

**ROCHESTER HOUSING AUTHORITY  
February 22, 2023  
675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



**February 22, 2023**

**MEMBERS PRESENT**

Rosalie Remarais, Chairperson  
Florine Cummings, Resident Commissioner, Vice Chair  
Kabutey Ocansey, Commissioner  
Henry Rubin, Commissioner  
James Water, Jr. Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Sinclair Carrington  
Diana Colon  
Robert Croston  
Pierre Dorancy  
Julie Fox  
Cynthia Herriott  
Kimberly Huffman  
Joyce Kinsey  
Shawanna Lawrence  
Mariam Rodriguez –  
Machuca  
James Senger  
Evhen Tupis  
Harolda Wilcox

**OTHERS PRESENT**

H. Todd Bullard, RHA Legal Counsel  
Erin Foster, Tipping Point Communications  
Jeffrey Heller, Tipping Point Communications

Commissioner Rosalie Remarais called the February 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 - None**
  
2. **Approval of Minutes: January 25, 2023, Regular Board Meeting Minutes**

Commissioner Waters moved, and Commissioner Cummings seconded the motion to approve the January 2023 Regular Board Meeting Minutes Commissioner Remarais, Commissioner Rubin, Commissioner Waters, Commissioner Ocansey, and Commissioner

Cummings, 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 as follows:

Mr. Burr would like 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 during this long-lasting pandemic! They really continue to do a remarkable job day in and day out!

Mr. Burr reported that the Executive Team monitors current conditions daily and meets weekly to review and discuss our processes.

Mr. Burr recognizes and applauds the efforts of our Diversity and Inclusion Committee! As you have seen from the emails you've received on Black History Month as well as other months, they do a wonderful job getting information out to us! I certainly appreciate it!

Mr. Burr reported that 117 Emergency Housing Vouchers by HUD as a result of the RESCUE Plan, 137 have been issued in accordance with the process we developed with the Continuum of Care. We have housed 96 applicants so far, and 6 are searching for housing and 4 applicants have submitted paperwork. Several have found housing and contracts will be executed shortly. The RHA team continues to assist those looking for units. Still, no word on HUD reallocating unused vouchers.

Mr. Burr reported that Community Choice Demonstration RHA Team is working very on implementation since the kick-off in October. We have randomly selected 405 qualifying families so far. 21 families have been enrolled and 12 have been randomly selected for services. I'm very proud of our dedicated team! NYS and Enterprise are partnering on a similar program and have issued an RFP for funding. We are not eligible since we are participating in the HUD program.

Mr. Burr reported that Trillium's COVID testing/Primary Care services for our residents continue with February's schedule moving along. Property managers have been reminded to notify residents each month of the schedule. We will be continuing our partnership and expanding services where we can.

Mr. Burr stated he is very proud of the staff involved in community projects and report on them in their Board reports. Partners Ending Homelessness, RMAPI Housing Working Group which will focus on our community's full housing system, Closing the Gaps Six City Cohort, Jordan Health Community Engagement Committee, Boy Scouts, City FEC Program Initiative, Connected Communities Housing Committee, Guardian Ad Litem Program, Private Sector Rental Market Study Working Group, Eviction Response Team, Coalition to Prevent Lead Poisoning and Benefits Cliff Project are a few that are in the works. I really appreciate their efforts in representing RHA on critical projects in our community and their extra efforts are commendable.

Mr. Burr shared that RMAPI's Steering Committee is moving along and a slate of nominees for the Executive Committee is in process of being approved.

Mr. Burr share that RHA along with our development partner submitted our NYSHCR LIHTC funding applications for the Fernwood project. We are working on additional funding applications for Fernwood, Parliament, and Fairfield Village.

Mr. Burr reported that We, along with our development partner, submitted our NYSHCR LIHTC funding applications for our Fernwood and Parliament-Fairfield projects. We are working on additional funding applications for both projects as well.

Mr. Burr stated that our Strategic Goal Tracker has been completed and our plan is to update at least monthly and report on a quarterly basis with the first report in early March 2023.

Mr. Burr gave an NYSPHADA update The Legislative Committee continues to work hard on advocating at the State level for funding for PHA's, especially upstate. We continue to push for more ERAP funds for upstate PHA's as we all have significant arrears continues and RHA is lucky that the City and County did such a good job administering these funds. NYSPHADA has joined with NYSFA on the ERAP funds advocacy, and I've sent letters to our elected officials highlighting our need for ERAP, or another program to assist us in reducing our rental arrears.

Mr. Burr shared **HUD Releases New AFFH Proposed Rule:** Earlier this month, HUD released its "Affirmatively Furthering Fair Housing" proposed rule on its website. The rule represents HUD's efforts to implement the obligation to affirmatively further fair housing, as required by the Fair Housing Act. According to HUD, the proposed rule aims to create "a streamlined, less burdensome" analysis than the 2015 rule that will help the program participants listed above establish fair housing goals. HUD has also renamed the "Assessment of Fair Housing" (AFH) the "Equity Plan,"

though differences between the two exist. NAHRO's summary of the proposed rule can be found below.

### **Background**

HUD has been working to implement some form of an Affirmatively Furthering Fair Housing (AFFH) rule for the past several years. NAHRO has been communicating with HUD over the course of the last several years to express our policies and positions regarding AFFH. Developing an Equity Plan The program participant, using HUD-provided data, local data, and local knowledge must conduct an analysis of the program participant's jurisdiction and region to help shape the goals created and prioritized in the Equity Plan. Program participants must respond to questions in their analysis focused on the following topics:

- Demographics,
- Segregation and integration,
- Racially and Ethnically Concentrated Areas of Poverty (R/ECAPs),
- Access to community assets,
- Access to affordable housing opportunities,
- Access to homeownership and economic opportunity, and
- Local and State policies and practices impacting fair housing.

