

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



May 22, 2024

MEMBERS PRESENT

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

STAFF PRESENT

Melissa Berrien
Shawn Burr
Diana Colon
Robert Croston
Yolanda Davis-
Broussard
Natasha Dicks
Pierre Dorancy
Julie Fox
Cynthia Herriott
Kimberly Huffman
Daniel Long
Loretha J.
McCullough
Mariam Machuca-
Rodriguez
James
Evhen Tupis
Harolda Wilcox

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Joshua D. Steele, RHA Legal Counsel
Tim Cook, Tipping Point Communications
Shannon Munier, Tipping Point Communications

Commissioner Rosalie Remarais called the May 2024 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:04 pm. It was noted for the record that notice of this meeting was posted as required by law and that there was a quorum present.

1. Open Forum – Public Comments - none

Mr. J. Washington, Ms. A Wallace, Mr. J. Durruthy, and Mr. E. Barbosa came to share some concerns. They were told that their concerns will be investigated, and someone will get back to them regarding their concerns. Mr. M. Tallon came to observe the May Board Meeting.

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

Commissioner Waters moved, and Commissioner Rubin seconded the motion to approve the April 2024 Regular Board Meeting Minutes Commissioner Cummings, Commissioner Davis, Commissioner Rubin, Commissioner Remarais, and Commissioner Ocansey voted yes, the motion passed six 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 Submits Comments Concerning Build America, Buy America Act Using New Data

b. Board Action Requests

- i. 26 Weld St. Abatement - Authorized the Executive Director to award a contract to CGP Construction Services in the sum of \$49,999.00– Capital Projects

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

- ii. Bond Street Development Electrical Contractor - Authorized the Executive Director to award a contract to Concord Electric Corporation in the amount of \$420,000.00 – Capital Projects.

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

- iii. Bond Street Development General Contractor – Authorized the Executive Director to award the contract DGA Builders, LLC in the amount of \$2,615,892.09 – Capital Projects.

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

- iv. Scattered Site Porch Replacements-P14 – Authorized the Executive Director to award the contract to Cimino’s General Construction, LLC in the amount of \$77,570.00 – Capital Projects.

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

- v. Lawn Spraying of Vegetation Killer contract for High Falls Tree – Authorized the Executive Director to award the contract to High Falls Tree in the amount of \$20,691.00 – Maintenance.

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

- vi. Lawn Spraying of Vegetation Killer contract for Cardinal Landscaping – Authorized the Executive Director to award the contract to Cardinal Landscaping in the amount of \$5,880.00 – Maintenance.

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

- vii. Workplace Violence & Prevention Policy - Policy #397 Revision– Authorized the Executive Director to approve the revised RHA policy to implement the policy and notify employees – Human Resource.

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

- viii. Danforth Towers Façade Repairs Ph II – Authorized the Executive Director to award a contract to Haroon Contracting Inc. in the amount of \$131,520.00 – Capital Project.

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

- ix. Community Choice Demonstration Program – Authorized the Executive Director to renew the Mobility Services Agreement with The Housing Council at Pathstone in the amount of \$730,958.40 – Leasing Operations.

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the action item Commissioner Cummings, Commissioner Rubin, Commissioner Davis, Commissioner Remarais, Commissioner Lee, Commissioner Waters, 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 reported the monthly Finance Report, the actual vs. budgeted figures, and variances for March 2024, for the COCC, Public Housing, and Section 8 income and expenses.

7. Information Technology Report

Evhen Tupis

Mr. Tupis reported on the following:

- RFQ: Video Safety – Glenwood Gardens – 41 Kestrel St., Rochester NY
- RFP: Video Safety System & Electronic Access Control – Remaining Sites
- RFP: Tenmast WinTen2+ System Upgrade/Replacement
- Resident Computer Labs & Resident Council President Computers
- Resident Internet Initiative (NYS ConnectALL program)
- Briefed Sr. Staff on Microsoft Copilot, Microsoft's Generative AI Engine

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 5/2/2024 no other updates

9. Maintenance Report

Robert Croston

Mr. Croston presented monthly updates on the following:

- Vacant Unit Report
- Site Beautification
- Preparing for NSPIRE 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.
 3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 82.95% utilization of vouchers and 104.30% utilization of funds.
 4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 615 inspections in April 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.
 - Monroe County Home Fair, April 13th, 2024
 - Family Empowerment Resource Fair, April 20th, 2024
- Homeownership Program Update

12. Resident Relations Committee Report

Melissa Berrien

Ms. Berrien reported on the following:

- Community Rooms Resident Rental
- Emergency Evacuation System
- 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

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 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 Rubin: Thanked everyone very much and expressed his appreciation for all of the RHA staff present in this meeting and all over the organization.

Commissioner Lee: Wanted to say a quick thank you to all the staff. She feels confident that we're on the right track.

Commissioner Cummings: Thanked the staff and their hard work and their commitment thus far.

Commissioner Remarais: Echoed the same sentiments as the previous Commissioners stated. As Hank, Flo 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 Ocansey seconded a motion to go into Executive Session at 2:00 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Lee, Commissioner Davis, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

Board Chair Remarais requested a motion to end Executive Session at 3:08 pm; Commissioner Rubin moved, and Commissioner Ocansey seconded, Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Lee, Commissioner Davis, 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 Waters moved, and Commissioner Lee seconded the motion to end the Executive Session at 3:09 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Lee, Commissioner Davis, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

15. June Regular Board Meeting

The June Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, June 26, 2024, at 12:00 pm.**

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director