

**ROCHESTER HOUSING AUTHORITY
JUNE 25, 2025
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



June 25, 2025

MEMBERS' PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

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

Commissioner Hank Rubin called the June 2025 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:08 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

Ms. Nesbit and Ms. Koroma attended the June Board Meeting to share some concerns. Mr. Thomas was present to observe the meeting.

2. Approval of Minutes: May 21, 2025, Regular Board Meeting Minutes

Commissioner Waters moved, and Commissioner Ocansey seconded the motion to approve the May 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:

CONTINUED

- 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 shared updates regarding the NYSDOH's termination of the Enriched Housing Program at Danforth and Hudson Ridge Towers. 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. The team is also working with residents who were relocated and left belongings behind and those who want to return. In addition to this, he mentioned that 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 gave a special thank you to Commissioner Cummings for bringing the idea of a Senior Ball to our attention. He stated that with a lot of effort by staff and residents, we were able to have the first annual event, which was a huge success! He thanked all those involved and said that the smiles and comments from the residents were very evident that this is something we need to continue doing in years to come.
- Mr. Burr recognized the extra efforts of staff involved in various community projects.
- Mr. Burr shared that the Development projects are moving forward with Federal St. almost fully occupied and Parliament/Fairfield nearing completion. 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 meet regularly on our Fernwood project and are targeting an October 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 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. 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 In-Depth Analysis of the President's FY 2026 Budget Proposal.

b. Board Action Requests

- i. ACOP Changes to Reflect the Housing Modernization Act of 2016 – Authorize the Executive Director to update the ACOP in relation to the Housing Modernization Act of 2016 (HOTMA) – Public Housing

Commissioner Ocansey moved, and Commissioner Waters 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. 2025 – 2030 5-Year Agency Plan – Authorize the Executive Director to submit the 5-Year Plan to HUD by the deadline of July 17, 2025 – Public Housing

Commissioner Cummings moved, and Commissioner Davis 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. Marshal Services – Authorize the Executive Director to award a third-year renewal of four to Mr. Joseph Polizzi, with a possible two additional one-year renewal options, for the sum of \$24,000 – Public Housing

Commissioner Cummings moved, and Commissioner Davis 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. Consulting Services for Leasing Operations and Public Housing – Authorize the Executive Director to enter into a one-year agreement with CVR Associates, Inc., with four one-year options, for consulting services in a not to exceed amount of \$600,000 – Leasing Operations & Public Housing

Commissioner Ocansey moved, and Commissioner Waters seconded the motion to table the action item until Executive Session.

- v. Administrative Plan Changes to Reflect the Housing Modernization Act of 2016 – Authorize the Executive Director to update the Administrative Plan per PIH Notice 2024-38 for HOTMA Sections 102 & 104 – Leasing Operations

Commissioner Ocansey moved, and Commissioner Waters 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. Est-3 to EST-4 Upgrades – Authorize the Executive Director to award a contract to West Fire Systems for the replacement of the obsolete fire alarm equipment at Lexington Court, Danforth Tower East and Danforth Tower west for the combined amount of \$258,879.09 – Maintenance – Fee for Service

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. Bylaws Revision – Authorize the Executive Director to revise RHA's Bylaws and implement various changes – Executive

Commissioner Cummings moved, and Commissioner Davis 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.

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.

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 the 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
 - HUD PH Occupancy Monthly Meeting
 - Town and Country Extermination Monthly Meeting

- PathStone/Providence Housing/Family Services of Rochester Monthly Meeting
 - PH management staff and CVR bi-weekly meetings
 - Enriched Housing monthly meetings
- 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 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 and NSPIRE, are in process to comply with HUD regulations.
 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, **100 families have moving papers** and an additional 7 submitted Request for Tenancy Approvals (RFTA's). An additional 72 families are in the process. 119 have been removed or rejected.
 3. **Leasing Operations' voucher and funding utilization** goal is between 95% to 98%. We are currently at 83.50% utilization of vouchers and 99.47% 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 678 inspections in May 2025.
5. **Permanent Supportive Housing (PSH)** - Utilization report was updated and attached with data as of 5/30/2025.
6. Staff Training

11. Resident Services Report

Melissa Berrien

Ms. Berrien reported on the following:

- Participant Highlights: We have 175 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
 - Greater Rochester Realtor Association May 7th, 2025
 - 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:

- Resident Councils – President Reports
- Public Housing Update
- Commissioner's 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 items.
- There were no action items.
- Current Project Status

- Our 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 Cummings: Thanked staff for their commitment.

Commissioner Waters: Gave a special thanks to HR staff for their staffing efforts and thanked the rest of the RHA staff.

Commissioner Ocansey: Thanked staff for their hard work and dedication.

Commissioner Rubin: Expressed his appreciation for RHA staff and thanked everyone.

Board Chair Rubin requested a motion to go into the Executive Session at 2:05 pm. Commissioner Davis moved, and Commissioner Ocansey seconded. Commissioner Davis, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, , and Commissioner Rubin voted yes. The motion passed five to zero.

Board Chair Rubin requested a motion to approve the Resolution 06.23.2025.-01; Commissioner Ocansey moved, and Commissioner Waters seconded the motion to approve the Resolution 06.23.2025.-01. Commissioner Ocansey, Commissioner Waters, Commissioner Cummings, Commissioner Davis, Commissioner Lee, and Commissioner Rubin voted yes. The motion passed six to zero

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

Board Chair Rubin requested a motion to end the Regular Board Meeting; Commissioner Waters moved, and Commissioner Ocansey seconded the motion to end the Regular Board Meeting at 3:22 pm. Commissioner Ocansey, Commissioner Waters, Commissioner

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

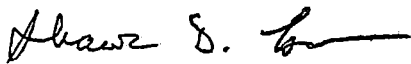
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Cummings, Commissioner Davis, Commissioner Lee, and Commissioner Rubin voted yes.
The motion passed six to zero.

15. July Regular Board Meeting

The July Regular Board Meeting of the Rochester Housing Authority Board is scheduled for Wednesday, July 23, 2025, at 12:00 pm.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director