In total, there are just under 60 questions that HUD expects program participants to consider on the aforementioned topics to help shape the creation and prioritization of their fair housing goals. After the analysis, program participants will be required to prioritize the identified fair housing issues they plan to address in the next three to five years and develop an Equity Plan that focuses on, at minimum, seven areas of core fair housing goal categories. Program participants should consider fair housing issues faced by underserved communities that have historically been denied fair housing choice, isolated in racially or ethnically concentrated areas of poverty or other segregated settings and subjected to disparities in access to opportunity. The highest prioritization should be given to fair housing issues that will result in the most effective fair housing goals for achieving material positive change for underserved communities. Goals may consist of short-term and long-term goals. HUD recognizes that all goals may not be fully achieved during a single five-year cycle. Fair housing goal categories include:

- Segregation and integration,
- Racially or ethnically concentrated areas of poverty (R/ECAPs),
- Disparities in access to opportunity,
- Inequitable access to affordable housing and homeownership opportunities,
- Laws, ordinances, policies, practices, and procedures, that impede the provision of affordable housing in areas of opportunity, including housing for those with disabilities,
- Inequitable distribution of local resources, which may include municipal services and investments in infrastructure, and
- Discrimination or violations of civil rights law or regulations related to housing or access to community assets based on protected classes.

### **Public Engagement**

Program participants must engage with the public prior to and during the development of the Equity Plan. This should be done with respect to the identification of fair housing

issues and the setting of fair housing goals. Program participants can combine this engagement with other community, resident, or citizen participation required for the purposes of other HUD programs and planning processes. Program participants should hold at least three public meetings regarding the development of the Equity Plan, at various accessible locations and at different times. At least one of these meetings must be held in an underserved community in the program participant's jurisdiction. Efforts should be made to receive feedback from underserved populations who do not live in underserved neighborhoods.

Once the Equity Plan is in effect, program participants must engage with their communities on at least an annual basis. This includes holding two public meetings, at different locations, with one meeting held in an underserved neighborhood. Program participants should connect with and provide fair housing planning to local community leaders and make data and information demonstrating the existence of fair housing issues available to the public. Program participants are allowed to submit a joint Equity Plan by combining efforts with other program participants. This can be completed by jointly conducting community engagement activities with a consolidated plan program participant, jointly conducting community engagement with one or more PHAs, or separately conducting community engagement. The Department encourages program participants to collaborate with each other. However, there are certain requirements governing when and how program participants may collaborate.

#### **Submission Requirements**

The proposed rule discusses submission deadlines of the first Equity Plans. Submission deadlines for consolidated plan program participants vary by how much grant funding a program participant receives. For PHAs, the deadline for the submission of the first Equity Plan varies by the number of combined public housing and voucher units an agency has. The deadlines are the following:

- For PHAs with 50,000 or more combined units, the first Equity Plan must be submitted no later than 24 months after the effective date of the regulation or 365 days before the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2024, whichever is earlier.
- For PHAs with between 10,000 and 49,999 combined units, the first Equity plan shall be submitted no later than 365 days prior to the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2025.
- For PHAs with between 1,000 and 9,999 combined units or PHAs that operate statewide, the first Equity Plan shall be submitted no later than 365 days prior to the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2026.
- For PHAs with fewer than 1,000 combined units, the first Equity Plan shall be submitted no later than 365 days prior to the date for which a new five-year plan is due following the start of the fiscal year that begins on or after Jan. 1, 2027.

In general, until program participants are required to submit an Equity Plan, the program participant must engage in fair housing planning through prior Analysis of Impediments to Fair Housing, Assessment of Fair Housing, or other fair housing planning processes. After submitting Equity Plans, program participants shall submit annual progress evaluations no later than 365 days from the date that the Equity Plan has been accepted. Subsequent progress evaluations shall be no later than 365 days after the first. Second and

subsequent Equity Plans shall be submitted no later than 365 days before the date for which new consolidated plans or PHA plans are due. All program participants shall submit plans no less frequently than once every five years.

#### **Review of Equity Plan**

HUD will quickly publish the submittal and conduct a review within 60 days. Members of the public may submit comments on the plan while it is being reviewed by HUD, and in certain instances the time for comment may be extended. Unless the time period is extended or HUD does not accept the plan, HUD will accept the Equity Plan within 100 days. If HUD does not accept the plan, HUD will inform the program participant in writing of the reasons for nonacceptance. There may be cases where HUD does not review the plan but accepts it anyway. HUD's acceptance does not mean that the program participant has complied with its obligation to affirmatively further fair housing. Equity plans may be rejected for a variety of reasons, including not complying with the AFFH rule; analysis that would result in violations of civil rights laws; the plan does not appropriately identify fair housing issues; goals in the plan will not result in meaningful change; goals only consist of actions required to comply with nondiscrimination laws; the plan was developed without community engagement; the plan has analysis which contradicts data or evidence or which has poorly designed goals; the plan does not acknowledge existence of fair housing issues identified during community engagement; or the plan does contain required certifications. HUD will provide written notice to program participants with rejected plans with information on why the plan was rejected and revision procedures. If HUD accepts the Equity Plan, but the program participant still wishes to revise it, the program participant must do so within 120 days of submitting the plan, though HUD may reject the revision. If a program participant does not have an accepted Equity Plan at the time it submits its consolidated plan or PHA plan, the program participant must have executed special assurances that require the program participant to submit and obtain HUD's acceptance of its Equity Plan by a specified date. If the program participant does not have these special assurances, the consolidated plan or PHA plan will be disapproved, and the program participant's funding will be in jeopardy.

#### **Revising An Accepted Equity Plan**

Accepted Equity Plans may be revised in certain instances. Equity Plans must be revised when a material change occurs. Equity Plans may be revised when the analysis changes in certain ways that may impact the steps needed to affirmatively further fair housing. The proposed rule provides certain requirements for the revision of an equity plan and timeframes for revisions.

