

**ROCHESTER HOUSING AUTHORITY
AUGUST 20, 2025
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



August 20, 2025

MEMBERS' PRESENT

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

STAFF PRESENT

Melissa Berrien
Shawn Burr
Diana Colon
Robert Croston
Natasha Dicks
Cynthia Herriott
Joyce Kinsey
Celeste Langston
Daniel Long
Loretha McCullough
Marylin Morales
Denisse Ramos
Mariam Rodriguez-Machuca
Kara Ryan

OTHERS PRESENT

Taville T. Francis, RHA Legal Counsel
Shannon Munier, Tipping Point Communications

Commissioner Hank Rubin called the, August 20, 2025, Rochester Housing Authority (RHA) Regular Board Meeting at 12:13 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

There were no public comments.

2. Approval of Minutes: July 2, 2025, Regular Board Meeting Minutes

Commissioner Cummings moved, and Commissioner Ocansey seconded the motion to approve the July 2025 Special Board Meeting Minutes. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, Commissioner Lee and Commissioner Rubin, voted yes. The motion passed six to zero.

3. Approval of Minutes: July 23, 2025, Regular Board Meeting Minutes

Commissioner Cummings moved, and Commissioner Ocansey seconded the motion to approve the July 2025 Regular Board Meeting Minutes. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, Commissioner Lee and Commissioner Rubin, voted yes. The motion passed six to zero.

4. Director's Report and Board Approval Requests

- a. Executive Director, Shawn Burr, presented his director's report and highlighted as follows:

CONTINUED

- Mr. Burr **CONTINUED** 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 with onboarding and training new employees! They really continue to do a remarkable job day in and day out!
- Mr. Burr continued to recognize the efforts of the HR, Wellness Committee and Diversity & Inclusion Committee teams for their nonstop effort informing, planning, and facilitating staff functions that build morale and bring us all together.
- Mr. Burr reminded everyone that the Employee Summer Outing is on 8/22/25, at the Rodger Robach Center at Ontario Beach park. We hope to see everyone there.
- Mr. Burr shared updates regarding the Enriched Housing residents remaining in their units: Our team continues to do an **amazing** job addressing the needs of the EHP residents that have remained in place, working with Monroe Count DHS, Office of the Aging and Lifespan staff to assess and ensure the needs and services for residents are taken care of. There are quite a few residents who have not submitted all the required documentation which will result in lease violation notices being sent to them. The team is also working with residents who were relocated and left belongings behind to either remove them or sign off that they don't want them.
- Mr. Burr participated in meetings with various community organizations.
- Mr. Burr reported that on a Federal level, HUD staffing continues to be reduced and as more work is piled up on the remaining employees, HUD is contracting with third-party firms to handle some of the workload. HUD is also cracking down on PHAs who have errors in the HUD's Public Housing Information Center (PIC), as they focus on decreasing spending that doesn't meet program guidelines and regulations.

- Mr. Burr recognized the extra efforts of staff involved in various community projects.
- Mr. Burr shared that the development projects continue to move forward with Federal St. almost fully occupied and Parliament/Fairfield nearing full occupancy. Fernwood planning is well underway with a closing date later this year. Holland TH's is our next RAD project and design teams are fully engaged. Dan will continue to show progress pictures with his report. We are exceeding our MWBE and Section 3 goals nicely in both projects, with exception of WBE which does continue to increase, but not without a lot of effort. Public housing staff continue to meet 1:1 with the residents who are moving back in to address their needs. We are meeting regularly on our Fernwood project and are targeting a November closing. We continue to meet internally on Fernwood Phase II also working on design concepts. Glenwood is moving along also with a revised concept plan to reduce costs that have been submitted to HCR. Our next RAD project will be Holland Townhouses, and the development team is currently working on design concepts. Big kudos to the PH team for assisting residents and preparing and training on tax credit compliance, Bob and his team for assisting wherever and with the contractors and Dan for representing RHA in the field. They are truly doing great work!
- Mr. Burr shared a NYSPHADA update.
- Mr. Burr shared that the executive team continues to work with directors on updating our org chart from top to bottom and assessing our civil service class plan. We continue to work on the revised Class Plan with Civil Service as positions are filled and tests. HR is working with Civil Service to accomplish our goals.
- Mr. Burr shared that our SEMAP score appeal has been submitted to HUD and we are awaiting a response.
- Mr. Burr shared NAHRO's analysis of August Recess in Washington D.C.

