

**ROCHESTER HOUSING AUTHORITY
November 16, 2022
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



November 16, 2022

MEMBERS PRESENT

Florine Cummings, Resident Commissioner, Vice Chair
Kabutey Ocansey, Commissioner
Willie Otis, Resident Commissioner
Henry Rubin, Commissioner
Rosalie Remarais, Chairperson

STAFF PRESENT

Melissa Berrien
Shawn Burr
Diana Colon
Robert Croston
Pierre Dorancy
Julie Fox
Cynthia Herriott
Kimberly Huffman
Joyce Kinsey
Shawanna Lawrence
Mariam Rodriguez –
Machuca
Moria Santino
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the November Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:06 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

We had Martha Bell give public comment, regarding the location where she lives. She was told that someone would be getting back to her.

2. Approval of Minutes: October 19, 2022, Regular Board Meeting Minutes

Commissioner Cummings moved, and Commissioner Rubin seconded the motion to approve the October 2022 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, Commissioner Otis, Commissioner Ocansey, and Commissioner Cummings, 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



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 this long-lasting pandemic! They really continue to do a remarkable job day in and day out!

Mr. Burr thanked all the Commissioners who participate in our monthly committee meetings and support the work that we do. The Resident Relations Committee has really evolved, and I'm impressed! You all play a vital role in growing our organization!

Mr. Burr stated that RHA continues to monitor the pandemic conditions. The Executive Team monitors current conditions daily and meets weekly to review and discuss our processes. Currently, we are maintaining our existing protocols.

Mr. Burr stated that of our 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 133 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 88 applicants so far and 14 are searching for housing. The RHA team has done a great job implementing and continues to assist those looking for units. Still, no word on HUD reallocating unused vouchers.

Mr. Burr stated that our Community Choice Demonstration RHA Team is working very hard on this with the HUD team. The RHA Team continues to move the project forward meeting regularly with HUD and its consultants and has been attending training sessions. Our launch date of 10/17/22 was on target and Pierre will continue to update in his reports. KUDOs to our team for all their hard work!

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continue with October's schedule moving along. Property managers have been reminded to notify residents each month of the schedule. We will be continuing our partnership and expanding services where we can. Melissa and Harolda are working together to facilitate COVID Booster clinics at our sites in partnership with the Health Dept and will update in their reports. Todd is connecting us with the Flaum Eye Institute in hopes of bringing on-site eye care services to our Public Housing residents and we are working on scheduling a meeting.

Mr. Burr stated staff continues to be involved in community projects and report on them in their Board reports. Partners Ending Homelessness, RMAPI Housing Working Group which will focus on our community's full housing system, Closing the Gaps Six City Cohort, Jordan Health Community Engagement Committee, Boy Scouts, City FEC Program Initiative, Connected Communities Housing Committee, Private Sector Rental Market Study Working Group, Eviction Response Team, and Benefits Cliff 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 share that RHA along with our development partner, submitted our City RFP for Affordable Housing development by the deadline of 9/30 and are awaiting awards. We are now working on the next NYSHCR LIHTC funding rounds and preparing applications for our pipeline of projects.

Mr. Burr stated that our Strategic Goal Tracker will be commencing on 11/1, and we will report on a quarterly basis with the first report in January 2023.

Mr. Burr stated that he is also participating in the "Peer Cities Challenge" on the Rochester team. Rochester was one of nine cities selected to participate and The Challenge connects cities through a series of meetings and resources to learn from each other what is working and not working relative to the housing needs of the respective communities in an effort to advance housing goals. We meet regularly and is great to hear what other Cities are doing. [Housing Solutions Lab Announces Peer Cities Network Selections – NYU Furman Center](#) Additional staff are joining me on the different cohorts.

Mr. Burr stated that RHA is also participating in discussions on how we can implement a "Public Housing – Public School Partnership" that addresses homelessness in school-age children and their families. Boston has implemented a successful model and we are looking at how that could work here in Rochester. The team continues to meet to strategize on how we can implement something like that in Rochester. A follow-up meeting is still in the works as schedules have been very challenging.

Mr. Burr gave an NYSPHADA Update: The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. We continue to push for more ERAP funds for upstate PHA's as we all have significant arrears continues and RHA is lucky that the City and County did such a good job administering these funds. NYSPHADA has joined with NYSAFA on the ERAP funds advocacy. I shared with you last week an example of how the state level organizations like NYSPHADA contribute to the national organization, PHADA, on advocacy efforts for all PHA's.

LIHTC Income-Averaging Final Rule Released

On Oct. 12, the Department of the Treasury released the Low-Income Housing Tax Credit (LIHTC) final regulations related to the income-averaging test. The regulations are now in effect. The final regulations provide guidance to using the Average Income Set-Asides, which are used to qualify as a low-income housing project and receive low-income housing credits. The final rule, which also focuses on revising limitations related to the imputed income designation of units and revising criteria/requirements of the Average Income Test, affect owners of low-income housing projects that are already

using the Average Income Set-Aside, future developments that opt to use the Average Income Set-Aside and State/local housing credit agencies that monitor compliance. Five main categorical changes to LIHTC income-averaging in the final rule include: meeting the minimum set-aside for the Average Income Set-Aside, unit designations, the Next Available Unit Rule, new definitions, and reporting requirements.