#### **Compliance Procedures**

If a program participant has failed to comply with the proposed rule, an individual, association, or other organization may submit a complaint to HUD. The proposed rule provides information about when complaints may be filed (within 365 days of the alleged violation) and to whom they should be submitted. Complaints will be investigated, and a voluntary resolution will be sought. Absent a voluntary resolution, a Letter of Findings will be issued. The letter will include findings of fact and conclusions of law; a remedy for each violation; a notice of rights and procedures; and a notice for the letter to be reviewed within 30 days. If requested, the review will occur within 120 days. Absent a request for review, the Letter of Findings will be the formal determination. It will be the policy of the Department to encourage informal resolution of matters. Retaliatory acts are

prohibited. Procedures for Effecting Compliance and Hearings If voluntary compliance does not occur, the Department may take certain actions, including sending a referral to the Department of Justice; initiating administrative proceedings; initiating debarment; or other applicable proceedings under state or local law. Additionally, in certain circumstances, funding will be cut. Finally, the proposed rule provides information on conducting hearings.

b. Board Action Requests

- i. FY 2022 Annual Independent Financial Audit - Authorized the Executive Director to approve the renewal contract with EFPR Group, LLC in the amount of \$37,000.00 – Finance

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

- ii. Choice Neighborhood Initiative Assessment - Authorized the Executive Director to award the contract to EJP Consulting Group, LLC in the amount of \$26,000.00 – Executive

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

- iii. Lawn cutting service for Scattered Sites and Admin Building, 2023 - Authorized the Executive Director to renew the contract with Cardinal Lawn and Landscape, Inc the amount of \$115,284.00 – Maintenance

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

- iv. Lawn cutting service for North, South, and Central Zones, 2023 - Authorized the Executive Director to award the contract to AA Blades Enterprise, Inc for the amount of \$111,815.00 – Maintenance

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

- v. Temporary Employment Services has been withdrawn; more follow is needed.
- vi. 43 & 60 William Warfield Drive Fire Restoration– Authorized the Executive Director to award a contract to Paul Davis Restoration of Rochester in the amount of \$244,601.10 – Capital Projects

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

- vii. Lexington Court Window Refurbishment – Authorized the Executive Director to award a contract to Window Repair Systems in the amount of \$108,928.00 – Capital Projects

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

- viii. Communications Firm – Authorized the Executive Director to renew the contract with Tipping Point Communications in the amount of \$50,000.00 or one year – Executive

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

#### **4. Human Resource Coordinator Report**

**Shawanna Lawrence**

The Human Resource Department is continuing to implement the Strategic Plan Goal III: "Support our Employees to Enhance an Organizational Culture of Excellence" Please see the update below:

##### **Recruitment Information:**

Position – Assistant Director of Leasing Operations – (1) Leasing Operations started on February 6, 2023.

##### **Key Activities:**

1. The Wellness Committee submitted its monthly newsletter to staff named RHA Today. It focused on various topics, such as using dental benefits, our referral program, and mental health tips. In addition to the newsletter, the Wellness Committee member, Secretary to the Executive Director has created a calendar for

Sr. Staff to host monthly lunch & learns for staff regarding home maintenance tips, homebuyer programs, etc.

2. Employee Engagement: Introduced a new Kudos Korner Recognition Program where employees can recognize other colleagues for going above and beyond, and the employee that is chosen will be featured in our monthly newsletter.

**Opportunities:**

**Talent Retention:** While we have successfully attracted new talent, we are also focused on retaining our existing talent. We will continue to work with managers and employees to identify and address employee concerns and provide development opportunities to promote career growth.

**Conclusion:**

The HR department has accomplished its goals for the month, which have resulted in successful recruitment and improved employee engagement. We will continue to focus on these critical areas and address challenges and opportunities to support the organization's goals and objectives.

**5. Compliance, Inclusion, and Diversity Officer's Report Cynthia Herriott**

**Inclusion**

- COVID Strategy – We continue to work with community partners to facilitate addressing resident needs around vaccinations, testing and education.
- Language Access Plan- The Diversity and Inclusion Committee is working on a Language Access Plan to adopt new procedures and to work with community organizations and Language Access Liaisons to identify opportunities to enhance RHA services. The plan draft has been provided to the board and senior staff as an FYI. No action is necessary, but feedback is welcome.
- Guardian Ad Litem Program - C. Herriott is chairing the Monroe County Court Housing Court Subcommittee to implement a guardian protocol for participants with behavioral health issues. She met with Wade Norwood to discuss potential support from Common Ground Health.
- On-Site Mini Libraries- The Diversity and Inclusion Subcommittee is in the early stages of developing the On-Site Mini Libraries – Reading Education Program for Public Housing residents. These books will promote diversity and inclusion as well as growth, literacy, and empowerment. A meeting took place on 8/9/22. Commissioners Cummings and Rubin are members.
- Black History Month – The Diversity and Inclusion Committee will be acknowledging the Black History Month with a series of activities:
  - Black History Newsletter
  - E-mail acknowledgements of contributions of African Americans to the United States
  - Black History Month Speaker
  - Black History Month Luncheon
  - Donation to Black Community Focus Fund Donations.

### **Compliance**

- **Fraud Investigations**
  - Leasing Operations Repayment Agreement payments total YTD as of January 2023, \$5,167 collected (with a total of \$5,167 collected in January 2023) A total of \$439,491.15 has been collected to date.
  - Public Housing Repayment agreement totals YTD for vacated arrears and collection loss as of January 2023, with \$563.00 collected (with a total of \$563.00 collected in January 2023). A total of \$43,871.31 was collected to date.
- **Termination Hearings:**
  - Leasing Operations – 14 Participant Hearings Scheduled: 3 Upheld; 0 No Show, 1 Overturned, 3 Reinstated, 4 Adjourned, 1 Withdrawn; 2 Pending a Decision.
  - Public Housing –0 Participant Hearings Scheduled: 0 Upheld; 0 No Show, 0 Overturned, 0 Reinstated, 0 Adjourned; 0 Withdrawn.

