

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

**June 24, 2026
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**ROCHESTER HOUSING AUTHORITY
June 24, 2026
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



June 24, 2026

MEMBERS' PRESENT

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

STAFF PRESENT

Melissa Berrien
Shawn Burr
Marvel Carter
Diana Colon
Robert Croston
Natasha Dicks
Lindsay Johnson
Joyce Kinsey
Celestine Langston
Thomas Levans
Daniel Long
Darrell Long
Jeanette Lyman
Loretha McCullough
Marylin Morales
Denisse Ramos
Peggy Robinson
Mariam Rodriguez-Machuca
James Senger
Maria Sharp
Thomas Skidmore

OTHER'S PRESENT

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

Commissioner Cummings called the June 24, 2026, Rochester Housing Authority (RHA) Regular Board Meeting, to order at 12:05 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

Mr. Wright came to observe. No other public comments.

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

Commissioner Ocansey moved, and Commissioner Cunningham seconded the motion to approve the May 2026 Regular and Special Board Meeting Minutes. Commissioner Davis, Commissioner Waters, Commissioner Ocansey, Commissioner Tolefree and Commissioner Cunningham, and Commissioner Cummings, voted yes. The motion passed six to zero.

3. **Director's Report and Board Approval Requests**

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

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- 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 recognized the extra efforts of staff involved in various community projects.
 - Mr. Burr shared that on a federal level, PHAs are struggling with shortfall funding situations due to rising rents. Since we ended 2025 in a HAP shortfall, we start 2026 in the same shortfall and cannot issue any new vouchers until we know our funding and HUD's shortfall team determines we have the funds available to get out of shortfall. Unfortunately, it's still a wait and see game.
 - Mr. Burr shared that RHA held its 2nd Annual Senior Ball on Friday June 5th and it was a big success! A special thank you to all who worked hard to make the event successful. Mr. Burr was able to speak to most every resident and they really enjoyed the event. He shared that he was honored with a plaque from the Resident Councils recognizing his years of service and dedication to them and their needs. Mr. Burr stated that it was truly an honor to receive the award and to work with and for so many great residents.
 - Mr. Burr shared that on June 16th, he was invited to speak at the ribbon cutting event for Park Square II affordable housing development project downtown. The Commissioner of HCR, Mayor Evans and County Executive Adam Bello all spoke and gave kudos to RHA for its role in issuing 30 Project Based Vouchers to the project. This was the second phase of a major renovation and redevelopment project that totaled over 500 units and provides high quality housing with modern amenities.

- Mr. Burr shared that on June 16th, he was also presented with an unexpected Proclamation from City Council recognizing his years of service with RHA and accomplishments along the way. He expressed that this was a great honor and that he is truly humbled! He thanked everyone who attended the event and gave an even bigger thanks for all you do to make RHA great!
- Mr. Burr shared that our 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 June 30, 2026 and a groundbreaking to follow. DGA Builders has been selected and qualified as the general contractor and is gearing up to start the project. Glenwood Gardens RAD project is moving forward and 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 in an effort 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 plan to continue to work on the revised Class Plan with Civil Service as positions are filled and tests. As we prepare for the 2026-27 budget, we will focus on the "right size" fit for number of employees our funding can support.
- Mr. Burr shared NAHRO's article: *Annual Homelessness Assessment Report Reveals a 3% Decrease in Homelessness in 2025.*

b. Board Action Requests

- i. Renovations to the 10th Floor at Lake Towers – Authorize the Executive Director to award a contract to **FW Construction Corp.** for the sum of **\$160,790.00** for the renovations to the 10th floor-Lake Tower project – Capital Projects

Commissioner Davis 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.

- ii. 2026 – 2027 Agency Annual Plan – Authorize the Executive Director to submit the plan to HUD by the July 17, 2026 deadline – 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, Commissioner Cunningham, and Commissioner Cummings voted yes. The motion passed seven to zero.

- iii. Employee Assistance Program (EAP) Policy #120 – Authorize the Executive Director to implement the revised policy and notify the employees – Human Resource

Commissioner Cunningham moved, and Commissioner Davis 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.