Meeting the Minimum Set-Aside for Income-Averaging: One major change to the rule relates to the minimum set-aside. According to the requirements, at least 40% of a project's residential units must be eligible low-income units and designated collectively an average of 60% or less of the area median gross income (AMGI). This fixes the "cliff effect" of the proposed rule, meaning that one unit out of compliance does not mean that the entire project would fail the minimum set aside. This is meant to allow owners with 100% LIHTC projects to maximize the benefits offered by the average income set aside.

Unit designations: The final rule amends unit designations allowing them to change based on the activity of a tenant in instances of conflicts with federal laws, future federal guidance, guidance issued by the governing State Housing Finance Agency, and through tenant transfers that help to cure non-compliance. Designations are now more flexible in that the requirements of the designation are only needed before a unit is occupied as a low-income unit or before a unit is first occupied under the changed income limit for units with a changed designation. Owners must report on changes to unit designations and communicate changes to the State Housing Finance Agency.

Next Available Unit Rule: The final requirements also account for income limitation by amending the next available unit rule to be consistent with the new definition of "over-income unit." The new rule requires that unit owners take into account the income limitations of units in instances where more than one unit is over-income at any given time. This is because the order in which income designations are assigned to units matters towards the average income.

New Definitions: Under the final rule, some new definitions were added to provide clarification on units related to average income projects. "Low-income unit," specific to the Average Income Test, will now take into account if a unit is part of a group of qualified units with a compliant average limitation whose average income is 60% of AMI or less. "Over-income unit," now refers to a residential unit with an occupant whose income exceeds more than 140% of the greater of 60% AMI or the income designation of the unit and that meets certain criteria to be considered a low-income unit. In addition, the term "qualified group of units" has been included for clarification in using the minimum set-aside test and for the applicable fraction determination. The term essentially refers to a group of low-income units, as defined under the rule, who have an average imputed income limitation of 60% AMI or less.

Reporting Requirements: Lastly, the final rule temporarily requires recording and annual communication from owners. Owners must report units in the qualified group of units used for satisfying the average income set aside and units in the qualified group for purposes of the applicable fraction.

NAHRO Submits Comments on HOTMA Section 103

Passed in 2016, the Housing Opportunity Through Modernization Act (HOTMA) makes sweeping changes to the admissions, tenant income and eligibility reviews, - inspections, housing inspections, and other core elements of HUD's housing and community development programs. Section 103--one of six in the law--will affect public housing once fully implemented. Section 103 requires that PHAs do two things: first, they must charge any family making more than 120% of area median income (AMI) either the fair market rent (FMR) for their unit or the amount of subsidy the unit receives or terminate

their tenancy; and second, they must submit the number of families on site-based waiting lists each year. NAHRO's comments address a Paperwork Reduction Act (PRA) request for information pertaining to the method by which PHAs will submit this waiting list information. NAHRO's comments account for the fact that HUD will implement HOTMA Section 103, a law. However, NAHRO emphasizes that wherever possible, HUD should work to alleviate the burden of additional regulations. Public Housing Authorities (PHAs) are working to provide housing to America's most vulnerable populations, so adding regulations that take the time PHAs could spend administering programs is counterproductive. Instead, HUD should work toward the goal of ensuring that compliance with the law is as streamlined and efficient for PHAs as possible. This reporting requirement will impact PHAs. Specifically, NAHRO notes that the amount of burden will vary based on the ways that PHAs currently track site-based waiting lists. Additionally, this requirement pertains to waitlist totals, so PHAs will still need to continue managing waitlists in addition to using this tool to report totals to HUD. HUD could improve the quality of information gathered by this tool by allowing PHAs to import data via existing waitlist management software—if possible—in order to reduce data entry errors. Additionally, since there have been six years since HOTMA was signed into law, HUD should not implement retroactive reporting since past waiting list information may be unavailable and would not be useful to HUD anyway. Finally, the majority of NAHRO's comments focused on ways to alleviate the regulatory burden. NAHRO made the following recommendations:

- Allowing PHAs to submit over-income and a waiting list data at different points throughout the year if they wish;
- Using software to import data and avoid manual entry;
- Providing trainings to PHAs, and
- Populating the name of the public housing development in addition to the development, code to avoid tedious reference processes by PHA staff.

b. Board Action Requests

- i. Chapter-5.II.C Time Limit for Unit offer Acceptance or Refusal - Authorized the Executive Director to approve the revision to RHA's ACOP – Public Housing

Commissioner Cummings moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Otis, and Commissioner Cummings, voted yes. The motion passed five to zero.

- ii. Renewal of Nights and Weekend maintenance coverage– Capital Project

The vote was taken after the Executive Session. After the concerns were addressed during the Executive Session.

- iii. Danforth Towers Facade - Authorized the Executive Director to approve the change order #4 with Lupini Construction, Inc. for the sum of \$ 140,607.77 – Capital Projects

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Otis, and Commissioner

Cummings, voted yes. The motion passed five to zero.

- iv. 2022 Employee Medical Insurance (Active Employees and Retirees <65 yrs.) - Authorized the Executive Director to renew the contract to MVP Healthcare for the sum of \$ 2,947,271.25 – Human Resources

Commissioner Ocansey moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Otis, and Commissioner Cummings, voted yes. The motion passed five to zero.

- v. 2022 Short–Term Disability, Long-Term Disability, NYS Disability, Basic Life and AD&D and Voluntary Life (Ancillary Accounts) - Authorized the Executive Director to renew the contract with Lincoln Financial Group for the sum of \$195,684.00 – Human Resources

Commissioner Rubin moved, and Commissioner Otis seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Otis, and Commissioner Cummings, voted yes. The motion passed five to zero.

