to fill vacancies. This process is slower than desired because the manager has absorbed most of

the responsibilities from the staff vacancy in APC, reduced staff hours, and extension of applicant's response time due to covid.

- Current applications in Screening and Intake Phase as of 1/31/22.

**Currently being screened - 29 applications**

- Studio/1 bedroom – 18 applications
- 2+ bedrooms – 11 applications

**Currently going thru intake (w/Intake Specialist): 43**

- studio/1-bedroom – 13 applications
- 2+ bedrooms – 20 applications

**Staffing**

- Currently, there is one **vacant position** in APC –Housing Specialist.
- **As of 2/1/22 - No interviews are currently scheduled at this time.**

**8. Maintenance Report**

**Robert Croston**

○ **Vacant Unit Report**

The Maintenance Department is working hard to keep up with the number of new vacancies. With the moratorium being lifted, we are seeing a higher number of skip outs and expect the numbers to rise once evictions startup. Maintenance will continue to make rehabs a high priority to provide Public Housing units to rent out for our residents and the public while generating income for RHA.

○ **Staffing Update**

We lost one more employee in the Maintenance but had two new interviews, which look promising, and we expect to hold second interviews with those candidates soon.

○ **Signage Project - schedule**

- We expect to use the model provided by the consulting firm to convert four sites to the new signage once the details have been agreed upon. Danforth Towers East and West, Lena Gantt, William Warfield, and Bronson Ct. We would then expand this project to update all sites signage.

○ **Enterprise Lease Vehicle Program**

- We are waiting for Enterprise to update us on the cost and availability to upgrade the fleet. With the shortage on new vehicles, we are hopeful there will be enough time from when the costs are announced and they begin taking orders. That we can bring to the board our plans for exchanging out our older vehicles for new.
- Transponders for all RHA vehicles have all been updated to 5G.