5. Board Action Requests

- i. Extermination Contract Renewal – Authorize the Executive Director to renew the contract with Town & Country Pest Solutions (Renewal 3 of a possible 5) in the not to exceed amount of \$450,000 – Maintenance

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

- ii. Uniform Contract for RHA 2025-2026 – Authorize the Executive Director to award a contract, to UniFirst, in the not to exceed amount of \$36,000 – Maintenance

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

- iii. Contract for Plant Flooring Install in Vacant Units – Authorize the Executive Director to award contracts to Jordan Scott, Delta Construction, and Ben Gonzalez, in the amount of \$100,000 each – Maintenance

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

- iv. Proposed Administrative Plan Changes for 2025 (EHV) – Authorize the Executive Director to update the Administrative Plan per PIH Notice 2025-19 ensuring all applicants currently enrolled in the EHV Program will be preferred above all current HCV applicants on the waiting list – Leasing Operations

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

- v. Resolution: RAD Application for Holland Townhouses – Authorize the Executive Director to submit the RAD Application for Holland Townhouses to HUD – Public Housing

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

6. Human Resource Report

Loretha J. McCullough

Ms. McCullough reported information about 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.

Ms. McCullough shared information regarding recruitment, hires, promotions, transfers, and separations. It also reviewed our recruitment strategies and results.

Ms. McCullough's report also discussed employee performance, engagement initiatives and Diversity, Equity, and Inclusion activities.

7. Compliance/Legal Report

Cynthia Herriott

Ms. Herriott reported on the following activities and progress:

- Inclusion Activities
- Compliance Matters
- Department Operations

8. Finance Report

Kara Ryan

Ms. Ryan's report showed June 2025 actual vs. budgeted figures, income and expenses, and variances for COCC, Public Housing, Section 8, and RAD.

9. Information Technology Report

Shawn Burr

Mr. Burr reported on the following:

- IT Operations
- Resident Computer Lab upgrades
- Resident Internet Initiative (NYS ConnectALL program)
- Staff Development & Upgrade Preparation
- New Projects
- System Security

10. Public Housing Report

Celeste Langston

Ms. Langston presented the following:

- Public Housing Activities
 - Two RAD meetings were held with the Holland Townhouses residents to discuss the upcoming RAD project on the complex.
- Public Housing Matters:
 - CVR – As of July 15, 2025, they have processed a total year-to-date of 651 recertifications.
 - Lake Tower – all residents on the 10th floor have been offered new units and have been leased up. All fourteen residents have moved into their new units.
 - Lifespan holds a Wellness/Aging and Education session every Wednesday from 10-11 at Lake Ave Towers.
 - Primary focus is substance use, with the goals of:
 - Education and Reduction of Use
 - Connecting them to resources and services in Lifespan
 - Potential connection of people not paying rent due to use
 - Building Relationships

- Rent Arrears – the rent arrears statistics were presented.
- Application Processing Center: Waiting List Management:
 - Wait List Management
 - Current Department Operation Status
 - Unit Offers
 - Occupancy Rate
 - Current Applications in Screening and Intake Phase
 - Staffing

11. Maintenance Report

Robert Croston

Mr. Croston presented monthly updates on the following:

- Vacant Unit Report
- Site Beautification
- Training of New Staff
- Work Orders

12. Leasing Operations Report (Section 8)

Danielle Huertas

Ms. Huertas presented the following:

