

**ROCHESTER HOUSING AUTHORITY  
JULY 23, 2025  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**July 23, 2025**

**MEMBERS' PRESENT**

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

**STAFF PRESENT**

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

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Shannon Munier, Tipping Point Communications

Commissioner Hank Rubin called the July 23, 2025, 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**


There were no public comments.

**2. Approval of Minutes: June 25, 2025, Regular Board Meeting Minutes**

Commissioner Davis moved, and Commissioner Waters seconded the motion to approve the June 2025 Regular Board Meeting Minutes. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, and Commissioner Rubin, 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  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 brings us all together.
- Mr. Burr reminded everyone that the Senior Summer Outing is 8/1/25 and the Employee Summer Outing is on 8/22/25, both at the Rodger Robach Center at Ontario Beach park. We hope to see everyone there.
- Mr. Burr shared updates regarding the NYSDOH's termination of the Enriched Housing Program at Danforth and Hudson Ridge Towers and then Family Service of Rochester ended their program at Jonathan Childs. He shared that our team has done an amazing job coming together and 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 ended up being three residents at Jonathan Childs that were able to live independently and will remain at RHA. They are being transferred to Danforth and HRT so they will have our staff support. The team is also working with residents who were relocated and left belongings behind and those who want to return. We have also been working with the Social Security Administration to ensure resident monies are stopped from going to Family Services.
- Mr. Burr participated in meetings with various community organizations.
- 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 completion and residents moving back. Dan will continue to show progress pictures with his

report. We are exceeding our MWBE and Section 3 goals nicely in both projects, with the 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 has 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 the House releasing its draft FY 2026 THUD Bill.

**b. Board Action Requests**

- i. Abatement of Units 29 & 31 Bronson Ct. – Authorize the Executive Director to increase the contingency to 38% in the amount of \$25,460 – Capital Projects

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

- ii. Bulk Bid Architectural and Engineering Services/Authority Wide – Authorize the Executive Director to award a contract, to CJS Architects, in the not to exceed amount of \$300,000 or three years, whichever expires first – Capital Projects

Commissioner Davis moved, and Commissioner Cummings seconded the motion to approve the action item. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, and Commissioner Rubin voted

yes. The motion passed five to zero.

- iii. Renovations for Lexington Court Apartments – Authorize the Executive Director to award a contract to FW Construction Corp. in the sum of \$794,090 – Capital Projects

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

- iv. Jonathan Child Apartment Emergency Generator Replacement – Authorize the Executive Director to award a contract, to Concord Electrical Corp., for the turn-key replacement of all emergency generator equipment in Jonathan Child apts., in the amount of \$192,000 – Capital Projects

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

- v. FY 2025 3rd Quarter Vacated Arrears Write-off – Authorize the Executive Director write-off of the FY 2025 3<sup>rd</sup> quarter Vacated Arrears in the amount of \$88,643.14 – Public Housing

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

- vi. Walk-off mats contract for RHA 2025 – Authorize the Executive Director to award a contract to Unifirst to provide walk-off mats throughout the Authority in the not to exceed amount of \$20,000 – Maintenance

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

- vii. Plumbing Bulk Bid Contract for RHA 2025 – Authorize the Executive Director to award a contract to Ryan's Plumbing to provide plumbing repairs throughout the Authority in the not to exceed amount of \$100,000 – Maintenance

Commissioner Davis moved, and Commissioner Cummings seconded the motion to approve the action item. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, and Commissioner Rubin voted

yes. The motion passed five to zero.

- viii. Consulting Services for Leasing Operations and Public Housing – Authorize the Executive Director to exercise a six-month agreement with CVR Associates, Inc., for consulting services, with a review/analysis in three-months or when the new ED is hired, in a not to exceed amount of \$250,000 – Leasing Ops & Public Housing

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

**4. 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. She also shared the demographic report.

**5. Compliance/Legal Report**

**Cynthia Herriott**

Ms. Herriott reported on the following activities and progress:

- Inclusion Activities
- Compliance Matters
- Department Operations

**6. Finance Report**

**Kara Ryan**

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

**7. 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

**8. Public Housing Report**

**Celeste Langston**

Ms. Langston presented the following:

- Public Housing Activities
  - PathStone Monthly Meeting
  - Providence Housing Monthly Meeting
  - PH management staff and CVR bi-weekly meetings
- Public Housing Matters:
  - Family Services of Roch, (FSR) notified RHA that the program will end on 7/18, and they will be relocating the Jonathon Child residents who need a higher level of care that RHA cannot provide, to other facilities in the community.
  - The PH team remains focused on ensuring the stability, safety, and well-being of all affected residents during this transition. We have done a great job assisting residents and continue to work closely with Monroe County Department of Human Services, Office of the Aging, Lifespan and other partners to evaluate each individual's needs and provide coordinated support to ensure the residents receive the proper support services they need.
- Rent Arrears – the rent arrears statistics were presented.
- Application Processing Center: Waiting List Management:
  - Wait List Management
  - Current Department Operation Status
  - Unit Offers
  - Current Applications in Screening and Intake Phase
  - Staffing

**9. Maintenance Report**

**Robert Croston**

Mr. Croston presented monthly updates on the following:

- Vacant Unit Report
- Site Beautification

- Work Orders and Training of New Staff

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

**Danielle Huertas**

Ms. Huertas presented the following:

- Leasing Operations Matters:
  1. The revisions of the **Administrative Plan** as required by HOTMA effective 7/1/2025 have been complete and posted to the RHA website.
  2. **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, **106 families have moving papers** and an additional 7 submitted Request for Tenancy Approvals (RFTA's). An additional 67 families are in the process. 124 have been removed or rejected.

3. **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.
4. The monthly **inspection's** goal has been 780-960. The Inspection Unit conducted 796 inspections in June 2025.
5. **Permanent Supportive Housing (PSH)** - Utilization report was updated and attached with data as of 6/30/2025.
6. Staff Training

**11. Resident Services Report**

**Melissa Berrien**

Ms. Berrien reported on the following:

- Participant Highlights: We have 150 participants 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

**12. Resident Relations Committee Report**

**Melissa Berrien**

Ms. Berrien reported on the following:

- Special Guest – AFSCME
- Resident Commissioner & Council Elections
- Security 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

**13. Interagency Relations Committee**

**Commissioner Rubin**

Commissioner Rubin presented his monthly update.

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

**14. Commissioner Comments**

**Commissioner Waters: None**

**Commissioner Ocansey: None**



**Commissioner Davis:** None

**Commissioner Rubin:** None

**Commissioner Cummings:** Thanked the staff for their concern and response regarding the security at Lake Towers.

Board Chair Rubin requested a motion to go into the Executive Session at 1:30 pm. Commissioner Cummings moved, and Commissioner Davis seconded. Commissioner Davis, Commissioner Cummings, Commissioner Ocansey, and Commissioner Rubin voted yes. The motion passed four to zero.


Board Chair Rubin requested a motion to end Executive Session; Commissioner Cummings moved, and Commissioner Davis seconded the motion to end Executive Session at 3:22 pm. Commissioner Davis, Commissioner Ocansey, Commissioner Cummings, and Commissioner Rubin voted yes. The motion passed four to zero.

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 3:23 pm. Commissioner Davis, Commissioner Ocansey, Commissioner Cummings, and Commissioner Rubin voted yes. The motion passed four to zero.

### **15. July Regular Board Meeting**

The July Regular Board Meeting of the Rochester Housing Authority Board is scheduled for Wednesday, August 20, 2025, at 12:00 pm.

Respectfully submitted,



Shawn Burr,  
Secretary to the RHA Board, Executive Director