

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**December 21, 2022
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**ROCHESTER HOUSING AUTHORITY
December 21, 2022
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



December 21, 2022

MEMBERS PRESENT

Florine Cummings, Resident Commissioner, Vice Chair
Kabutey Ocansey, Commissioner
Henry Rubin, Commissioner
Rosalie Remarais, Chairperson
James Water, Jr. Commissioner

STAFF PRESENT

Melissa Berrien
Shawn Burr
Sinclair Carrington
Diana Colon
Robert Croston
Pierre Dorancy
Cynthia Herriott
Kimberly Huffman
Joyce Kinsey
Shawanna Lawrence
Mariam Rodriguez –
Machuca
James Senger
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the December Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:10 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 - None**

2. **Swearing in of the New Commissioner** – James Waters, Jr.

3. Approval of Minutes: November 16, 2022, Regular Board Meeting Minutes

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the November 2022 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting, The motion passed four to one.

4. 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, 134 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 96 applicants so far and 13 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 since the kick-off in October. We have canvassed 50 applicants 13 have responded with interest and 3 have completed the informational briefing. He is very proud of our dedicated team!

Mr. Burr shared that Trillium's COVID testing/Primary Care services for our residents continue with December'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 their reports.

Mr. Burr stated he is very proud of the 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. He really appreciates 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 NYSHCR LIHTC funding applications for Fernwood, Parliament, and Fairfield Village.

Mr. Burr stated that our Strategic Goal Tracker has been completed and our plan is to update at least monthly and 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 and strategize on how we can implement something like that in Rochester. Boston Housing Authority - Boston Housing Authority 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.

Congress is back in session and has several must-accomplish goals that could impact housing and community development programs. Speak out in support of these critical programs and help NAHRO reach a goal of sending 2,000 letters by visiting www.nahro.org/advocate. The 117th Congress has officially entered its "lame duck" session. Members returned to DC following the midterm elections to wrap up legislation before the new Congress begins in January. Appropriations bills are the highest priority. Congress must pass fiscal year 2023 appropriations bills or another continuing resolution (CR) before the current CR expires on Dec. 16.

Additionally, tax programs are also a top priority before the end of the calendar year. Housing advocates must urge Congress to include the Low-Income Housing Tax Credit (LIHTC) program in any tax package, particularly through the addition of the Affordable Housing Credit Improvement Act (S 1136/ HR 2573) into any tax legislation. NAHRO has added two letters to the Advocacy Action Center, one focused on FY23 HUD appropriations and a second on the Affordable Housing Credit Improvement Act and the Low-Income Housing Tax Credit. Help NAHRO support these programs by sending both letters several times throughout the lame-duck session, which is expected to run until the holidays.

b. Board Action Requests

- i. Holland Town House Window Refurbishment - Authorized the Executive Director to award to Commercial Window Repair Solutions in the amount of \$124,400.00 – Capital Projects

Commissioner Cummings moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting; The motion passed four to one.

- ii. Kennedy Tower Corridor and Resident Units upgrades - Authorized the Executive Director to approve the increase to the contingency from 30% to 40% to FW Construction Corp. not to exceed \$1,513,849.48 – Capital Projects

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting; The motion passed four to one.

- iii. Kennedy Tower Corridor and Resident Units upgrades change order #15 - Authorized the Executive Director to approve change order #15 for FW Construction Corp. in the amount of \$67,565.48 – Capital Projects

Commissioner Rubin moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting; The motion passed four to one.

- iv. Danforth Towers Façade Repairs - Authorized the Executive Director to approve the change order #5 for Lupini Construction, Inc. for the amount of \$78,823.79 – Capital Projects

Commissioner Cummings moved, and Commissioner Rubin seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting; The motion passed four to one.

- v. University Tower Façade Repairs – A&E Firm - Authorized the Executive Director to award the contract to PLMA Architects, AIA in the amount of \$48,550.00 of \$195,684.00 – Capital Projects

Commissioner Ocansey moved, and Commissioner Rubin seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting; The motion passed four to one.

- vi. Human Resources and Payroll Information Processing System - Authorized the Executive Director to renew the contract with Automatic Data Processing, Inc. (ADP) in the amount of \$78,000.00 – Human Resources

Commissioner Cummings moved, and Commissioner Ocansey seconded the motion to approve the action item Commissioner Remarais, Commissioner Rubin, Commissioner Ocansey, and Commissioner Cummings, voted yes. Commissioner Waters abstained from voting; The motion passed four to one.