### **Operations**

- **Case Management**
  - Program Violation Referrals Outstanding – 1,480 (Previously 1,473)– which is a total to date since 2015. Due to staffing shortages, program violation referrals will be temporarily on hold. Compliance is working with HR to fill the positions.
  - Legal Case Management – Compliance has worked with Finance to develop a database to monitor any open pending legal matters. Finance will ensure the information is kept up to date.
- **Rochester Housing Charities (RHC) – Commissioner Florine Cummings and Deputy Executive Director, Cynthia Herriott serve as RHA’s ex-officio representative on the RHC Board of Directors.**
  - Both attend monthly board meetings.
  - Board member recruitment for RHC is ongoing and staff are working on Board training.
  - The DED will work with the ED to schedule a retreat with both the Rochester Housing Authority and Rochester Housing Charities once Board members are in place.
  - RHC’s draft audit and budget have been provided to the board representatives.
- **Audit and Review** – The DED works closely with Legal Counsel to address areas in need of assessment within RHA. (*Executive Session for any requested reporting*)
  - Most Compliance Audits are temporarily on hold until vacant positions are filled. The DED has conducted several small-scale audits.
- **Public Safety** – Please note the attached Activity Chart for Public Safety.
  - RHA is working with residents to address the violence spikes that are occurring in the City of Rochester. Public Safety works with the Rochester Police Department to develop strategies to address crime trends..

**6. Finance**

**Kimberly Huffman**

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for year-to-date through October - December 2022, for the COCC, Public Housing, and Section 8 income and expenses.

**7. Information Technology Report**

**Evhen Tupis**

*Video Safety and Access Control (potentially two separate projects) (14 sites, expanded to 18)*

Summary: RHA's video safety system is antiquated, and lacks needed features. Our Access Control system is old and clumsy to maintain. We have been approved to pursue an RFP to replace both with modern systems.

Status: Updates to Glenwood and Parliament Arms were submitted and will be incorporated into the RFP document. The project's Lead Stakeholders met 2/9 to review the final Functional Requirements. Approval to proceed was given. Target: Release RFP in March.

*Making Internet More Affordable for Residents*

Summary: E.D. Burr directed RHA to find a way to help residents better afford Internet access, when desired. IT is launching a campaign to both inform all residents of the Federal Subsidy program (reducing costs by \$30/month) and coach them through the application process with the help of Resident Services staff.

Status: The direct-mail campaign launched successfully. Feedback has been positive. Next step: work with PH and RS teams to establish a few in-person sign-up events.

*Upgrade Landlord Portal to newer, MRI "PMX Assistance Connect / Owner" Portal*

Summary: RHA uses a poorly aging, unsupported, legacy product called Landlord Portal. It is difficult to use and prone to errors, frustrating users. An upgrade is available and being pursued.

Status: User training is scheduled for March 8.

*RochesterHousing.org Website Upgrade*

Summary: RHA's website is outdated both technically (the modules it was built upon are reaching end-of-life) and navigationally. An upgrade is available and is being pursued.

Status: Multiple stakeholder groups are being polled to ask how they envision the website could be used to interface better with the public. This phase will be completed by the end of February. Staging of the software upgrade is about to begin so we can apply the improvements as quickly as possible.

*MRI ResidentCheck, automated resident screening system*

Summary: MRI's ResidentCheck system provides an automated way to initially screen applicants, relieving that burden from RHA staff. RHA inputs initial applicant demographic information and ResidentCheck will interrogate available creditworthiness information and deliver a pass/fail report for review by an RHA associate prior to a final human-based determination being made.

Status: Super User training occurred on January 17, 2023. User training is scheduled for February 14.

*MRI RentPayment to accept Repayment Agreement payments*

Summary: In a previous year, RHA subscribed to MRI's RentPayment, a service that allows residents to pay rents electronically. That system has been enhanced to allow those with Repayment Agreements to pay electronically, as well. This additional feature is being made available to RHA at no additional cost to us.

Status: An unexpected requirement was discovered during initial Super User orientation and conveyed to MRI. MRI is incorporating it into the product deliverable. ETA for revisiting and SU acceptance has been rescheduled to late February 2023.

*Hybrid-meeting Technology for Meeting Rooms*

Summary: Hybrid in-person-and-remote trainings and meetings are now the norm. RHA is exploring more modern and easy-to use technologies to facilitate hybrid meetings at all RHA locations (with meeting rooms).

Status: Technology called "The Meeting Owl" has been in testing and is showing significant promise.

*Telephone System Modernization/Upgrade*

Summary: Our telephone system is outdated. Four years ago, we pursued an upgrade only to discover that our foundational communication circuits were not capable of delivering the service and our telephone line records were in disarray. Both dependent issues have now been resolved.

While leveraging some of the work that was done four years ago, both the state-of-the-art and our needs have matured since then. We will launch this initiative now with an updated focus, while targeting implementation in F.Y. 2023-24.

Status: Creation of "Non-construction Project Approval" form is in-process to secure the consultant to lead functional requirements gathering, creation/release of RFP for services, RFP response evaluation, award recommendation and implementation oversight.

*Upcoming: IT System Security Audit and Penetration Testing*

Summary: The "bad guys" are always trying to compromise systems and convince nice people to do things that they shouldn't. Their tactics evolve constantly. RHA

intends to release an RFP to seek a security firm-of-knowledge to perform IT System Security Auditing and Penetration Testing in the near future.

Status: Near future.

***Upcoming: Upgrade of Tenmast WinTen2+ to MRI Property Management X (PMX) or Migrate to Different Vendor/Product***

Summary: An upgrade to Tenmast (RHA's core operations software) is available. We will have an opportunity to upgrade to the new "Property Management X" offering at no additional product cost (though charges for data migration and retraining will apply) -or choose to change to a competing product from a different vendor. None of these choices are trivial. They both require commitment, dedication, and focus by Executives, Department Directors, and the user-community for an extended period of time. For time-budgeting, we should expect a year to decide on the pathway forward, and 2-years to properly implement it.

Status: We are at the end of a well negotiated 3-year agreement with MRI for the Tenmast WinTen2+ product, which expires September 30, 2023 (this calendar year). ***I will be seeking a 3-year renewal to allow RHA to continue to operate while using this time to evaluate either an upgrade or transition to a different product.***

For the remainder of this year, RHA/IT will facilitate MRI/PMX overview meetings with individual departments. After October 1, 2023, RHA/IT will facilitate meetings between RHA and competing vendors as well. This is an initial plan that is subject to change.