- vi. 2022 Employee Dental Insurance - Authorized the Executive Director to renew the contract with Metropolitan Life Insurance Company for the sum of \$163,620.00 – Human Resources

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, Commissioner Otis, and Commissioner Cummings, voted yes. The motion passed five to zero.

4. Human Resource Coordinator 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:

Recruitment Information

Position- Maintenance Laborer – (1) Maintenance Department started on November 14, 2022.

Position- Human Service Specialist – (1) Resident Services Department, started on November 14, 2022.

New employee orientation- November 2022

The welcoming of new employees is a collaborative effort that includes human

resources (HR), the hiring department, and other staff. During the orientation process, we introduced our new hires to colleagues, and the organization, and went through our benefits packages, policies, and procedures.

Wellness Initiatives- November 2022

The Wellness Committee submitted its monthly newsletter to staff which focused on Lung Cancer Awareness Month and provided resources.

Events - November 2022

Lunch & Learn- Regarding the benefits of saving for an HSA and enrolling in HDHP.

Open Enrollment

We are continuing to improve internal communication with our upcoming Open Enrollment Events. Open Enrollment is the yearly period when Employees can enroll in a health insurance plan and other related benefits which will be electronic through our HRIS.

Human Resources will have office hours by appointment where Employees can stop by to get questions answered and assistance with enrolling through the system. It is our goal to ensure everyone is well-prepared and informed of the benefits available.

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.
- 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 RHA services. The plan draft has been provided to the board and senior staff as an FYI. No action is necessary, but feedback is welcome.
- Indigenous Peoples' Day and Dia de los Muertos - The Diversity and Inclusion Committee acknowledged the dates by sending informational data via email.
- Guardian Ad Litem Program - C. Herriott is chairing the Monroe County Court Housing Court Subcommittee to implement a guardian protocol for participants with behavioral health issues. She is meeting shortly with Wade Norwood soon to discuss potential support from Common Ground Health.
- On-Site Mini Libraries- The Diversity and Inclusion Subcommittee is in the early stages of developing the On-Site Mini Libraries – Reading Education Program for Public Housing residents. These books will promote diversity and inclusion as well as growth, literacy, and empowerment. Meeting took place on 8/9/22. Commissioners Cummings and Rubin are members.

Compliance

- **Fraud Investigations**

- **Leasing Operations:** Repayment Agreement payments total YTD as of October 2022, \$27,897.60 collected (with a total of \$3,976 collected in October 2022) A total of \$427,707.15 has been collected to date.
 - **Public Housing** - Repayment agreement totals YTD for vacated arrears and collection loss as of October 2022, with \$11,747.98 collected (with a total of \$477.00 collected in October 2022). A total of \$42,714.13 was collected to date.
- **Termination Hearings**
- **Leasing Operations** – 18 Participant Hearings Scheduled: 4 Upheld; 0 No Show, 3 Overturned, 2 Reinstated, 6 Adjourned; 3 Withdrawn
 - **Public Housing** - 0 Participant Grievance Hearings Scheduled: 0 withdrawn; 0 upheld; 0 overturned, 0 reinstated & 0 adjourned.

Operations

- **Case Management** –
- Program Violation Referrals Outstanding – 1,468 (Previously 1,457)– 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.
 - **Legal Case Management** – Compliance has worked with Finance to develop a database to monitor any open pending legal matters. Finance will ensure the information is kept up to date.
- **Rochester Housing Charities (RHC)** – Commissioner Florine Cummings and Deputy Executive Director Cynthia Herriott serve as RHA’s ex-officio representatives on the RHC Board of Directors.
- Both attend monthly board meetings.
 - Board member recruitment for RHC is ongoing, and staff is working on Board training.
 - The DED 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.
 - RHC draft audit and budget has been provided to the board representatives.
- **Audit and Review** – The ED works closely with Legal Counsel to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
- Most Compliance Audits are temporarily on hold until vacant positions are filled. The DED has conducted several small-scale audits.
- **Public Safety** – Please see the Activity Chart for Public Safety.
- RHA is working with residents to address the violence spikes that are occurring in the City of Rochester. Public Safety works with the Rochester Police Department to develop strategies to address crime trends.
 - Emergency Response Plan - On July 29, at around 1 pm, the Rochester Police Department responded to what was initially reported as an armed subject in the area of our property at 270 Lake Ave. They advised that the situation was very dangerous and to remain inside buildings and not enter property locations.

Fortunately, staff members had recently attended Active Shooter Training conducted by the RPD Special Weapons and Tactics Commander. Overall, the staff did a good job of sheltering in place. We did debrief the incident during the executive staff meeting and a few concerns were identified which will be addressed. It is my hope that we can soon do a simulated scenario for staff training.

- On November 9, 2022, an elderly couple was assaulted by three teenagers at the Hudson Ridge Tower parking lot. The suspects were trying to steal the vehicle keys of the residents. We are working expeditiously to provide the video footage to RPD for further investigation.

6. Finance

Kimberly Huffman

Ms. Huffman stated that due to the closing of the FY2022 there will be no report for November 2022.

7. Information Technology Report

Evhen Tupis

Resident Computer Labs & JWRC Office Technology Survey + Remediation

Summary: Resident labs and JWRC offices were audited to find the work done previously, was incomplete. A “redo” is underway.