- Leasing Operations Matters:
 1. Board Action Item-Requesting update to the Administrative Plan to prepare for EHV funding discontinuation.
 - a. **Emergency Housing Voucher Program (EHV)**-On June 20, 2025, HUD notified all PHA's nationwide that participated in the EHV program. that funding will end. HUD provided guidance to transition these families into the HCV program. RHA staff are preparing correspondence to notify the families on this process. Prior to notifying the families, the PHA must update the Administrative Plan.
 - b. The PHA must update the administrative Plan per 24 CFR 982.54(d)(1) that includes a preference that clearly defines that these families will rank above all other applicants on the current HCV waiting list.
 2. The revisions of the **Administrative Plan** as required by HOTMA effective 7/1/2025 have been complete and posted to the RHA website. Nelrod has been chosen to assist with a complete review of the Administrative Plan and propose further changes
 3. **The 2024 HCV application** process closed on Friday, June 14, 2024, at 4:00 PM, with 9,909 pre-applications received through the extended deadline, of which 4,000 were selected. All applicants were notified of selection on

September 12, 2024. The RHA's Housing Choice Voucher (HCV) **Waiting List** is currently being processed.

The intake team is working with the top 350 applicants. Currently, **99 families have moving papers** and an additional 6 submitted Request for Tenancy Approvals (RFTA's). An additional 67 families are in the process. 127 have been removed or rejected.

4. **Leasing Operations' voucher and funding utilization** goal is between 95% to 98%. We are currently at 84.23% utilization of vouchers and 99.79% utilization of funds. Leasing Operations Department met with HUD's Field Office to review the Two-Year Tool on 4/7/2025 to discuss voucher issuance and funding utilization. Going forward we will meet bi-monthly to review the Two-Year-Tool. HUD has established higher FMRs for FY 2025.
5. The monthly **inspection's** goal has been 780-960. The Inspection Unit conducted 737 inspections in July 2025.
6. **Permanent Supportive Housing (PSH)** - Utilization report was updated and attached with data as of 7/31/2025
7. Staff Training

13. Resident Services Report

Melissa Berrien

Ms. Berrien reported on the following:

- Participant Highlights: 149 participants are currently enrolled in our FSS program.
- 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 Co-Chair Update
 - Closing the Gaps
 - City of Rochester - Rochester Housing Stability Fund Board
- Homeownership Program Update

14. Resident Relations Committee Report

Melissa Berrien

Ms. Berrien reported on the following:

- Resident Council Reports
- Public Housing Update
- Commissioner Report
- Executive Update
- Family Activities
- Senior Activities

13. Capital Projects Report

Daniel R. Long

Mr. Long reported on the following:

- The Planning Committee Meeting follow-up and action items.
- Current Project Status
- MWBE & Section 3 Contracts report
- The status of our current CFP's Budgets: 501.22 is 100% Obligated and 31% Expended. The 501.23 grant is 100% Obligated. Budgeting for the 501.24 and 504.25 grants is underway.
- We then discussed our A/E status report, and no issues were present.
- Project Planning

15. Interagency Relations Committee

Commissioner Rubin

Commissioner Rubin presented his monthly update.

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

14. Commissioner Comments

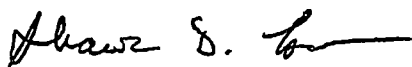
Commissioners: Thanked Hank for his service.

Board Chair Rubin requested a motion to end the Regular Board Meeting; Commissioner Cummings moved, and Commissioner Davis seconded the motion to end the Regular Board Meeting at 1:20 pm. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, Commissioner Lee and Commissioner Rubin, voted yes. The motion passed six to zero.

15. September Regular Board Meeting

The September Regular Board Meeting of the Rochester Housing Authority Board is scheduled for Wednesday, September 24, 2025, at 12:00 pm.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director