8. **Public Housing Report**

**Harolda Wilcox**

**Public Housing Activities:**

- On January 23rd, we had the kick-off meeting with RAB and key staff members to discuss the Annual plan. Resident Council members that were present were encouraged to provide any ideas about the areas in their complex that they would like to see renovated as well as the needs for each complex. We advised that the ideas would need to be submitted at the next meeting, which is scheduled for February 23rd.

**Public Housing Matters:**

The **TEAM** continues to do an **excellent** job of keeping things moving.

**COVID Matters:**

- Everyone is still encouraged to social distance.
- Residents – Partnership with Foodlink is still providing food to those seniors in need.
- Community Rooms are currently open on the weekends. Protocols sent to Resident Council presidents. Notices were sent to residents of optional mask- wearing.

- Offices continue to receive residents by appointment only. Residents will always need to wear facial coverings for scheduled appointments.

### **RENT ARREARS**

- On January 30th & January 31st where court proceedings were attended for residents that owed RHA back rent. We had a total of 28 residents on the court docket. Most of these residents stopped paying during the pandemic. The ruling was as follows:
  - 2 – Paid in full
  - 1 - paid a portion of the amount owed; the resident agreed to enter into a repayment agreement for the remaining balance. These repayments were filed with the court system, and if the resident fails to make their monthly payment plus rent, RHA can accelerate the warrant, and RHA will be granted an immediate warrant and eviction. These are stayed until the end of the agreement or failure to make payments; whichever one comes first. would go on a repayment agreement.
  - 4 – Instant judgment and warrant
  - 21 – were adjourned to 21st & 27th of February
- To avoid eviction and to assist residents in becoming current with rental arrears, the team will have the resident sign a repayment agreement along with applying for the Emergency Rental Assistance Program (ERAP).
- RHA Public Housing department Received \$1,331.50 in EPPI 2.0 monies for January 2023.
- As of January 2022, the total delinquent rent amount owed is \$439,936.13, an increase of \$35,896.30 from December.
- 19 – 30-day notices were served by the City Marshal in January
- We are working diligently with residents to address arrears in lieu of court proceedings. As of January 2023, RHA has entered into 86 repayment agreements year to date.
- We are still encountering vacant units where the resident has skipped out. This affects both Public Housing arrears and vacancy rates.

### **Parkside**

- • 6 Vacant Units
- • 3 Units Ready to Lease

### **Parkside Arrears**

- \$ 37,479.55 in outstanding rent
- \$ 5,517.75 0-30 days
- \$ 156.00 31-60 days
- \$ 3,403.00 61-90 days
- \$ 27,916.00 over 90 days (represents nine tenants)

**MISCELLANEOUS ITEMS**

- The Property Management office continues to offer applicants several methods to view a unit, e.g., virtual, email & text pictures, and solo unit showings (staff will wait outside of the unit as the applicant walks through the unit).

**Application Processing Center:**

**Waiting List Management:**

**As of 11/14/2022, high-rise canvas pull.**

To address the number of high-rise vacancies, APC is conducting a high-rise canvas for applicants that are interested in residing in one of the high-rise communities (LT, UT, HRT, DTE, DTW, UT) Scheduled High Rise Canvas Pull – No longer pulling for high rises. We have pulled over the number needed to address vacancy concerns. Housing Specialists are currently processing applications for unit offers to start for those that are approved by mid-March. Next wait list pull – 2/10/23 – (TOTAL OF 20) AND 2/24/23 (TOTAL OF 20)

PH began offering moving incentives for applicants as of 1/1/23. Move-in incentives will be given to the first 100 applicants that are housed at Lake Tower, Danforth Towers, and Kennedy and that remain in good standing for one-year.

**Unit Offers:**

- APC Manager is extending offers to 'ready drawer' applicants to fill vacancies. This process is slower than desired because the manager has absorbed most of the responsibilities from the staff vacancy in APC, reduced staff hours, and the applicant's response time was extended as a response to COVID.
- Current applications in the Screening and Intake Phase as of 1/27/23

Currently being screened - 91 applications

- Studio – 11
- Regular 1- bedroom – 0
- High Rise 1 bedroom canvas - 74
- 2+ bedrooms - 11 applications

Currently going thru intake (w/Intake Specialist): 30 applications

- \*studio/1-bedroom – 13 applications
- \*2+ bedrooms – 17 applications

**Renovation Projects:**

- Fed/Scattered Site – From the 37 households that will have their units demolished or renovated, we have 25 residents that have accepted unit offers. Maintenance Chief Bob Croston has been notified of each accepted unit offer to follow up on to ensure units are ready for move-in. Many high-priority residents (those that have a project start date within the next six months) have been given a final offer.

- As of 9/27/2022 – 36 residents have received a final relocation unit offer, per Relocation Plan. One of those residents has been identified as a Section 32 participant. We will need to discuss further the plan to relocate the family.
- As of 1/27/2023- no other updates
- 
- Bond St. – From the 11 households that are a part of this project, three families have been extended offers, with two residents having accepted their unit offer.
  - As of 1/27/2023- no other updates

**9. Maintenance Report**

**Robert Croston**

○ **Vacant Unit Report**

The Maintenance Department continues to work hard to keep up with the number of new vacancies. Still one of our highest numbers of vacant unit in years with many move outs, residents skipping out and more court dates opening for more evictions.

○ **Site Beautification**

- We will be working with Public Housing on updating the insides at some of our high raises by painting some of the lobbies and community room.
- We have painted the community room at 321 Lake Tower and started painting the lobby. We have picked out a floor planking to replace the carpet in the community room. We are now going to look at what changes can be made to upgrade the guard station at the front entrance of the building. We are also looking at what can be done to upgrade the ceiling tiles in the lobby.
- Maintenance is moving forward to start working on upgrading the inside lobby of Hudson Ridge Tower. We will be looking at painting the lobby, upgrading the flooring near the vending machines, upgrading the guard station and any other Public Housing concerns.

