

**ROCHESTER HOUSING AUTHORITY
March 25, 2026
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



March 25, 2026

MEMBERS' PRESENT

Kabutey Ocansey, Commissioner, Vice Chair
Robert Davis, Commissioner
LeRoy Strickland, Commissioner
James Waters, Jr., Commissioner

STAFF PRESENT

Jenelle Aguero
Shawn Burr
Marvel Carter
Diana Colon
Robert Croston
Natasha Dicks
Cynthia Herriott
Joyce Kinsey
Celestine Langston
Daniel Long
Loretha McCullough
Marylin Morales
Denisse Ramos
Mariam Rodriguez-Machuca
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 March 25, 2026, Rochester Housing Authority (RHA) Regular Board Meeting, to order at 12:15 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

Linda Koroma and Gwendolyn Nesbit were present to share some concerns. There were no other public comments.

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

Commissioner Waters moved, and Commissioner Davis seconded the motion to approve the February 2026 Regular and Special Board Meeting Minutes. Commissioner Strickland, Commissioner Davis, Commissioner Waters, and Commissioner Ocansey, voted yes. The motion passed four 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 **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, 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.
- Mr. Burr shared that the development projects continue to move forward with Parliament/Fairfield nearing full occupancy. Fernwood planning is well underway with a closing date targeted for May 2026 and a groundbreaking shortly to follow. DGA Builders has been selected and qualified as the general contractor. Our closing calls have resumed weekly. Glenwood Gardens RAD project is slated to close in 2027, and resident and neighborhood group meetings have been held. We will stop leasing up 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 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 sign their lease and address their needs. 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 NAHRO's article: *HUD Office of Housing Sends Letter with Citizenship Status Verification Reminders*

b. Board Action Requests

- i. Previous Board Approval Update – Microsoft 365 Renewal License – Authorize the Executive Director to award Dell Marketing with a 1-year renewal contract of Microsoft 365, in the amount of \$96,571.52 – IT

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

Note: This action item rescinds the November 19, 2025, action item 3.b.xvii Microsoft License.

- ii. a. Bulk Bid Architectural and Engineering Services/Authority Wide #1 – Authorize the Executive Director to award a contract to LiRo Engineers, in the amount of \$300,000 or three years, whichever expires first. – Capital Projects

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

- b. Bulk Bid Architectural and Engineering Services/Authority Wide #2 – Authorize the Executive Director to award a contract to Peter L. Morse, in the amount of \$300,000 or three years, whichever expires first. – Capital Projects

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

- iii. Elevator Maintenance Agreement Contract– Authorize the Executive Director to award a contract to Otis Elevator Company, in the amount of \$57,528 – Maintenance

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

- iv. Snow Plowing 2025-2026 Contingency (North & Central Zones) – Authorize the Executive Director to approve a change order to close out the outstanding invoice for AA Blades, in the amount of \$24,950 – Maintenance

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

- v. Consulting Services for Tax Credit Compliance – Authorize the Executive Director to renew a 1-year contract (one of three) with PMCS, Inc., in the amount of \$55,000 – Public Housing

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

- vi. Nan McKay Go Section 8 Subscription Renewal – Authorize the Executive Director to award a one year contract, with an additional four 1-year options to renew, to Nan McKay, in the amount of \$16,000 – Leasing Operations

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

- vii. Resolution 03.25.26-01 – RHC Board of Directors

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

- viii. Resolution 03.25.26-02 – Executive Director Search Process

This action item was tabled and voted on during Executive Session. See end of minutes for votes.