Status: All existing resident labs have been updated with new computers. 100 Wm Warfield lab is new and being done independently.

Telephone System Modernization (14 sites)

Summary: RHA has moved basic telephone services from Windstream to Frontier. We are awaiting the final credits to be applied from Windstream. This is an interim milestone on the journey to full modernization of our telephone services.

Status: (Cost Savings presentation to Board): Will be scheduled as soon as final Windstream credits have been applied to our account. We have paid all unchallenged costs, however.

Video Safety and Access Control (14 sites, expanded to 18)

Summary: Input from a wide range of stakeholders is driving a data-gathering and functional requirements document that will be used to release an RFP to update and simplify both systems.

Status: The paperwork to include the additional four sites is being processed. Walk-throughs for those sites are being scheduled. When complete, a final RFP draft overview will be presented to Leading Stakeholders, after which an RFP will be pursued. Target: Calendar 2022 Q4.

HCV/Section 8 Document Archive Scanning

Summary: Paper records housed for Leasing Operations / Section 8 are being electronically scanned and directly attached to Tenmast WinTen2+ resident records. Additionally, IT has provided document scanning equipment to allow LO staff to directly scan new paper documents and upload them without delay.

Status: All records have been picked up and being scanned and returned electronically. Approved, old records are being certifiably destroyed. Targeted completion: December 31, 2022. NOTE: I am hopeful that the success of this initiative will serve to motivate similar activity for other records in the future.

Affordable Internet for Residents

Summary: E.D. Burr directed RHA to find a way to help residents better afford Internet access when desired. IT is launching a campaign to both inform all residents of the Federal Subsidy program (reducing costs by \$30/month) and coach them through the application process with the help of Resident Services staff.

Status The Resident Newsletter is/was scheduled for delivery by Monday, November 7. Upon confirmation, we will launch the direct mail campaign on November 21 (two weeks later). Doing so will gauge the newsletter's effectiveness in conveying this sort of information as it directs people to visit our website to sign up for the ACP subsidy.)

Administrative Wi-Fi Modernization

Summary: RHA staff have had their desktop computers replaced with laptops. While remote access is allowed, we have a poorly-aging in-building Wi-Fi system that needs to be replaced to allow full mobility. This is a placeholder for a near-future project and RFP to update our in-building Wi-Fi coverage to allow for easier mobility when staff requires it.

Status: Targeting RFP creation in calendar Q4.

Replace Landlord Portal with MRI Assistance Connect / Owner Portal

RHA uses a poorly aging, unsupported, legacy product called Landlord Portal. It is difficult to use and prone to errors, frustrating users. An upgrade is available. Key stakeholders shall evaluate it and IT will project manage it to full implementation with their approval.

Status: Scheduling the initial overview with "Super Users" is pending. Afterward, users will be trained, landlords will be engaged, and the product launched.

Managed IT Services Agreement - Completed

Summary: Demands for IT services are greater than present staffing levels can support. A stop-gap agreement with Innovative Solutions will expire on September 30. An RFP for managed IT services to take us into the foreseeable future is being considered.

Status: Status: Individual department stakeholders are about to be scheduled to receive a more detailed demonstration that is focused on their needs. Functional requirements will be gathered from those meetings.

Upgrade RochesterHousing.org website

Summary: RHA's website is outdated both technically (the modules it was built upon are reaching end-of-life) and navigationally. An upgrade is available and is being pursued.

Status: An initial stakeholder group of senior staff from across the Authority received a general overview of the capabilities of the upgraded website. Initial feedback was quite favorable. Individual department demonstrations and opportunities for more focused Q&A are to be scheduled.

Off-line (a.k.a. "cold") Backup of Cloud-stored RHA Data

Summary: It is a best practice to assure that even data that is stored "in the cloud" is backed-up and stored in RHA's direct control and inaccessible to others. This is an ongoing initiative that will be applied as a standard for all RHA data systems in the future. For this phase, we will be backing-up MRI Tenmast and TenDocs data to our own archive space that we control directly. These "cold" backups will be performed weekly.

Status: A manual backup has been tested, successfully. Significant progress has been made in setting up an automated backup system. Automated backups are scheduled to begin in December.

FYI only: Pending, Future Interests

Update Conference Rooms with Teams-enabled Tech
Replacement of Old Toshiba Printers/Copiers & Implement of PaperCut
Upgrade of the Tenmast WinTen2+ system
Expand paper document scan-to-PDF and electronic storage/retrieval vision

8. Public Housing Report

Harolda Wilcox

Public Housing Activities:

- The "Thank you for your Patience" Party/Gathering for the residents at Kennedy Tower was held on October 25th and it was a total success.
- Fire safety meetings are scheduled for all the Public Housing high risers (LT, KT, HRT, DTE, DTW, &UT). Our first meeting will be withheld at the Hudson Ridge Tower on October 31st.
- The annual 2022 plan was approved by HUD.