○ **Equipment Purchase**

We are moving forward with the Glenwood Garden Tractor replacement to make this happen as soon as possible.

○ **Changes to the Work Order Report**

The Maintenance department is making changes to the work order report. Once we have determined a system that will be breaking down the progress of work orders more efficiently, we will make the changes to the monthly report.

**10. Leasing Operations Report (Section 8)**

**Pierre Dorancy**

**Leasing Operations Matters:**

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

1. The Administrative Plan language changes have been approved. The staff is working on implementing the changes. Robocall has been used to notify participants and landlords of the changes that affect them.
2. Currently, there are 1,676 active applicants on the Housing Choice Voucher Waiting List.
3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 84.24 % utilization of vouchers and 99.56% utilization of funds. Leasing Operations Department has a Leasing Plan for 2022 to fully maximize HUD funding for Housing Assistance Payments. From 1/1/2022 to 12/31/2022, we issued 336 HCV Vouchers. Staff continues working overtime to issue vouchers and maintain utilization.
4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 608 inspections in January 2023.

**HUD Community Choice Demonstration (formerly Mobility Demonstration)**

*As previously reported, RHA was one of nine (9) PHAs selected to join the HUD's HCV Mobility Demonstration Program. The program is now known as Community Choice Demonstration (CCD). Briefly, this is a 6-year demonstration program designed to increase participation for voucher families with children with better access to low-poverty neighborhoods and other areas of opportunity with high-performing schools and other strong community resources.*

Since the pilot start date of October 17, 2022, the Managers implementing the program have updated the RHA website with CCD information and have sent out 2 batches of interest letters. Four hundred and five (405) qualifying families with recertifications for May, June and July 2023 were randomly selected and provided with program information. Interested families can reach out to a dedicated phone line and email address to communicate interest in participation. The CCD phone line is (585) 697-6210 and the email address is [communitychoice@rochesterhousing.org](mailto:communitychoice@rochesterhousing.org). As of 02/09/2023, twenty-one (21) families have been enrolled in the program and twelve (12) have been randomly selected for services. The first CCD families searching for units win Opportunity Areas are planning moves for this spring.

**HUD Emergency Housing Vouchers**

As of 02/09/2023, out of 117 EHV vouchers authorized:

- 137 moving papers have been issued,
- 96 applicants have been housed.
- 6 applicants are searching for housing.
- 3 applicants have submitted moving papers to RHA
- 10 new referrals have been requested from the COC.

RHA continues to collaborate with the local CoC and consult with other housing authorities and has statistics on the status of EHV lease-ups. These reviews indicate that RHA is working at a similar pace as other public housing agencies.

The policies of the Emergency Housing Voucher (EHV) program were approved by the Board on 9/22/21 and are reflected in the RHA HCV Administrative Plan.

**Additional Mainstream Voucher Awards**

RHA has been awarded 25 additional Mainstream Vouchers to assist households that include a non-elderly person(s) with disabilities to lease up affordable units. This award

includes extraordinary administrative funding to support administrative costs, including activities to support housing search and lease-up of eligible applicants. Fees can also be used for costs related to the retention, recruitment, and support of participating owners in the form of security deposits, signing bonuses, vacancy payments, and damage mitigation.

As of 02/09/2023, out of 25 new Mainstream Vouchers authorized, 6 applicants have been housed and 5 have submitted moving papers to RHA.

### **Training**

The Leasing Operations team will continue to provide training for staff in Calendar Year 2023 in collaboration with the HR department. Topics include:

- SEMAP.
- Rent Calculations& HCV Program Management.
- Effective Use of HUD's Two-Year Tool to maximize voucher utilization;
- Reasonable Accommodations.
- Personal and Professional Development such as effective communication.

## **11. Family Self-Sufficiency (FSS) Report**

**Melissa Berrien**

### **Grant Award**

FY22 Family Self Sufficiency Grant - RHA was awarded \$316,764 (a 6% increase) which funds Human Service Specialists who work directly with participating FSS families assisting them in finding jobs, increasing earned income, reducing, or eliminating the need for rental and/or welfare assistance, and making progress toward achieving economic independence and self-sufficiency.

### **Participant Highlights**

We have 240 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Mr. Nazukkmer entered the FSS program on August 1st, 2019, with employment, education, and homeownership goals. Mr. Nazukkmer sought and maintained employment with Freshly bread Company and Uber. Mr. Nazukkmer's income has increased by 78% and he is no longer receiving Section 8 assistance. Mr. Nazukkmer is a successful graduate and is entitled to receive an estimated \$925.49 in escrow savings.

### **Participant Highlights**

We have 233 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:

- Ms. Grooms entered the FSS program on June 1st, 2021, with employment, education, credit restoration, and homeownership goals. Ms. Grooms sought and maintained employment with Lifespan. Ms. Grooms's income increased by 78%,

and she no longer receives Section 8 assistance. Ms. Grooms is a successful graduate entitled to receive an estimated \$3,222.00 in escrow savings.

### **Section 3**

- Monthly Report – no updates

### **Agency Collaborations**

- Financial Empowerment Center (FEC) offers free financial counseling, focusing on increasing savings, reducing debt, and increasing access to safe and affordable banking products.
- 2022 Stats
  - 93 clients
  - 286 counseling sessions
  - \$255,000 debt reduction
  - \$111,000 increased savings
  - FEC awarded 150K to assist RHA families, of which 30 new homeowners are eligible for a 1k grant.
  - City Council approved the project at the February council meeting. An agreement signed by Executive Director and to the mayor for signature on 3/4/22.
  - Executed Agreement received on 3/25/2022. Meeting to discuss payment issuance with Finance on 4/25/22.
  - Homeowner grants awarded to six participants.
  - Four additional grants were awarded in December.
  - FEC is requesting additional time to assist new homeowners as the original agreement ends February 2023
- Action for a Better Community (ABC) – Benefits Cliff Project - We are participating in a community-wide initiative led by ABC to create a tool that will help individuals receiving public assistance to understand and mitigate benefit cliffs and their impacts
  - Calculator development and Pilot agency selection underway
  - Met with A
  - BC to discuss the first look at the calculator and pilot details
  - Ten families participated in the Benefits Cliff Pilot. Each Family tested the calculator and completed a brief survey related to their experience in using the calculator. Each participant received a \$ 35 gift card for participating in the survey.
  - Wrap-up meeting to discuss future iterations of the pilot program held on 12/12/2022.
- RMAPI Housing Subcommittee Cochair – Collaborative initiative focused on making housing more accessible, affordable, and equitable in our community.
  - Mission - Increase housing equity and access, improve housing stability, and close the wealth gap in Monroe County

