

**ROCHESTER HOUSING AUTHORITY  
April 22, 2024  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**April 22, 2024**

**MEMBERS PRESENT**

Florine Cummings, Resident Commissioner, Vice Chair  
Shanai Lee, Commissioner  
Kabutey Ocansey, Commissioner  
Hank Ruben, Commissioner  
James Waters, Jr., Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Diana Colon  
Robert Croston  
Natasha Dicks  
Pierre Dorancy  
Cynthia Herriott  
Kimberly Huffman  
Joyce Kinsey  
Daniel Long  
Loretha J.  
McCullough  
Mariam Machuca-  
Rodriguez  
James  
Evhen Tupis  
Harold Zink

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Tim Cook, Tipping Point Communications

Commissioner Florine Cummings called the April 2024 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:05 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**

Mr. J. Washington and Mr. O Shepard came to observe the March Board Meeting.

**2. Approval of Minutes: March 25, 2024, Regular Board Meeting Minutes**

Commissioner Ruben moved, and Commissioner Lee seconded the motion to approve the March 2024 Regular Board Meeting Minutes Commissioner Cummings, Commissioner Rubin, Commissioner Lee, and Commissioner Ocansey 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 and highlighted as follows:

- Mr. Burr

**CONTINUE** to

recognize Staff across the Authority who continue to go above and beyond to ensure our quality services are performed and resident and participant needs are taken care of.

- Mr. Burr shared our Community Choice Demonstration RHA Team continues to work diligently with families.
- Mr. Burr wanted to continue to recognize the extra efforts of staff involved in community projects.
- Mr. Burr shared that the Development projects are moving forward with more residents moving back into their homes! the gift baskets that are amazing! Dan will continue to have pictures with his report. We are exceeding our MWBE and Section 3 goals nicely in both projects, with exception of WBE which will begin to increase later in the projects.
- Mr. Burr shared an updated from NYSPHADA Update
- Mr. Burr shared NAHRO Releases Its 2024 Legislative and Regulatory Agenda Including FY 25 Funding Recommendations

**b. Board Action Requests**

- i. Renovations to 1-3 Thomas Street (Re-Bid) - Authorized the Executive Director to award a contract to Cimino's General Contracting LLC in the sum of \$750,566.35– Capital Projects

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

- ii. Scattered Site Roof Replacements R-22 - Authorized the Executive Director to award a contract to Gatti Remodeling in the amount of \$140,320.00 – Capital Projects.

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

- iii. Lexington Court Gutter Replacement – Authorized the Executive Director to award the contract Rochester Earth Inc. in the amount of \$ 56,000.00 – Capital Projects.

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

- iv. Renovation to Units 16, 36 & 60 Bronson Ct. – Authorized the Executive Director to award the contract to Gatti Remodeling in the amount of \$430,000.00 – Capital Projects.

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

- v. FY 2024 2nd Quarter Vacated Arrears Write-off – Authorized the Executive Director to approve the write-off of the FY 2024 2nd Quarter Vacated Arrears in the amount of \$38,670.53 – Finance.

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

- vi. RHA Vehicle Fleet Maintenance with the City of Rochester 2024 – Authorized the Executive Director to enter into a 5-year inter-municipal agreement with the City of Rochester for the 2024-2028 Fleet Maintenance Services in the amount of \$80,000.00 – Maintenance.

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

- vii. Dress Code Policy - Policy #345 Revision – Authorized the Executive Director to approve the revised RHA policy to implement the policy and notify employees – Human Resource.

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

- viii. Marshal Services Renewal – Authorized the Executive Director to renew the contract with Mr. Joseph Polizzi this is the first of 4 renewals in the amount of \$24,000.00 – Public Housing.

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

- ix. Fire alarm system repair at Hudson Ridge Tower – Authorized the Executive Director to award a contract to Johnson Controls LP in the amount of \$48,350.32 – Maintenance.

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

- x. Lexington Court Gutter Replacement – Authorized the Executive Director to award a contract to Gatti Remodeling in the amount of \$64,680.00 – Maintenance.

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

**4. Human Resource Report**

**Loretha J. McCullough**

Ms. McCullough reported on the following:

- RHA's Strategic Plan, and that HR is focused on key activities such as building organizational capacity through hiring and promotions and creating a positive culture.
- Recruitment, new hire, promotions, transfers, and separations.
- She then reviewed our recruitment strategies and results.

Employee performance, engagement initiatives and Diversity, Equity, and Inclusion activities.

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

**Cynthia Herriott**

Ms. Herriott reported on the following activities and progress:

- Inclusion Activities
- Compliance Matters
- Department Operations

**6. Finance**

**Kimberly Huffman**

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for February 2024, for the COCC, Public Housing, Section 8 income and expenses, and RAD properties.