Public Housing Matters:

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

COVID Matters:

- Building Security – RHA visitor restrictions are still in place, with visitation hours from 7:00 am to 11:00 pm. Everyone is encouraged to social distance.
- Residents – Partnership with Foodlink is still providing food to those seniors in need.
- Community Rooms are currently open on the weekends. Protocols sent to Resident Council presidents. Notices were sent to residents of optional mask-wearing.
- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

RENT ARREARS

- 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 Public Housing department Received \$5,645.00 in EPPI 2.0 monies for October 2022.
- As of 2022, the total delinquent rent amount owed is \$379,609.78 which is a decrease of \$18,656.80 from October.
- 5 – 30-day notices were served by the City Marshal in September
- We are working diligently with residents to address arrears in lieu of court proceedings. As of October 2022, RHA has entered into 82 repayment agreements year to date.
- We are still encountering vacant units where the resident has skipped out. This affects both Public Housing arrears and vacancy rates.

Parkside

- 4 Vacant Units
- 3 Units Ready to Lease – (Correction- Applications were not sent to Leasing Operations)
- As of 9/15/2022 we have not received any responses to the canvas letters mailed on 8/29/2022. We will have to move those next on the list.
- Letters regarding removal from the wait list send to those applicants that did not respond.
- Wait list being updated: removal of those who did not respond to the offer letter and newly received applications.

Parkside Arrears

- \$ 31,842.35 in outstanding rent
 - \$ 7,628.75 0-30 days
 - \$ 4,712.60 31-60 days
 - \$ 3,222.00 61-90 days
 - \$ 16,279.00 over 90 days (represents 8 tenants)

MISCELLANEOUS ITEMS

- Kennedy Tower Rehabilitation – Completion of the fourth and fifth floors has resumed.

- The Property Management office continues to offer applicants several methods to view a unit, e.g., virtual, email & text pictures, and solo unit showings (staff will wait outside of the unit as the applicant walks through the unit).

Application Processing Center:

Waiting List Management:

As of 8/19/2022, high-rise canvas pull.

- A. To address the number of high-rise vacancies, APC is conducting a high-rise canvas for applicants that are interested in residing in one of the high-rise communities (LT, UT, HRT, DTE, & DTW)

Scheduled High Rise Canvas Pull – To Be determined – still waiting for move-in incentives.

Next wait list pull – 11/04/22 – 80 applications (40 studios, 20 – 2 bdrms & 20 – 3 bdrms)

Online Applications:

- As of 7/5/2022, the 1 bedroom wait list was opened. As of the date of this memo, the wait list has 472 applicants.
- Applicants
 - PH Management team is seeking approval for purposed rent discounts and move-in incentives.

As of 10/28/2022 – No Updates

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 the applicant's response time was extended as a response to COVID.
- Current applications in the Screening and Intake Phase as of 9/27/22
- Currently being screened - 5 applications
 - Studio/1 bedroom – 5 applications (incl. High Rise only applicant-52)
 - 2+ bedrooms - 2 application
- Currently going thru intake (w/Intake Specialist): 70 applications
 - studio/1-bedroom – 54 applications
 - 2+ bedrooms – 11 applications
- As of 9/20/2022 – Glenwood and DTW will resume having unit offers extended.

Renovation Projects:

- **Fed/Scattered Site** – From the **37 households** that will have their units demolished or renovated, we have **25 residents** that have accepted unit offers. Chief of Maintenance, Bob Croston has been notified of each accepted unit offer to follow up on to ensure units are ready for move-in. Many high-priority residents (those that have a project start date within the next 6 months) have been given a final offer.

- As of 9/27/2022 – 36 residents have received a final relocation unit offer, per the Relocation Plan. One of those residents has been identified as a Section 32 participant. Will need to discuss further the plan to relocate the family.
- **Bond St.** – From the **11 households** that are a part of this project, **3 families** have been extended offers with **2 residents** having accepted their unit offer.
 - As of 9/27/2022- no other updates.

9. Maintenance Report

Robert Croston

- **Vacant Unit Report**
 - The Maintenance Department continues to work hard to keep up with the number of new vacancies. Still one of our highest numbers of the vacant unit in years with many move-outs, residents skipping out, and more court dates opening for more evictions.
- **Site Beautification**
 - We will be working with Public Housing on updating the insides at some of our high raises by painting some of the lobbies and community rooms. We are also looking at updating the colors and flooring to bring a newer, cleaner look to the buildings. We replaced the flooring and painted the community room at Kennedy Towers as a start.
 - Maintenance will begin updating the signage at the sites throughout the Authority. This may be a long process that might go into next spring due to having to build the brick pillars for site signs and produce all the needed signage. We are looking at a local contractor that does works with the City of Rochester but still checking other sources to do our due diligence.
- **Preparing for Winter**
 - The Maintenance department has begun preparing for the upcoming winter by checking snow equipment. Sending any needed equipment out for repairs and purchasing any needed supplies.
 - We are also evaluating existing snow removal equipment to determine if replacements are needed, along with looking at new equipment to find better ways to serve our Residents during the winter months.

10. Leasing Operations Report (Section 8)

Pierre Dorancy

Leasing Operations Matters:

1. The Administrative Plan language changes have been approved. The staff is working on implementing the changes. Robocall has been used to notify participants and landlords of the changes that affect them.
2. Currently, there are 1,677 active applicants on the Housing Choice Voucher Waiting List.

