

ROCHESTER HOUSING AUTHORITY
April 22, 2026
**675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



April 22, 2026

MEMBERS' PRESENT

Florine Cummings, Commissioner, Board Chair
Kabutey Ocansey, Commissioner, Vice Chair
Patrick Cunningham, Commissioner
Robert Davis, Commissioner
LeRoy Strickland, Commissioner
Truman Tolefree, Commissioner
James Waters, Jr., Commissioner

STAFF PRESENT

Jenelle Agüero
Melissa Berrien
Shawn Burr
Diana Colon
Natasha Dicks
Cynthia Herriott
Danielle Huertas
Joyce Kinsey
Celestine Langston
Daniel Long
Loretha McCullough
Marylin Morales
Denisse Ramos
Peggy Robinson
Mariam Rodriguez-Machuca
James Senger
Maria Sharp

OTHERS PRESENT

H. Todd Bullard, RHA Legal Counsel
Taville T. Francis, RHA Legal Counsel
Meghan Gleason, Tipping Point Communications

Commissioner Kabutey Ocansey called the April 22, 2026, 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

There were no public comments.

2. Approval of Minutes: March 2026, Regular and Special Board Meeting Minutes

Commissioner Tolefree moved, and Commissioner Davis seconded the motion to approve the February 2026 Regular and Special Board Meeting Minutes. Commissioner Strickland, Commissioner Davis, Commissioner Waters, Commissioner Cummings and Commissioner Ocansey, 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 bring us all together.
- Mr. Burr recognized the extra efforts of staff involved in various community projects.
- Mr. Burr shared that on a federal level, HUD is now funded. PHAs are waiting to receive their individual funding numbers. Since we ended 2025 in a HAP shortfall, and 2026 HAP funding for RHA hasn't been issued, we start 2026 in the same shortfall and cannot issue any new vouchers until we know what our funding is and HUD's shortfall team determines we have the funds available. Unfortunately, it's a wait and see game now.
- On Saturday, April 11th, RHA participated in Connected Communities Spring Housing Expo. Kudos to Marvel Carter-Shaw and Dan Long for facilitating RHA's table and providing information to attendees. There was a panel on homeownership that I sat on with some very good questions from the attendees.
- Mr. Burr shared that the development projects continue to move forward with Parliament/Fairfield nearing full occupancy. The Fernwood closing process is well underway with a closing date targeted for late May 2026 and a groundbreaking to follow in June. DGA Builders has been selected and qualified as the general contractor and is gearing up to start the project. Glenwood Gardens RAD project is slated to close in summer-fall 2027. Resident and neighborhood group meetings have been held, and we will continue to update both. We will stop leasing units here, to minimize relocation costs. This is a 4% tax credit deal that will redevelop the entire site and create more housing units. 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 exceeded our MWBE and Section 3 goals nicely in both projects, with exception of WBE but not without a lot of effort. Public housing staff continue to meet 1:1 with the residents who are moving back in to sign their lease and address their needs. We continue to meet internally on Fernwood Phase II also 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 NAHRO's article: *Congress Returns from Spring Recess to Begin Drafting FY27 Spending Bills and HUD Publishes Mixed-Status Families Proposed Rule with Comments Due April 21; Keep Families Together Campaign Launches; Take Action!*

b. Board Action Requests

- i. 2026 Lawn Mowing at the Administration Buildings, South Zone, Central Zone and Scattered Sites – Authorize the Executive Director to award contract to Washington Property Management Washington Property Management in the amount of \$181,173.00 - Maintenance

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

- ii. 2026 Lawn Mowing for all of the LITHC & RAD Sites – Authorize the Executive Director to award a contract to Washington Property Management, in the amount of \$31,744.00 – Maintenance

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

- iii. North Zone for Cardinal Landscaping in 2026 – Authorize the Executive Director to award a contract to Cardinal Landscaping, in the amount of \$55,200.00 – Maintenance

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

- iv. RHA Vehicle Fleet Maintenance – Authorize the Executive Director to 2nd renewal with two more renewals available a with the City of Rochester in the amount of \$80,000 – Maintenance

Commissioner Tolefree moved, and Commissioner Davis seconded the motion to approve the action item. Commissioner Strickland, Commissioner Davis, Commissioner Waters, Commissioner Tolefree and Commissioner Cummings voted yes. Commissioner Ocansey abstained. The motion passed five to 1.

- v. Disability Absence HR Board Policy #115 – Authorize the Executive Director to implement the policy and notify the employees – Human Resources

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

- vi. Leave Donation HR Board Policy #180 – Authorize the Executive Director to implement the policy and notify the employees – Human Resources

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

- vii. Attendance HR Board Policy #315 – Authorize the Executive Director to implement the policy and notify the employees – Human Resources

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

- viii. FY 2026 2nd Quarter Vacated Arrears Write-off - to approve the write-off in the amount of \$117,131.82

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

4. Human Resource Report

Loretha McCullough

Ms. McCullough reported, in Ms. McCullough's absence, 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. She also reviewed our recruitment strategies and results.