- vii. 2023 Worker’s Compensation Carrier - Authorized the Executive Director to award the contract to Redwood Fire and Casualty Insurance Company (Berkshire Hathaway) in the amount of \$366,000.00 – Human Resources

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

- viii. 2023 Employee Medical Insurance (Retirees <65 yrs.) - Authorized the Executive Director to renew the contract with Aetna Medicare in the amount of \$100,000.00 – Human Resources

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

- ix. Atlantic Town Houses Site Upgrade General Contractor - Authorized the Executive Director to award the contract to DiPasquale Construction, Inc. in the amount of \$2,814,695.00 – Capital Projects

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

- x. Security Services renewal - Authorized the Executive Director to renew the contract with AP Safety and Security Corp. in the amount of \$1,156,284.00 – Authority Wide

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

- xi. Microsoft Office 365 - Authorized the Executive Director to engage un a 3-year purchase commitment of Microsoft 365 licenses with Dell Marketing, LP and Microsoft in the amount of \$248,642.58 – Authority Wide

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

- xii. Renewal Insurance Auto

- a. Insurance Auto - Authorized the Executive Director to renew the insurance policy for the period of 01/01/2023 to 01/01/2024 with Preferred Mutual Insurance Company in the amount of \$67,406.00 – Public Housing

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

- b. Insurance Umbrella - Authorized the Executive Director to renew the insurance policy for the period of 01/01/2023 to 01/01/2024 with Scottsdale Insurance in the amount of \$27,777.54 – Public Housing

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

5. 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 – Junior Account – (1) Finance Department started on November 28, 2022.
Position - Maintenance Laborer – (1) Maintenance Department started on December 12, 2022.

Position - Maintenance Mechanic – (2) Maintenance Department started on December 12, 2022.

Position - Housing Specialist – (2) Leasing Operations Department, started on December 12, 2022.

Position – Business Analyst – (1) Information Technology Department, started on December 12, 2022.

New employee orientation - December 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- December 2022

The Wellness Committee submitted its monthly newsletter to staff which focused on Safe Toys and Gifts Month and provided holiday tips.

Open Enrollment

The Open Enrollment has ended successfully.

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.

Events- December 2022

Holiday Luncheon – The RHA Holiday Luncheon was held on December 16, 2022. I have attached pictures.

6. 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.

- 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 met with Wade Norwood 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. A 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 November 2022, \$31,596.60 collected (with a total of \$3,699 collected in November 2022) A total of \$431,406.15 has been collected to date.
- **Public Housing** - Repayment agreement totals YTD for vacated arrears and collection loss as of November 2022, with \$11,980.16 collected (with a total of \$232.18 collected in November 2022). A total of 42,946.31 was collected to date.

○ Termination Hearings

- **Leasing Operations** – 31 Participant Hearings Scheduled: 4 Upheld; 0 No Show, 2 Overturned, 16 Reinstated, 7 Adjourned; 1 Withdrawn, 1 Pending a Decision
- **Public Housing** - 0 Participant Grievance Hearings Scheduled: 0 withdrawn; 0 upheld; 0 overturned, 0 reinstated & 0 adjourned.

Operations

○ Case Management –

- Program Violation Referrals Outstanding – 1,473 (Previously 1,468)– 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.
 - 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.

7. **Finance**

Kimberly Huffman

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

8. **Information Technology Report**

Evhen Tupis

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

Summary: RHA's video safety system is antiquated, and lacks needed features. Our Access Control system is old and clumsy to maintain. We have been approved to pursue an RFP to replace both with modern systems.

Status: The walk-throughs for the four additional sites have concluded. The additional work has caused the timeline to slip into Q1/2023. The next step is to have a final presentation to RHA's Leading Stakeholders to secure their approval to proceed to RFP. Holiday schedules will likely push that into early January.

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 direct-mail postcard is with the printer and will be mailed as soon as they are complete. We are considering repeating the campaign again in the future, if affordable to do so.

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: Targeted completion: December 31, 2022. **NOTE:** I am hopeful that the success of this initiative will serve to motivate similar activity for other paper records in the future.

Upgrade Landlord Portal to newer, MRI "Assistance Connect / Owner" Portal

Summary: RHA uses a poorly aging, unsupported, a legacy product called Landlord Portal. It is difficult to use and prone to errors, frustrating users. An upgrade is available and being pursued.