3. Leasing Operations' voucher and funding utilization goals are between 95% to 98%. We are currently at 87.26% utilization of vouchers and 102.06% utilization of funds. Leasing Operations Department has a Leasing Plan for 2022 to fully maximize HUD funding for Housing Assistance Payments. From 1/1/2021 to 12/31/2021, we issued 687 HCV Vouchers. YTD 2022, we have issued 31 HCV vouchers. Staff continues working overtime to issue vouchers and maintain utilization.
4. The monthly inspection goal is 780-960. The Inspection Unit conducted 760 inspections for the month of September

HUD Community Choice Demonstration (formerly Mobility Demonstration)

As previously reported, RHA was one of nine (9) PHA's selected to join the HUD's HCV Mobility Demonstration Program. The program is now known as Community Choice Demonstration. Briefly, this is a 6-year demonstration program designed to increase participation for voucher families with children with better access to low-poverty neighborhoods and other areas of opportunity with high-performing schools and other strong community resources.

As of the pilot start date on October 17, 2022, the managers involved in implementing the program have updated RHA's website with CCD information and sent out the first batch of interest letters. Fifty qualifying families with recertifications for May 2023 were randomly selected and provided program information. Interested families can reach out to a dedicated phone line and email address to communicate interest in participation. The CCD phone line is (585) 697-6210 and the email address is communitychoice@rochesterhousing.org. RHA is waiting on final approval from the research team on additional website information and an affordability tool that will assist families in their housing search

HUD Emergency Housing Vouchers

As of 11/09/2022, out of 117 EHV vouchers authorized:

- 133 moving papers have been issued.
- 90 applicants have been housed.
- 14 applicants are searching for housing.
- 7 applicants have submitted moving papers

RHA continues to collaborate with the local CoC and consult with other housing authorities and has statistics on the status of EHV lease-ups. These reviews indicate that RHA is working at a similar pace as other public housing agencies.

The policies of the Emergency Housing Voucher (EHV) program were approved by the Board on 9/22/21 and are reflected in the RHA HCV Administrative Plan.

Additional Mainstream Voucher Awards

RHA has been awarded 25 additional Mainstream Vouchers to assist households that include a non-elderly person(s) with disabilities to lease up affordable units. This includes extraordinary administrative funding to support administrative costs, including activities to support housing search and lease-up of eligible applicants. Fees can also be

used for) costs related to the retention, recruitment, and support of participating owners in the form of security deposits, signing bonuses, vacancy payments, and damage mitigation.

Training

The Leasing Operations team will be developing a training schedule for Calendar Year 2022 in coordination with the HR department.

Topics include:

- SEMAP
- Rent Calculations,
- HCV Program Management,
- Effective Use of HUD's Two-Year Tool to maximize voucher utilization,
- Reasonable Accommodations,
- Personal and Professional Development, such as effective communication.

11. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Participant Highlights

We have 238 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Miles entered the FSS program on October 1st, 2017, with an employment goal. Ms. Miles sought and maintained employment with the St. Ann's Nursing Home fulfilling her employment goal. Ms. Miles income increased by 243% percent, and she is no longer receiving section 8 assistance. Ms. Miles is a successful graduate and is entitled to receive \$12,937.06 in escrow savings.
- Ms. Peterson entered the FSS program on October 1st, 2020, with employment, credit restoration, and Homeownership goals. Ms. Peterson sought and maintained employment with HCR, completed Financial Empowerment counseling, and closed on her home at 43 Heitt Road in July 2022. Ms. Peterson is a successful graduate and is entitled to receive \$4,264.00 in escrow savings.

Section 3

- Monthly Report (Under construction)

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.
 - 2021 Stats
 1. 124 clients
 2. 341 counseling sessions
 3. \$83,143 debt reduction
 4. \$104,457 increased savings
 - FEC awarded 150K to assist RHA families, of which 50 new homeowners are eligible for a 1k grant.
 - Project approved by City Council at February council meeting. The agreement was signed by Executive Director and for signature on 3/4/22

- Executed Agreement received on 3/25/2022, Meeting to discuss payment issuance with Finance on 4/25/22
- Homeowner grants awarded to Champion and Jackson
- Action for a Better Community (ABC) – Benefits Cliff Project - We are participating in 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.
 - Calculator development and Pilot agency selection underway
 - Met with ABC to discuss the first look at the calculator and pilot details
 - Agency Pilot Training scheduled for 8/15/2022
 - Flyers seeking 10 pilot participants were mailed to Harriet Tubman residents on 10/6/22
 - 3 families participated in the Benefits Cliff Pilot. Each Family tested the calculator and completed a brief survey related to their experience in using the calculator.
- RMAPI Housing Subcommittee Cochair – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
 - Mission - Increase housing equity and access, improve housing stability, and close the wealth gap in Monroe County
 - Presented the subcommittee’s current progress to the RMAPI Steering Committee on 9/15/22
 - We are defining the goals for the Housing group ensuring they are measurable and assessing if we have key voices at the table.
- Closing the Gaps 6 city cohort (Albuquerque, NM; Austin, TX; Memphis, TN; Minneapolis, MN; Rochester, NY; and St. Paul, MN) is a one-year initiative that brings together leaders from cities across the country who are committed to imagining what an anti-racist society might look like and playing an important role in building it through the transformation of government policies, practices, and operations.
 - CTG provides up to \$167,000 per cohort city to execute your homeownership strategy and up to \$100,000 per cohort city to execute your business, starts, and growth strategy.
 - Plan development meetings are ongoing. Submission deadline 9/30/2022
 - Draft plan submitted to Living cities on 10/3. Plan a review in preparation for submission to Mayor and City Council.
 - Mayor Evans has signed off on the proposed plan. We are awaiting an award letter from Living Cities in order to present it to the City council. Closing the gaps seeks to improve homeownership and entrepreneurial outcomes for people of color. The proposed plan would add outreach dollars and incentives for young families to pursue homeownership.
- Jordan Health Community Engagement Committee - Understanding how we as community organizations can better serve one another and our community in hopes of linking various community organizations (churches, service centers, recreation centers, neighborhood organizations) and them having a stronger, visible presence in the community.
- Wilmot Cancer Institute Faith in Community Advisory Board (FCAB) will exist to strengthen the relationship between faith-based organizations, the communities they serve, and the Wilmot Cancer Institute to address cancer health disparities that disproportionality impact specific groups.
 - September FCAB meeting discussed two research opportunities and an upcoming retreat. The retreat is scheduled for 10/7/2022.

