ROCHESTER HOUSING AUTHORITY
SEPTEMBER 24, 2025
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611

September 24, 2025

MEMBERS' PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Taville T. Francis, RHA Legal Counsel

Commissioner Florine Cummings called the, September 24, 2025, Rochester Housing Authority (RHA) Regular Board Meeting 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: August 20, 2025, Regular Board Meeting Minutes

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

3. Approval of Minutes: August 20, 2025, Annual Board Meeting Minutes

Commissioner Waters moved, and Commissioner Davis seconded the motion to approve the August 2025 Annual Board Meeting Minutes. Commissioner Davis, Commissioner Waters, Commissioner Lee, and Commissioner Cummings, voted yes. The motion passed four to zero.

4. Director's Report and Board Approval Requests

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

- 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.

- Our Employee Summer Outing at the Rodger Robach Center at Ontario Beach park was a big success! Thanks to all who attended and a special thank you to Diana Colon and all the staff who worked hard to ensure the event was awesome!

- 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. There are 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 to turn the vacated units over.

- 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 on the remaining employees, HUD is contracting with third-party firms to handle some of the workload and technical assistance for upcoming changes. They are bracing for a reduction in funding but have no idea to what degree.

- 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. complete and Parliament/Fairfield nearing full occupancy. Fernwood planning is well underway with a closing date targeted for November 28. 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 has been submitted to HCR 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 still awaiting a response.

- Mr. Burr shared NAHRO's analysis on HUD extending NSPIRE-V Mandatory Compliance Date to Feb. 1, 2027.

- Mr. Burr shared that over 5,000 advocates sent letters from all 50 states, the District of Columbia, the virgin Island, and Guam! We raised our voice in support of affordable housing and community development programs by sending a total of 68,365 letters to Congress and the White House. NAHRO Nation contacted nearly 87% of all members of the House of Representatives and Senate, with 29 states reaching every member from their state! As a network, we reached almost 10% more of Congress this year.

5. Board Action Requests

i. Bulk Bid Environmental Engineering Services – Authorize the Executive Director award the contract to Lozier Environmental in the not to exceed amount of $300,000 or three years (whichever expires first) – Capital Projects

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

ii. FY26 Budget – Authorize the Executive Director to approve the FY 2026 Annual Operating Agency Budget – Finance

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

iii. a. Property Insurance Renewal – Authorize the Executive Director to renew the Property Insurance Policy for the period of 10/01/25 to 09/30/26. – Finance

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

b. Liability Insurance Renewal – Authorize the Executive Director to renew the Commercial Liability Insurance Policy for the period of 10/01/25 to 09/30/26. – Finance

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

iv. IT Staff Augmentation Services – Authorize the Executive Director to exercise a 2nd renewal option of a 12-month contract (10/1/25-9/30/26) with Innovative Solutions to provide four half-days per week of on-site IT staffing augmentation in the amount of $175,000 – Information Technology

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

v. Tenmast WinTen2+ Software and Services Renewal – Authorize the Executive Director to proceed with year two of the 5-year agreement with MRI for Tenmast WintTen2+ software and services, beginning October 1, 2025, with a Year-2 amount of $493,823.10 – Information Technology

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

vi. Board-up Contract Renewal 2025-2026 – Authorize the Executive Director to contract to MS Cleaning & Home Improvement for boarding up units throughout the Authority in the not to exceed amount of $20,000 – Maintenance

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

vii. Emergency Water Issue at Harriett Tubman Estates – Authorize the Executive Director to enter into a one-time contract with Ryan's Plumbing and Heating to resolve the emergency water issue at Harriett Tubman Estates for the amount of $67,690.70 – Maintenance

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

viii. Enterprise Fleet Lease Renewal – Authorize the Executive Director to continue the lease agreement with Enterprise Fleet Management through the Sourcewell contract in the amount of $192,000 – Maintenance

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

ix. Ratify Resolution – Consents related to sale and transfer of Rochester Highlands – Executive Office

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

x. Ratify Resolution – Executive Director's Contract Extension – Executive Office

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

xi. Ratify Resolution – Fernwood's Organizational Structure – Executive Office

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

6. <u>Human Resource Report</u> **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. <u>Compliance/Legal Report</u> **Cynthia Herriott**

Ms. Herriott reported on the following activities and progress:

- Inclusion Activities
- Compliance Matters
- Department Operations

8. <u>Finance Report</u> **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. <u>Information Technology Report</u> **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. <u>Public Housing Report</u> **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 arears 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. <u>Maintenance Report</u> **Robert Croston**

Mr. Croston presented monthly updates on the following:

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

12. <u>Leasing Operations Report (Section 8)</u> **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. <u>Resident Services Report</u> **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. <u>Resident Relations Committee Report</u> **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

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

Board Chair Cummings requested a motion to go into Executive Session at 1:15 pm. Commissioner Ocansey moved, and Commissioner Davis seconded. Commissioner Lee, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, and Commissioner Cummings voted yes. The motion <u>passed</u> five to zero.

Board Chair Cummings requested a motion to end Executive Session at 2:30 pm. Commissioner Ocansey moved, and Commissioner Davis seconded. Commissioner Lee, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, and Commissioner Cummings voted yes. The motion <u>passed</u> five to zero.

Board Chair Cummings requested a motion to end Executive Session at 2:30 pm. Commissioner Ocansey moved, and Commissioner Davis seconded. Commissioner Lee, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, and Commissioner Cummings voted yes. The motion <u>passed</u> five to zero.

14. September Regular Board Meeting

The October Regular Board Meeting of the Rochester Housing Authority Board is scheduled for Tuesday, October 21, 2025, at 12:00 pm.

Respectfully submitted,

Shawn S. Burr

Shawn Burr,
Secretary to the RHA Board, Executive Director