**7. Information Technology Report**

**Evhen Tupis**

Mr. Tupis reported on the following:

- RFQ: Video Safety – Glenwood Gardens – 41 Kestrel St., Rochester NY
- Projects in progress
- Strategic Goal accomplishments
- Resident Computer Labs & Resident Council President Computers
- Resident Internet Initiative (NYS ConnectALL program)

**8. Public Housing Report**

**Shawn Burr**

Mr. Burr presented the following:

- Public Housing Activities
  - On March 18, we met with the Glenwood Gardens residents regarding the RAD project.
- Public Housing Matters:
  - The PH Team continues to do an excellent job of keeping things moving despite being short- staffed and many continue to work overtime to help with the workload.
  - We hired two clerks through a temporary recruiting agency. They are currently working in the South & North zones.
- Rent Arrears – the rent arrears statistics were presented.
- Application Processing Center: Waiting List Management:
  - Wait List Purge
  - Current Department Operation Status
  - Unit Offers
  - Occupancy Rate

- Renovation/Relocations Projects – as of 3/6/2024 no other updates

**9. Maintenance Report**

**Robert Croston**

Mr. Croston presented monthly updates on the following:

- Vacant Unit Report
- Site Beautification
- Preparing for NSPIRE Inspections

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

**Pierre Dorancy**

Mr. Dorancy presented on the following:

- Leasing Operations Matters:
  1. The Administrative Plan language changes have been approved.
  2. All applicants on the Housing Choice Voucher Waiting List have been canvassed for prequalification.
  3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. **We are currently at 83.15% utilization of vouchers and 103.21% utilization of funds.**
  4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 564 inspections in March 2024.
- HUD Community Choice Demonstration (formerly Mobility Demonstration)

*As previously reported, RHA was one of nine (9) PHAs selected to join the HUD's HCV Mobility Demonstration Program. The program is now known as Community Choice Demonstration (CCD). 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.*

- HUD Emergency Housing Vouchers
- Staff Training

**11. Family Self-Sufficiency (FSS) Report**

**Melissa Berrien**

Ms. Berrien reported on the following:

- Participant Highlights: We have 170 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:
  - Section 3 Updates
  - 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.
  - RMAPI Housing Subcommittee Update
  - Closing the Gaps Cohort Update–
- Homeownership Program Update

**12. Resident Relations Committee Report**

**Melissa Berrien**

Ms. Berrien reported on the following:

- Community Rooms Resident Rental
- Public Housing Evacuation Plan
- Public Housing Office hours
- Facebook Messaging Update
- Commissioner's reports
- Executive Overview
- Conference attendance
- Family Activities
- Senior Activities

**13. Planning Committee Report**

**Daniel R. Long**

Mr. Long reported on the following:

- **The Planning Committee Meeting Follow up items.**
  - Four action items:
    1. Scattered Sites Roof Replacements (R22)
    2. 1-3 Thomas Street Substantial Rehabilitation
    3. 16,36 & 60 Bronson Court Unit Rehabilitations
    4. Lexington Court Gutter Upgrades
  - Current Project Status
  - CNI PNA Update
  - Our MWBE & Section 3 Contracts report

- The status of our current CFP Budgets as of April 10th are: 501.20 is 100% Obligated and 60% Expended and 501.21 is 100% Obligated and 54% Expended and 501.22 is 78% Obligated and 4% Expended. With the latest projects and upcoming bid openings at the start of March and April, we expect to meet all our deadlines. We expect to start obligating the 501.23 grant as soon as spring 2024 with Bond Street Renovations being a substantial portion of that grant.
- We then discussed our A/E status report, and no issues were present.
- Project Planning Updates

### **13. Interagency Relations Committee**

**Commissioner Rubin**

Commissioner Rubin presented his monthly update

### **14. Commissioner Comments**

**Commissioner Waters:** Thank you for an amazing job, everybody. I really appreciate the whole HR piece and what we're doing. I really, really appreciate how you're doing an amazing job.

**Commissioner Rubin:** Thank you, everybody. It's always good to have public meetings. So, thank you. Thank you. So, thank you, staff.

**Commissioner Cummings:** I have of course always kudos to staff and their hard work and their commitment thus far. She added two additional comments that staff will look into.

Board Vice Chair Cummings placed the meeting on pause since there was no quorum at the end of the meeting to call for a motion to end the meeting. Ms. Colon was directed to request an electronic vote to end the meeting. She received the motion and second via email as follows: Commissioner Waters moved, and Commissioner Rubin seconded a motion to end the Regular Board meeting 1:55 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Lee, and Commissioner Waters voted yes. The motion was passed, five to zero.

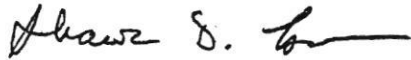
**\*\*full reports are available upon request\*\***



**15. May Regular Board Meeting**

The May Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Monday, May 22, 2024, at 12:00 pm.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shawn S. Burr", with a long horizontal flourish extending to the right.

Shawn Burr,  
Secretary to the RHA Board, Executive Director

**\*\*full reports are available upon request\*\***