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

5. Compliance/Legal Report

Cynthia Herriott

Compliance

Fraud Investigations:

- **Leasing Operations** – Repayment Agreement payments total YTD as of April 2026, \$17,587.00 collected (with a total of \$2,815.00 collected in April 2026). A total of \$704,929.76 has been collected to date.
- **Public Housing** – Repayment agreement totals YTD for vacated arrears and collection loss as of April 2026, with \$5,489.84 collected (with a total of \$302.00 collected in April 2026). A total of \$99,696.76 was collected to date.
- **Tax Credit** Repayment Agreement payments total YTD as of April 2026, \$1,818.00 collected (with a total of \$1,350.00 collected in April 2026). A total of \$1,818.00 has been collected to date.

Court Proceedings:

- **Payments Received** – In April we received a total of \$32,175.00 in payments related to residents involved in the eviction proceedings.
- **Judgements Awarded by Court** – Total YTD awarded as of April 2026 was \$111,343.00. A total of \$208,100.00 was awarded by the court in judgements to date.

Operations

Audit and Review – Confidential audits are not listed below.

- Public Housing File Audit.
- VAWA and Reasonable Accommodation Leasing Operations Audit -In progress.
- VAWA and Reasonable Accommodation Public Housing - In progress.

6. Finance Report

Jenelle Aguero

Ms. Aguero presented the February 2026 actual vs. budgeted figures, income and expenses, and variances for COCC, Public Housing, Section 8, and RAD, financials.

7. Information Technology Report

Shawn Burr

Mr. Burr reported on the following:

- Strategic Planning
- Operations
- Hardware Projects
- Software, Systems Security & Staff Development
- Supported Projects
- Resident Internet Initiative (NYS ConnectALL program)

8. Public Housing Report

Celeste Langston

Ms. Langston presented the following:

- Public Housing Activities:
 - On March 18, 2026, we conducted a fire safety presentation at Lake Tower in collaboration with the Rochester Fire Department.
 - The Public Housing Department will continue to coordinate High Rise Fire Safety Presentations, general fire safety presentations, and fire drills with the Community Risk Reduction Division for our sites.

- Training:
 - The Public Housing team continues to provide training for staff through both internal and external resources. *Administrative staff attended training with HAI on Evictions of Public Housing Residents*

- Public Housing Matters:
 - CVR Training Results were provided
 - Staff Training and Feedback Survey were discussed
 - The following tasks are performed monthly:
 - Package and sent out all annual recertifications 90 days before the due date
 - Process all incoming US Postal/inner office mail
 - Maintain recertification email distribution and field all incoming phone calls from residents
 - Send follow-up notices via US Postal Mail to residents
 - Attend weekly meetings with property managers and internal CVR meetings about the project
 - Update and maintain CVR Tracker
 - Provide weekly status reports from the tracker to the Executive Director and Director of Public Housing
 - Review and process Annual recertifications received by residents at the following sites: Glenwood Gardens, Scattered Sites, Lexington Court, Lake Tower, Danforth Tower (East and West), Lena Gantt, Kennedy Tower, Hudson Ridge, University Tower, Bronson Court, Bay Zimmer Townhouses, Holland Townhouses, Harriett Tubman Estates, and Seneca Manor.

- 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

9. Maintenance Report

Robert Croston

Mr. Croston presented monthly updates on the following:

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

10. Leasing Operations Report (Section 8)

Maria Sharp

Ms. Sharp presented the following:

- Leasing Operations Matters:
 - **Administrative Plan** – Nelrod has completed the regulatory sections of the Administrative Plan. The discretionary components were provided as a questionnaire. The Leasing Operations leadership team will meet to review and discuss updates, followed by a meeting with Nelrod to finalize the plan for board review.
 - **Section Eight Management Assessment Program (SEMAP)** – Leasing Operations continues to actively develop strategies and timelines to ensure all SEMAP performance indicators are met. The team continues to work diligently to ensure compliance. As part of the Section Eight Management Assessment Program (SEMAP) review, HUD identified an indicator that required follow-up documentation from our agency. Staff worked to gather and submit the requested information within the required timeframe. All materials and responses were provided to HUD prior to the established deadline, and the follow-up requirement has been satisfied. This ensured that our agency remained in compliance with SEMAP reporting expectations. The team is working proactively to resolve SEMAP errors. Shanna Cranmer has demonstrated exceptional dedication by taking the lead in resolving PIC errors and supporting the Inspections Unit to ensure overdue Housing Quality Standards (HQS) inspections are promptly addressed. Overall, Leasing Operations continues to show positive progress.
 - **Voucher Utilization** – Leasing Operations maintains a voucher and funding utilization goal of 95%–98%. The attached utilization report provides the monthly status update. RHA continues to be under shortfall guidance and not issuing new vouchers at this time.
 - **Inspections** – The monthly inspections target has been 780–960 inspections and will be reassessed for the upcoming fiscal year. In March 2026, the HQS Inspections Unit completed 956 inspections. The detailed inspection report is attached for review.
 - **Permanent Supportive Housing (PSH)** – The PSH utilization report has been updated and is attached, reflecting data as of 4/10/2026. RHA has requested new referrals for the various programs. The team is working towards one hundred percent occupancy.
 - **HUD 2026 NOFO Update** – No further updates at this time.
 - **Housing Provider Engagement** – The Housing Provider Committee is preparing for 2026 events.
 - **Community Partnerships** – Leasing Operations remains committed to strengthening and expanding community partnerships.
 - **All-Staff Meeting** – Supervisors and Senior Housing Specialists lead weekly Housing Specialist training sessions every Tuesday, with topics guided by current