- iv. Overtime Policy #140 – Authorize the Executive Director to implement the revised policy and notify the employees – Human Resource

Commissioner Strickland moved, and Commissioner Davis 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.

- v. Alcohol/Drug Free Workplace Policy #305 – Authorize the Executive Director to implement the revised policy and notify the employees – Human Resources

Commissioner Strickland moved, and Commissioner Tolefree 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.

- vi. Exit Process & Benefits Upon Separation Policy #355– Authorize the Executive Director to implement the revised policy and notify the employees – Human Resources

Commissioner Ocansey moved, and Commissioner Davis 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.

4. Human Resource Report

Loretha McCullough

Ms. McCullough reported on 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 introduced a few of the most recent new hires to the Board. 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

Mariam Rodriguez-Machuca

Ms. Rodriguez-Machuca reported on the following activities and progress, in Ms. Herriott's absence.

Fraud Investigations:

- **Leasing Operations** Repayment Agreement payments total YTD as of May 2026, \$23,514.00 collected (with a total of \$5,927.00 collected in May 2026). A total of \$710,856.76 has been collected to date.
- **Public Housing** Repayment agreement totals YTD for vacated arrears and collection loss as of May 2026, with \$6,108.10 collected (with a total of \$618.26 collected in May 2026). A total of \$100,315.02 was collected to date.
- **Tax Credit** Repayment Agreement payments total YTD as of May 2026, \$2,086.00 collected (with a total of \$268.00 collected in May 2026). A total of \$2,086.00 has been collected to date.

Court Proceedings:

- **Payments Received:** In May we received a total of \$17,184.20 in payments related to residents involved in the eviction proceedings.
- **Judgements Awarded by Court:** Total YTD awarded as of May 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

Thomas Skidmore

Mr. Skidmore presented the April 2026 actual vs. budgeted figures, income and expenses, and variances for COCC, Public Housing, Section 8, and RAD, financials. He also commended Ms. Ryan for her diligence in preparing and presenting the Finance Reports for the past year.

7. Information Technology Report

Darrell Long

Mr. Long reported on the following:

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

8. Public Housing Report

Celeste Langston

Ms. Langston presented the following:

- Public Housing Activities:
 - 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.
 - SNAP Presentation was conducted by MCDHS on May 19th - **Starting in March 2026**, under Federal and NYS rules, unemployed or non-disabled adults (ages 18–64) in households without a child under 14 can only receive SNAP benefits (previously known as Food Stamps) for a maximum of **3 months in a 3-year period** unless they meet specific work requirements or qualify for an exemption.
- Training:
 - The Public Housing team continues to provide training for staff through both internal and external resources.
- Public Housing Matters:
 - Updates were given regarding Admissions and Continued Occupancy Plan, RAD, HUD PIC Error Dashboard, and PIC Reporting Rate.
- 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, and Training of New Staff. He also thanked Mr. Levans for his diligence in preparing and presenting the Maintenance Report in his absence, as well as all the other work he's covered.

10. Leasing Operations Report (Section 8)

Maria Sharp

Ms. Sharp presented the following:

➤ **Leasing Operations Matters:**

- **Administrative Plan** – Nelrod continues to work on the Administrative Plan. An update was received on 6/9/2026.
- **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. Shanna Cranmer continues to monitor and resolve PIC errors and monitoring inspections. Due to retirements and medical leave, inspections are currently behind. The team has been afforded overtime to effectively address the backlog. Currently **191** as of 6/8/2026. Jeanette Lynman has taken the lead in resolving the deceased tenants' reports bringing it down to zero. Danielle Huertas continues to provide PBV program oversight while RHA identifies a supervisor for the program. The position was approved by civil service and posted. Late annuals are the lowest since COVID, 131. PBV and special programs currently have a backlog of 377.
- **Voucher Utilization & Shortfall** – Leasing Operations maintains a voucher and funding utilization target of 95%–98%. Current utilization stands at 93%. RHA remains under shortfall guidance and is not issuing new vouchers currently.
- **Inspections** – The monthly HQS inspections target is 780–960 inspections. In May the HQS Inspections Unit completed **692** inspections. The NSPIRE inspections unit completed **172**.
- **Permanent Supportive Housing (PSH)** – The PSH utilization report has been updated and reflects data as of 6/4/2026. RHA has requested new referrals for the various programs. The team is working towards one hundred percent occupancy.
- **Housing Provider Engagement** – The Housing Provider Committee is actively preparing for 2026 events. On May 6, 2026, RHA hosted the Housing Provider Development and Recognition Event, which was both well attended and informative. Housing Providers received education on Fair Housing requirements, the RHA lease-up process, rent reasonableness and comparables, reasonable accommodations, and the new NSPIRE inspection standards scheduled for implementation in February 2027. Providers also had the opportunity to network with staff and participate in raffles featuring gifts donated in part by Wegmans. Ms. Sharp thanked the Inspections Team, along with Joyce Kinsey and Danielle Huertas, for doing an outstanding job organizing the event. Additionally, all the staff that assisted with the room set up.
- **Community Partnerships** – Leasing Operations remain committed to strengthening and expanding community partnerships. Leasing Operations has partnered With Enterprise Community Partners on a rental assistance assessment project.
- **Staff Training and Development** – Supervisors and Senior Housing Specialists continue to lead weekly Housing Specialist training sessions every Tuesday, with topics guided by current quality control trends. Leasing Operations continues to offer biweekly Skill Builder sessions for staff, with topics identified based on departmental needs. Effective May 11, Leasing Operations engaged MRI to provide a series of nine targeted Tenmast training sessions. **MRI successfully provided 9 sessions of training.** A special thank you to Ann Zheleznyak for coordinating these training opportunities with MRI and staff.

- **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.
- **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 continue to work closely with the HUD Shortfall Team to ensure full compliance with all applicable requirements. Financials will be updated to account for future funding.

11. Resident Services Report

Melissa Berrien

Ms. Berrien reported on the following and thanked Ms. Carter for covering the Resident Services report in her absence.

- Participant Highlights: 140 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

Melissa Berrien

Ms. Berrien reported on the following and thanked Ms. Carter for covering the Resident Services report in her absence:

- Resident Council Reports
- Commissioner Reports
- Public Housing 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 80% 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:	Shared that he is working to create a Tenant Council.
Commissioner Davis:	None
Commissioner Waters:	None
Commissioner Tolefree:	None
Commissioner Ocansey:	None
Commissioner Cummings:	Thanked staff for their commitment. Thanked the volunteers and those who helped w/ the Senior Ball. Ms. Cummings also asked about doing something to thank our Maintenance Staff for all their hard work.

15. Executive Session:

Chair Cummings requested a motion to go into Executive Session at 2:05 pm. Commissioner Tolefree moved, and Commissioner Strickland seconded the motion to go into 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.

During Executive Session, the Board voted on the following Oral Resolution:

- "The Board has ended the Executive Director search after a Special Meeting by submitting an offer that was rejected by the candidate. As a result, the Board shall extend a Third Amendment to the Employment Agreement with the current Executive Director. After the vote, the Board shall authorize Counsel to prepare all necessary documents to move forward."

Commissioner Tolefree moved, and Commissioner Cunningham seconded the motion to approve the Resolution. Commissioner Strickland, Commissioner Davis, Commissioner Waters, Commissioner Ocansey, Commissioner Tolefree, and Commissioner Cunningham voted yes. Commissioner Cummings voted no. The motion passed six to one.

16. End Executive Session:

Chair Cummings requested a motion to end Executive Session at 2:45 pm. Commissioner Waters moved, and Commissioner Strickland seconded the motion to end the 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:

Chair Cummings requested a motion to end the Regular Board Meeting at 2:48 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. July Regular Board Meeting

The June Regular Board Meeting of the Rochester Housing Authority Board is scheduled for Wednesday, July 22, 2026, at 12:00 pm.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director