

ROCHESTER HOUSING AUTHORITY
August 21, 2024
**675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



August 21, 2024

MEMBERS PRESENT

Rosalie Remarais, Commissioner Board Chair
Florine Cummings, Resident Commissioner, Vice Chair
Robert Davis, Commissioner
Shanai Lee, Commissioner
Kabutey Ocansey, Commissioner
Hank Ruben, Commissioner
James Waters, Jr., Commissioner

STAFF PRESENT

Melissa Berrien
Shawn Burr
Uttara Chatterjee
Diana Colon
Robert Croston
Yolanda Davis-
Broussard
Natasha Dicks
Cynthia Herriott
Kimberly Huffman
Celeste Langston
Daniel Long
Loretha J.
McCullough
Denisse Ramos
Mariam Machuca-
Rodriguez
James Senger
Evhen Tupis

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the August 2024 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:02 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. Approval of Minutes: July 24, 2024, Regular Board Meeting Minutes

Commissioner Waters moved, and Commissioner Rubin seconded the motion to approve the July 2024 Regular Board Meeting Minutes. Commissioner Davis, Commissioner Rubin, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, Commissioner Lee, and Commissioner Remarais voted yes. The motion passed seven 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 wanted to continue to recognize the efforts of HR, Wellness Committee and Diversity & Inclusion Committee for continue to work facilitating staff functions.
- 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 participated in meetings with various community organizations.
- 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

b. Board Action Requests

- i. Holland Townhouses Gutter Replacement - Authorized the Executive Director to award a contract to Gatti Remodeling in the amount of \$74,449.00 – Capital Projects

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

- ii. Low Income Housing Tax Credit (LIHTC) Assistance – Executive

- a. Authorized the Executive Director to renew the contract with PMCS, Inc in the amount of \$35,000 for RHA-Parliament-Fairfield Associates, LLC.

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

- b. Authorized the Executive Director to renew the contract with PMCS, Inc in the amount of \$20,000 for RHA-Federal St Associates, LLC.

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

- iii. Holland Townhouses Storm Sewer Replacement – Authorized the Executive Director to award a contract to Taouk Development in the amount of 695,385.00 – Capital Projects.

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

iv. Insurance Renewal - Finance

- a. Authorized the Executive Director to renew the Property Insurance policy with Housing Authority Insurance Group in the amount of \$709,497.00.

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

- b. Authorized the Executive Director to renew the Commercial Liability Insurance policy with Housing Authority Insurance Group in the amount of \$224,857.00.

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

v. Fire Alarm – Maintenance.

- a. Authorize the Executive Director to award the contract to Johnson Controls LP in the amount of \$61,065.14 with 4 renewals.

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

- b. Authorize the Executive Director to award the contract to West Fire Systems in the amount of \$40,476.00 with 4 renewals.

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

4. Human Resource Report

Loretha J. McCullough

Ms. McCullough reported on 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.

She then reported on the recruitment, new hire, promotions, transfers, and separations. She then reviewed our recruitment strategies and results.

Ms. McCullough then reported on 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 presented the monthly Finance Report. She reported on the June 2024 actual vs. budgeted figures, income and expenses, and variances for COCC, Public Housing, Section 8, and RAD.

7. Information Technology Report

Evhen Tupis

Mr. Tupis reported on the following:

- RFQ: Video Safety – Glenwood Gardens – 41 Kestrel St., Rochester NY
- RFP: Tenmast WinTen2+ System Upgrade/Replacement
- Resident Computer Lab upgrades
- Resident Internet Initiative (NYS ConnectALL program)
- RFP: Website update/modernization
- He shared some awareness of some initiatives being planned or under consideration

8. Public Housing Report

Shawn Burr

Mr. Burr presented the following:

- Public Housing Activities
 - In the month of July staff continue to assist the Residents Service Department with the strong families' events.
 - PH continues to meet with HUD monthly to discuss occupancy, unit status changes, and PIC.
 - PH Attended PHA Roundtable on Public Housing Occupancy. Occupancy rate has gone from an 89% to 94% within 9 months.
- 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.
- 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

9. Maintenance Report

Robert Croston

Mr. Croston presented monthly updates on the following:

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

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. RHA is in the process of completing the random selection of 4,000 applicants that will then be placed on the waiting list. All applicants will be notified no longer than September 13, 2024, to confirm whether they were selected or not selected.

3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 83.68% utilization of vouchers and .87% utilization of funds.
 4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 782 inspections in July 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
 - Additional Mainstream Voucher Awards
 - Staff Training

11. Family Self-Sufficiency (FSS) Report

Melissa Berrien

Ms. Berrien reported on the following:

- Participant Highlights: We have 174 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
 - ROC the Block
 - Strong Families events have begun, they are HUD initiative which prioritizes three pillars of Health, Education and Economic Empowerment.
 - Closing the Gaps
- Homeownership Program Update

12. Resident Relations Committee Report

Melissa Berrien

Ms. Berrien did not present a Resident Relations Report for August since the meeting was not held.

13. Planning Committee Report

Daniel R. Long

Mr. Long reported on the following:

- The Planning Committee Meeting Follow up items.
 - One action item:
 1. Holland Gutter Upgrades (Hazard Grant 501.21)
 2. Holland Building Drainage Systems Upgrades (Hazard Grant 501.21)
 - Current Project Status
 - CNI PNA Update
 - Our MWBE & Section 3 Contracts report
- The status of our current CFP Budgets as of September 12th are: 501.20 is 100% Obligated and 68% Expended and 501.21 is 100% Obligated and 98% Expended and 501.22 is 100% Obligated and 31% Expended. We have started obligating the 501.23 grant and will reach over 50% obligation this Summer with Bond Street Renovations and 1-3 Thomas Street Renovations being a substantial portion of that grant. The 501.24 grant award is nearly the same as previous awards and is in the final certification phase to begin obligation.
- We then discussed our A/E status report, and no issues were present.
- Project Planning

13. Interagency Relations Committee

Commissioner Rubin

Commissioner Rubin presented his monthly update.

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

14. Commissioner Comments

Commissioner Waters: Thank you for the great work everybody is completing.

Commissioner Rubin: Thank you, everybody,

Commissioner Ocansey: Thank you to all the staff

Commissioner Davis: no comment

Commissioner Lee: Thank you to all the staff.

Commissioner Cummings: Thanked the staff and their hard work and their commitment to the residents and participants.

Commissioner Remarais: Echoed the same sentiments as the previous Commissioners stated. She thanked everyone for their hard work.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Waters moved, and Commissioner Cummings seconded a motion to go into Executive Session at 1:30 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Davis, Commissioner Lee, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

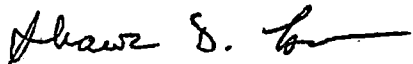
Board Chair Remarais requested a motion to end Executive Session at 2:58 pm; Commissioner Waters moved, and Commissioner Ocansey seconded, Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Davis, Commissioner Lee, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

Board Chair Remarais requested a motion to end the Regular Board Meeting; Commissioner Rubin moved, and Commissioner Waters seconded the motion to end the Executive Session at 2:46 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Davis, Commissioner Lee, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

15. September Regular Board Meeting

The September Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Monday, September 23, 2024, at 12:00 pm.**

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director