- Areas of focus: Housing Navigation, Displacement/Transiency, reviewing the list of budget priorities aligned with RMAPI's housing policy
  - The team reviews RMAPI's state-level housing policy to inform our local delegation at RMAPI's legislative breakfast on 2/10/2023.
  
- Closing the Gaps 6 city cohort (Albuquerque, NM; Austin, TX; Memphis, TN; Minneapolis, MN; Rochester, NY; and St. Paul, MN) is a one-year initiative that brings together leaders from cities across the country who are committed to imagining what an anti-racist society might look like and playing an essential role in building it through the transformation of government policies, practices, and operations.
  - CTG provides up to \$167,000 per cohort city to execute your homeownership strategy and up to \$100,000 per cohort city to execute your business, starts, and growth strategy.
  - Mayor Evans has signed off on the proposed plan. We are awaiting an award letter from Living Cities to present it to the city council. Closing the gaps seeks to improve homeownership and entrepreneurial outcomes for people of color. The proposed plan would add outreach dollars and incentives for young families to pursue homeownership.
  - Next steps: Create collaborative outreach materials, meet with Head Start staff, explore RHA/Landbank partnership.
  
- Jordan Health Community Engagement Committee - Understanding how we as community organizations can better serve one another and our community in hopes of linking various community organizations (churches, service centers, recreation centers, and neighborhood organizations) and them having a stronger, visible presence in the community.
  - Next steps: Jordan Health Roadshow
  
- Wilmot Cancer Institute Faith in Community Advisory Board (FCAB) will exist to strengthen the relationship between faith-based organizations, the communities they serve, and the Wilmot Cancer Institute to address cancer health disparities that disproportionality impact specific groups.
  - • Dr. Nikesha Gilmore to present study at December Resident Relations meeting
  - • January FCAB meeting presentation with Dr. Harris – Studying how antioxidants levels affect cancer
  
- Boys Scouts of America – RHA is partnering with the boy scouts to bring scouting to RHA Public Housing family sites.
  - Planning meeting for continued outreach TBD
  
- • RHA has been invited to participate in the Mayor's Financial Empowerment
  - Advisory Group – Inaugural meeting on 9/8/22

- Met with the Office of Financial Empowerment (OFE) team on 10/18/2022 to discuss the vision statement, future expectations of OFE, current gaps in creating financially empowered residents, and survey questions for focus groups.
- Met with the Office of Financial Empowerment (OFE) team on 12/2/2022 to discuss past actions and determine measures of success and measures for impact on beneficiaries.
- Reviewing draft strategic plan next meeting February 10th
- Girl Scouts – Girls Scouts is seeking to partner with RHA to pilot a scouting program at Harriet Tubman.
  - Met with Scout Liaison Michelle Martin and Harriet Tubman President Michelle Thomas on 1/30/2023 to discuss outreach efforts.

### **Homeownership**

- Ms. Wellborn closed on her home at 204 Weaver Street on January 25th.
- We have four families with anticipated closings and twenty-six families who have been approved for financing and are searching for homes.

## **12. Resident Relations Report**

**Melissa Berrien**

**Resident Council Training** – All resident council officers were required to attend training prior to the start of the 2023 Resident Council Office term. All officers received training on conducting meetings, making meetings inclusive, use of Tenant Participation funds, and best practices for creating and maintaining resident accounts with the exception of Glenwood.

**Resident Surveys** – Harolda submitted security survey information to Deputy Director Herriot for review. Dispatch is making follow-up phone calls to gain resident feedback for the nights and weekends service due to the lack of survey postcards returned.

**Internet Affordability Project** – Evhen polled the Presidents to ascertain if residents were having any difficulty using the tools to access affordable internet. Feedback was positive. Next step: work with Public Housing and Resident Services teams to establish a few in-person sign-up events.

**Resident Information Sessions** – Director Burr discussed importance of resident feedback with ongoing and upcoming RHA projects and was looking for ideas to get greater resident participation.

**Presenter** - Mark's Home Health Care presented their company's plan for a senior center and was trying to determine resident interest.

### **Senior Activities**

Presidents were polled for interest in the OK card program. Commissioner Cummings worked with Finance Director Huffman to determine a funding source for printing. Commissioner Cummings asks that Resident Services oversee the program.

### **Family Activities –**

Melissa Berrien met with Scout Liaison, Michelle Martin, and Harriet Tubman President Michelle Thomas on 1/30/2023 to discuss outreach efforts for scouting at Harriet Tubman Estates.

## **13. Planning Committee Report**

**Shawn Burr**

- The Planning Committee meeting was held on 2/8/2023. There was one follow-up item from the previous meeting that is still a work in progress.
- There were two action items presented, discussed, and agreed to move forward to the Board for approval.
- We then discussed the status of our current projects by having staff give updates and review progress pictures:
  1. Kennedy Tower Hallway Rehabilitation – the project is 98% complete and behind schedule due to COVID and material delays.
  2. Danforth Towers East & West Façade Repair – project is 82% complete and on hold until spring when weather is conducive to finish the work.
- We continue to work with our consultant team of D+B/Calogero on summarizing and categorizing the RAD Physical Conditions Assessments and Environmental testing on most all of our PH properties. This will take some time and we will be including public housing, maintenance and finance in the process.
- There are currently five projects out to bid and we have additional projects to be submitted to Procurement.
- We presented the project summary report for Bronson Ct. Furnace and Water Heater Replacement project that went very well.
- Our MWBE & Section 3 Contracts report was presented and will continue to be updated each month and we continue to work on percentages of possible funds allocated/obligated.
- The status of our current CFP Budgets as of December 31st are: 501.19 is 100% obligated and 98% expended, 501.20 is 43% Obligated and 34% Expended and 501.21 is 95% Obligated and 32% Expended. We expect to meet all our deadlines.
- We then discussed our A/E status report, and no issues were present.