quality control trends. Beginning February 20, 2026, Leasing Operations will offer biweekly Skill Builder sessions for staff. These sessions will cover IT systems, customer service, compliance, calculations, SEMAP requirements, and PIC error prevention.

- **Honoring the Work; Advancing the Mission** – Leasing Operations continue to make meaningful improvements. The HCV Department is now fully staffed, and PBV caseloads were redistributed following a recent retirement. Two Housing Specialists were recently hired. The department is actively recruiting ten vacancies, including one supervisor, five clerks, and four Housing Specialists. Through program restructuring, the number of required positions was reduced from 21 vacancies to 12, resulting in an approximate **43% reduction in staffing needs**. The Dept. Hired two temporary clerks to support operations.
- **Housing Choice Voucher (HCV Waiting List)** – The 2024 HCV application period closed on June 14, 2024, at 4:00 PM, following an extended deadline. A total of 9,909 pre-applications were received, and 4,000 applicants were selected. All applicants were notified of their selection status on September 12, 2024. RHA’s HCV waiting list and voucher issuance remain paused in accordance with HUD shortfall guidance. The Department met with the HUD Shortfall Team on March 4, 2026. The non-issuance guidance and cost-saving measures have been extended through 2026, or until further guidance is provided by HUD. Additionally, RHA is not engaging in new PBV projects currently. The RFP has been removed and replaced with public notice.
- **Shortfall Funding** – The PHA remains under shortfall guidance, and staff continues to work closely with the HUD Shortfall Team to ensure full compliance with all applicable requirements.

11. Resident Services Report

Marvel Carter

Ms. Carter reported on the following:

- Participant Highlights: 129 participants are currently enrolled in our FSS program.
- Section 3 Updates – no 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
 - Eviction Prevention Study
- Homeownership Program Update

12. Resident Relations Committee Report

Marvel Carter

Ms. Carter reported on the following:

- Special Guest & Guest Speaker
- Resident Council Reports
- Security Report

- Public Housing Report
- Commissioner Reports
- Executive Report
- Senior Activities
- Family 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 Budgets as of the last November P.O.s are: The 501.22 is 100% Obligated and 97% Expended. The 501.23 grant is at 100% obligation and 84% expended. 501.24 is at 83% obligated and 11% expended.
- A/E status report (no issues were present)
- Project Planning

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

14. Commissioners' Reports

Commissioner Strickland: None
Commissioner Davis: None
Commissioner Waters: None
Commissioner Ocansey: None
Commissioner Tolefree: None
Commissioner Cunningham: None
Commissioner Cummings: Thanked staff for their hard work and support.

15. Executive Session:

Board Chair Cummings requested a motion to go into Executive Session at 1:00 pm. Commissioner Tolefree moved, and Commissioner Strickland seconded the motion to approve the action item. Commissioner Strickland, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, Commissioner Tolefree, Commissioner Cunningham, and Commissioner Cummings voted yes. The motion passed seven to zero.

16. End Executive Session:

Board Chair Cummings requested a motion to end Executive Session at 2:10 pm. Commissioner Waters moved, and Commissioner Tolefree seconded the motion to end Executive Session. Commissioner Strickland, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, Commissioner Tolefree, Commissioner Cunningham, and Commissioner Cummings voted yes. The motion passed seven to zero.

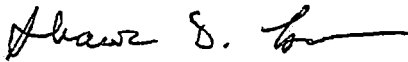
17. End Regular Board Meeting Session:

Board Chair Cummings requested a motion to end the Regular Board Meeting at 2:11 pm. Commissioner Tolefree moved, and Commissioner Davis seconded the motion to end the Regular Board Meeting. Commissioner Strickland, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, Commissioner Tolefree, Commissioner Cunningham, and Commissioner Cummings voted yes. The motion passed seven to zero.

18. April Regular Board Meeting

The April Regular Board Meeting of the Rochester Housing Authority Board is scheduled for Wednesday, May 20, 2026, at 12:00 pm.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director