- Boys Scouts of America – RHA is partnering with the boy scouts to bring scouting to RHA Public Housing family sites.
 - Planning meeting for continued outreach TBD
- Monroe County Health Department Booster Clinics – The county has offered mini booster clinics for PH residents.
 - Notification mailed to Lena Gantt and Glenwood on 10/6/22
- RHA has been invited to participate in the Mayor’s Financial Empowerment Advisory Group – Inaugural meeting on 9/8/22
 - Met with the Office of Financial Empowerment (OFE) team on 10/18/2022 to discuss the vision statement, future expectations of OFE, current gaps in creating financially empowered residents, and survey questions for focus groups.
- Girl Scouts – Girls Scouts is seeking to partner with RHA to pilot a scouting program at Harriet Tubman or Seneca manor

Homeownership

- Ms. Dillon closed on her home at 225 Oneida Street on October 5th.
- We have three families with anticipated closings and thirty families who have been approved for financing and are searching for homes.

12. Resident Relations Report

Melissa Berrien

Resident Council Elections – Resident Council Election Notices were mailed to Lena Gantt and Glenwood Gardens residents. Notices were posted in the Highrise’s. Lynette and I held meetings at all the sites with active councils informing them of the upcoming election for the 2023-2026 period. Elections are required every three years by HUD regulation. The nomination period ran from September 27th through October 27th. Chad Rieflin of Consumer Credit Counseling Services of Rochester provided oversight for the nomination and election process. Harriet Tubman, Lake, Lena Gantt, and University had contested officer positions that required an election. Voting was conducted between 8:30 am and 4:30 pm on November 3, 2022, and the official count was conducted at 9 am on November 4, 2022. There was an official recount of the votes conducted immediately after the initial count. In total 91 votes were counted.

Senior Activities

- Senior Holiday Luncheon scheduled for December 15th from 11 am -2:30 pm at the Harro East Ballroom. Notices were mailed to Lena Gantt and Glenwood Gardens residents. Notices were posted in the Highrise’s. Resident Services will reach out to residents who are wheelchair-bound and assist with LiftLine registration.
- Commissioner Cummings is recruiting for the Senior Choir in anticipation of a Senior Holiday Luncheon Performance. They will meet at Lake Tower.
- Booster vaccinations- Flyers were mailed to residents at Lena Gantt and Glenwood to register for onsite MCHD booster clinics date TBD.
- FVRx – Fruit and Vegetable Prescription Program - Cornell Cooperative – 6-week nutrition Class – Interested Councils can coordinate through Resident Services.

Family Activities –

- Planning has commenced for the annual Toy giveaway in partnership with the Pirate Toy Fund. 32 Families (78 children) have registered.
- RHA and Boy scouts of America are partnering to try and bring scouting to Luther Circle, Harriet Tubman, and Seneca Manor.
- Girl Scouts interested in a Pilot scouting program at Harriet Tubman Estates.

13. Planning Committee Report

Shawn Burr

- The Planning Committee meeting was held on 11/2/2022. There were no follow-up items from the previous meeting.
- There was one action item presented, a request for a change order which is part of the contingency for the Danforth Towers Building Restoration project.
- We then discussed the status of our current projects by having staff give updates and review progress pictures:
 1. Scattered Site Roof Replacement R-19 – the project is 80% complete.
 2. Scattered Site Parking Lot Project – project underway, on schedule, and 85% complete.
 3. Kennedy Tower Hallway Rehabilitation – the project is 98% complete and behind schedule due to COVID and material delays.
 4. Danforth Towers East & West Façade Repair – the project is 60% complete and on schedule.
- We are winding up our work with our internal team and our consultant team of D+B/Calogero on a preservation plan for a portion of the RHA Public Housing portfolio as part of the New York State Preservation Opportunity Program (NYPOP) grant. RAD Physical Conditions Assessments and Environmental testing on most all of our PH properties have been completed and are under review. The NYSPOP grant funds have been expended. We are nearing the completion of the project with D&B, working on compiling the data for the executive summary and recommendations.
- There are currently three projects out to bid and we have additional projects to be submitted to Procurement.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month and will include percentages of possible funds allocated/obligated.
- The status of our current CFP Budgets as of June 30th are: 501.19 is 100% obligated and 96% expended, 501.20 is 34% Obligated and 33% Expended and 501.21 is 44% Obligated and 4% Expended. RHF Funds grants are fully obligated and expended. We are meeting our deadlines.
- We then discussed our A/E status report, and no issues were present.