### **Project Planning**

- Our Project Planning meeting followed the Committee meeting, and updates were given on our development projects starting with our RAD project at Federal St/Scattered Sites. Moving the project forward in coordination with NYS HCR, NYS OTDA, HUD, and City of Roch. With closing calls every Friday. We are communicating regularly with HUD on the RAD conversion “glitch” and hopefully are getting closer to getting it resolved. Director Molinaro-Thompson

has been communicating with the director of REAC and NYS HCR on navigating through the process to correct the issue. The RAD conversion is expected to go before the HUD loan committee next week and is moving forward to close. We continue to work with the City on the coordination between agencies as the project moves forward. Todd Bullard is also involved now from here on out with preparing necessary resolutions and representing RHA through the closing process with closing team meetings every week.

- Our other development projects in various stages were discussed.
- Updates were then given on our pipeline of capital projects in planning and design stages.
- Updates were also given on the Hazard Related Grant and Section 32 progress.
- The rest of our project pipeline was presented, and the meeting was adjourned.

#### **14. Commissioner Comments**

**Commissioner Cummings:** I think it's the minute the staff is a good job that you're doing. I am very pleased. I had an issue with my tablet. The IT staff just jumped in. They went way above and beyond. And problems with my tablet and expecting it back this week. The staff came to my home Friday evening. Great also met with staff regarding scattered sites. I was so impressed. On which her name first name is Holly. She had answers to my questions before I asked the question. And I really do appreciate the patience she's had with me and answering the questions. To all staffing. Above and beyond. On what's expected, very happy with them.

**Commissioner Rubin:** I'm I've served on a lot of boards, and I hope that the word really does seemly get to staff. I know it does that this is so unusual to have or that every meeting feels. Building justified and saying thank you.

**Commissioner Waters:** In my last IHR OII know the numbers seem kind of hit those numbers, but please keep in mind that. This one was. It's not only the organization that's dealing with vacancies, right? Um, and it's really not the organization that's the people.

I'm encouraged that it's going to, you know, wrap up a little bit. Yeah, could do to the staff that's. So, I'm sure they don't work, not working with a small case loader. 10 people. I'm sure that those people that are working. This load and getting the work done. So just continue to work. It is greatly appreciated.

**Commissioner Ocansey:** Thank you. I don't, I really don't have much. I'm as always. Report I'm amazed and at every board meeting I've learned something and I'm. I appreciate your questions. I've appreciated my other Commissioners' questions because I really do value them. From the information that I gathered from each meeting. Things, but you know, information through this dialogue that we have is from here is very, very helpful. Every day, every meeting, every committee meeting. I'm learning something and just. Makes me more through an anthology to be part of this organization and to try to put

you guys, you know, help put my foot forward and you know, help us push us forward so. No question is a bad question, no? Providing some information. I'm so like happy that the question you brought with you with Pierre, that's something you know. Oh. this is what we're going through. This is so informational, so. No, I'm just very thankful to be part of this organization and what I can do to help move it moving forward. We're going to do so. I do want to make a comment that we are you know I want the leadership staff to understand that we start these committees, and we are having these committee meetings because all of our Commissioners are committed to helping us move forward and we are engaged behind the scenes as much as you guys are your work. We're trying to engage ourselves too to make ourselves better. So, I just want to make sure that you guys recognize that. Again, we've talked about it. I remember when I first came, we had that retreat and we talked about, you know, it's an effort, but we're to do our part also. And I just want to make hopefully you guys are recognizing it. You know there's so much more we can do as a collective unit and we're going to do so. So. But you know this, this is an open form. So let you know, I want everybody to hear that we're all on the same page for Sean, we support you and we're going to continue to move forward in a very positive manner. So, I'm just very appreciative. Sessions every month. So, thank you for getting the

**Commissioner Remarais:** Again, I kudo everything you know the other Commissioners say. I mean, give the staff always. You're super proud of the work you're doing when you're giving your team and you know, hopefully as the months go by and 2023. And the staff Numbers go up and now with some of that draw on some of those that are working, we don't hours. I want to thank everyone for all your reports, OK. And for coming to our meetings

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Waters moved, and Commissioner Cummings seconded a motion to go into Executive Session at 2:15 pm. Commissioner Cummings, Commissioner Ocansey, Commissioner Rubin, Commissioner Waters, and Commissioner Remarais voted yes. The motion was passed, five to zero.

ix. Resolution 02.22.2023-01 Memorandum of Lease Termination– Authorized the Executive Director to sign the lease termination – Executive

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

x. Negotiate the purchase of a portion of a lot on Robin St – Authorized the Executive Director to negotiate the purchase of a portion of a residential lot at 108 Robin St., Rochester, NY 14613 not to exceed the amount of \$50,000.00 – Executive

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

Board Chair Remarais requested a motion to end Executive Session; Commissioner Waters moved, and Commissioner Cummings seconded the motion to end the Executive Session at 3:05 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, commissioner Rubin, Commissioner Waters, and Commissioner Rubin voted yes. The motion was passed five to zero.

**15. March Regular Board Meeting**

The February Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, March 22, 2023**, at 12:00 pm.

There were no further items to come before the Board, a vote to end the September Regular Meeting Business was taken, Commissioner Waters moved, and Commissioner Ocansey seconded a motion to end the Board Meeting at 3:07 pm. Commissioner Remarais, Commissioner Ocansey, Commissioner Cummings, Commissioner Ocansey, Commissioner James, and Commissioner Rubin voted yes. The motion was passed five to zero.

Respectfully submitted,



Shawn Burr,  
Secretary to the RHA Board,  
Executive Director