Status: Super Users have been identified and SU training is scheduled for December 21. A "launching campaign" will be discussed whose purpose is to inform landlords of the new system and onboard them smoothly.

RochesterHousing.org Website Upgrade

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: Key stakeholder groups have been identified as: RHA Departments, RHA Associates, Residents/Participants, and Community Partners. Each will be interviewed to gather their inputs that will drive how the upgraded website will present itself. We are starting with the "RHA Departments" group but are targeting to reach out to all groups within 2023/Q1.

***NEW:** MRI ResidentCheck, an automated resident screening system*

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: The criteria for Pass/Fail has been communicated to MRI. Next step: Super Users will be scheduled to be trained, using the criteria they supplied.

***NEW:** MRI RentPayment to accept Repayment Agreement payments*

Summary In a previous year, RHA subscribed to MRI's RentPayment, a service that allows residents to pay rent electronically. That system has been enhanced to allow those with Repayment Agreements to pay electronically, as well. This additional feature is being made available to RHA at no additional cost to us.

Status: The Finance department has provided MRI with onboarding information. Finance Super User training is scheduled for December 19th. Roll-out TBD from SU's based on the outcome of that training.

NEW: Telephone Service Cost Reduction and Future Cost Avoidance

Done Summary: RHA has moved basic telephone services from Windstream to Frontier. This is an interim milestone on the journey to full modernization of our telephone services. This has been a multi-year effort that is finally coming to completion. This audit, rightsizing, and consolidation has resulted in significant cost savings; RHA's September 2021 invoices totaled \$19,400 vs September 2022's was \$6,600 (a monthly savings of \$12,800, and a **yearly savings of \$153,600**. Call-out: I worked closely with Denton Clark of Mondavi Design (a telecommunication consulting firm), who provided *exceptional* service that was critical to overall success.

Detail: In 2019, RHA's telephone services were audited to find that records were poor and costs were not well understood. Two different telephone service providers were being used: Windstream and Frontier. Each had its own billing approach and line costs. Upon physical auditing, unused (but billed) lines were discovered as well.

We began by documenting and verifying every line that appeared on both invoices. This consumed a significant amount of time and effort.

The cost structure of both providers was evaluated, and Frontier was shown to be significantly less expensive. Lines were transferred from Windstream to Frontier. Windstream's closeout billing/invoicing was audited and found to be in error. We submitted authoritative documentation to allow them to correct their closeout overcharges. This resulted in **credits totaling \$29,579**. We no longer use Windstream.

9. Public Housing Report

Harolda Wilcox

Public Housing Activities:

- Fire safety meetings were withheld on all the high risers (HRT, LT, KT & UT).
- Rochester Housing Authority in partnership with Lily of the Valley provided 200 Thanksgiving dinners for the residents at DTE & DTW on Wednesday, November 23, 2022. Christal Webb, Evelyn Bishop & Harolda Wilcox delivered door-to-door in both towers
- Free COVID & Flu Vaccinations were provided by Alexander Pharmacy & Free food event was held for the residents at Lena Gantt Estates on Wednesday, November 30th, 2022.
- Holland Townhouses received a Thanksgiving turkey and all the fixings. This was in partnership with the Faith Church on the 19th of November.

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 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 \$3,388.00 in EPPI 2.0 monies for November 2022.
- As of November 2022, the total delinquent rent amount owed is \$389,588.68 which is a decrease of \$8,677.79 from November.
- 2 – 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 Novem 2022, RHA has entered into 80 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.

Parkside Arrears

- \$ 36,860.35 in outstanding rent
 - \$ 9,006.75 0-30 days
 - \$ 5,082.60 31-60 days
 - \$ 4,397.00 61-90 days
 - \$ 17,838.00 over 90 days (represents 9 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 11/14/2022, 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 –

In incentive for applicants starting with this canvas pull. Move-in incentives will be given to the first 100 applicants that are housed at Lake Tower or Danforth Towers and that remain in good standing for one year)

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

As of 11/30/2022 – 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 10/28/2022:
- Currently being screened - 3 applications
 - Studio/1 bedroom –2 applications
 - 2+ bedrooms - 1 application
- Currently going thru intake (w/Intake Specialist): 59 applications
 - studio/1-bedroom – 46 applications
 - 2+ bedrooms – 13 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 – All residents, except for the Section 32 residents, have received a final relocation unit offer, per the Relocation Plan.
- **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 11/28/2022- no other updates.