Project Planning

- Our Project Planning meeting followed the Committee meeting, and updates were given on our development projects starting with our RAD project at Federal St/Scattered Sites. We continue to work with our developer partner to move the Federal St project forward in coordination with NYS HCR, NYS OTDA, HUD,

and City of Roch. With closing calls every Friday. We are communicating regularly with HUD on the RAD conversion “glitch” and hopefully are getting closer to getting it resolved. Director Molinaro-Thompson has been communicating with the director of REAC and NYS HCR on navigating through the process to correct the issue. It has delayed the closing, but this communication has helped with HCR. We continue to work with the City on the coordination between agencies as the project moves forward. Todd Bullard is also involved now from here on out with preparing necessary resolutions and representing RHA through the closing process with closing team meetings every week.

- Our next RAD project will be Parliament/Luther (Fairfield Village), and we are working with our development and design teams. Design plans for renovation and redevelopment are being finalized by our A/E and environmental firms who are working with the City Zoning department on providing required and requested information and answering questions as they arise. Weekly meetings continue with the development team. Resident meetings have been held and more will be scheduled in the upcoming months.
- Our Fernwood development project is moving along, as a separate project, but will be a two-phased project with the four-story multifamily building as the first phase and the single-family new builds as the second phase. We continue to fine-tune the design to be ready for the next LIHTC RFP and are currently working on adding a library to the multifamily building and having discussions about the possibility of a daycare center on-site. This will be presented to the mayor shortly. Our goal is to submit a LIHTC application in November, so everyone is working diligently on the lengthy application.
- Glenwood will now be a stand-alone RAD conversion project and we have been meeting to rework the design to include the whole site. We will continue with regular updates to the residents.
- Lexington Court Interior and Common Area Upgrades (planning Phase)
 - The architect has completed bid-ready documents incorporating the expressed desire of the stakeholders. We are still planning to put this project out to bid in November with the first phase and two additional phases to follow.
- Bronson Court Site Upgrades –
 - RHA continues to work with HUNT Architects & Engineers to design improvements to this site’s building exteriors and landscape. The replacement of all old roofing in Phase I for this project along with HVAC upgrades is underway. Phase II will include new siding, porches for the front of the units and smaller decks for the rear and is in the design phase with construction drawings in progress and planned to go out to bid in December. Phase III will incorporate landscaping with gazebo, picnic tables, centralized grills and light poles in each of the two courtyards and is the early design phase.
- Change the Face of Public Housing project at Bond/Hamilton is moving along with the SAC application process for the demolition phase nearing completion. We received our permit from the City to work in the right of way, which is critical for the project. Edge architecture is finishing the plans and we will be submitting them to the City for review. We continue to work with the residents to determine relocation needs for each ahead of time and finalizing the resident relocation plan.
- The next steps for our Change the Face of Public Housing project at Edinburgh Street are the SAC application for demolition and the finals plans and

specifications for bidding which are nearing completion. We are asking one of our A/E firms to complete the SAC application due to our heavy workload.

- We discussed the Holland Townhouse Site Improvement Project, the Traffic Control Board approved the plan. However, we now need to revise the plans to include proper designated areas for the dumpsters that have been installed. Design changes in progress.
- Our seven Section 32 homeownership homes SAC application will be completed soon, but we did have a few drop off as their situations have changed. The last two items for the SAC application are a letter of support from the Mayor, which is in progress and a legal opinion from counsel that I'm working with Todd on. Melissa's team continues to work with each resident to determine eligibility and a path forward for them. The plan is to create a pipeline of residents and units and work with our HUD Field office and SAC to determine best path forward for submitting applications to them.
- RHA's 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, with replacement of gutters, downspouts and storm drains and necessary site work. We are engaging a design professional to prepare plans and specifications.
- We then reviewed the projects in the CFP Project Pipeline, which are all in various stages of planning and design.

14. Commissioner Comments

Commissioner Cummings: it was nice to see that the staff enjoyed the Town Hall meeting, and so did I. I enjoyed listening to all the good comments coming from the staff.

Commissioner Rubin: I second that the town hall meeting was great. The Resident Council meeting was really enlightening for me. Really good.

Commissioner Otis: no comment.

Commissioner Ocansey: Apologize that I would not even make the town hall.

Commissioner Remarais: Thank you to the staff for all that you do every day. The Town Hall meeting was great. It was nice to meet some new people that I didn't see or speak to on regular bases. I want to wish everyone a happy holiday because I would probably see many not see of you. Happy holidays. To the staff have a safe holiday weekend, with their families. Again, thank you. We are super proud of everyone here are RHA.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Otis moved, and Commissioner Rubin seconded a motion to go into Executive Session at 1:40 pm. Commissioner Cummings, Commissioner Ocansey, Commissioner Rubin, Commissioner Otis, and Commissioner Remarais voted yes. The motion was passed, five to zero.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Rubin moved, and Commissioner Cummings seconded a motion to go into Executive Session at 1:50 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, and Commissioner Remarais voted yes. The motion was passed, four to zero.

x. Approval of Executive Staff recommendation.

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings voted yes. The motion passed four to zero.

Board Chair Remarais requested a motion to end Executive Session; Commissioner Cummings moved, and Commissioner Rubin seconded the motion to end the Executive Session at 3:15 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

15. November Regular Board Meeting

The November Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, November 16, 2022**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the September Regular Meeting Business was taken, Commissioner Rubin moved, and Commissioner Ocansey seconded a motion to end the Board Meeting at 3:16 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, and Commissioner Rubin voted yes. The motion was passed four to zero.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board,
Executive Director