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

Ms. Herriott reported on the following activities and progress:

- Inclusion Activities
- Compliance Matters
- Department Operations

6. Finance Report

Jenelle Aguerro

Ms. Aguerro presented the January 2025 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:
 - High Rise Fire Safety Presentation on February 25, 2026.
 - Safety Video discussed types of fires that most commonly occur in residential settings.
 - Topics included: kitchen, electrical and heating related fires, how to extinguish dangerous fires, escape routes, and evacuation information.
 - General Safety Presentations
 - Fire Drills with the Community Risk Reduction Division
- Training:
 - The Public Housing team continues to provide training for staff through both internal and external resources. Topics for January include:
 - Administrative staff attended training with CVR on the following topics: Annual Adjusted Income, ACOP Requirements, Caseload Management, Interim recertification, and Resource Development

- Public Housing Matters:
 - Updates were given regarding University Tower and William Warfield.
 - CVR has 4 part time dedicated associates, and 1 Senior Associate assigned to the project. The following are tasks 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
- New Snow Removal Equipment

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. Leasing Operations were recently audited, and the auditors requested approximately 40 files for review. There was a significant focus on citizenship verification. The team was able to provide all the requested documentation, and we are currently awaiting the results.
- **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 at this time.
- **Inspections** – The monthly inspections target has been 780–960 inspections and will be reassessed for the upcoming fiscal year. In February 2026, the Inspections Unit completed 795 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 February 28, 2026. RHA requested 7 new referrals for the various programs. The team is working towards 100% occupancy.
- **HUD 2026 NOFO Update** – The Community is currently waiting for a new NOFO to be released.
- **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. Leadership development has been identified as a departmental priority, and the Director is working to support additional growth opportunities. A leadership series has been identified for department leaders. We’re currently working with the vendor to schedule the training.
- **Honoring the Work; Advancing the Mission** – Leasing Operations continues 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 Team will be presenting comprehensive data at the following board meeting.

- **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 PBS projects currently. The RFP has been removed and replaced with public notice.
- **Shortfall Funding** – The Finance Department is currently developing updates related to shortfall funding. Additional information will be provided as it becomes available.

11. Resident Services Report

Marvel Carter

Ms. Carter reported on the following:

- Participant Highlights: 125 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
 - Eviction Prevention Study
- Homeownership Program Update

12. Resident Relations Committee Report

Marvel Carter

Ms. Carter reported on the following:

- Special Guest
- Resident Council Reports
- Commissioner Reports
- Public Housing Report
- 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 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 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:	None
Commissioner Davis:	Requested a moment of silence in Mr. Hershal Patterson's memory. Acknowledged all of Mr. Patterson's contributions to RHA.
Commissioner Waters:	None
Commissioner Ocansey:	Thanked staff for doing their part and Acknowledged the efforts of each department individually. Encouraged everyone to keep up the great work.

15. Executive Session:

Board Vice Chair Ocansey requested a motion to go into Executive Session at 1:35 pm. Commissioner Strickland moved, and Commissioner Waters seconded the motion to approve the action item. Commissioner Strickland, Commissioner Davis, Commissioner Waters, and Commissioner Ocansey, voted yes. The motion passed four to zero.

During Executive Session, the Board voted on the following resolution:

- Resolution 03.25.26-02 - Executive Director Search Process

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

16. End Executive Session:

Board Vice Chair Ocansey requested a motion to end Executive Session at 2:20 pm. Commissioner Davis moved, and Commissioner Strickland seconded the motion to end Executive Session. Commissioner Strickland, Commissioner Davis, Commissioner Waters, and Commissioner Ocansey, voted yes. The motion passed four to zero.

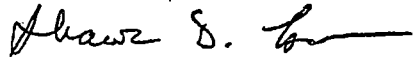
17. End Regular Board Meeting Session:

Board Vice Chair Ocansey requested a motion to end the Regular Board Meeting at 2:21 pm. Commissioner Strickland moved, and Commissioner Tolefree seconded. Commissioner Strickland, Commissioner Davis, Commissioner Waters, and Commissioner Ocansey, voted yes. The motion passed four to zero.

18. March Regular Board Meeting

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shawn Burr", with a horizontal line extending to the right.

Shawn Burr,
Secretary to the RHA Board, Executive Director