

**ROCHESTER HOUSING AUTHORITY**  
**June 26, 2024**  
**675 WEST MAIN STREET**  
**ROCHESTER, NEW YORK 14611**



**June 26, 2024**

**MEMBERS PRESENT**

Rosalie Remarais, Commissioner Board Chair  
Florine Cummings, Resident Commissioner, Vice Chair  
Robert Davis, Resident Commissioner  
Shanai Lee, Commissioner  
Kabutey Ocansey, Commissioner  
Hank Ruben, Commissioner  
James Waters, Jr., Commissioner

**STAFF PRESENT**

Melissa Berrien  
Shawn Burr  
Diana Colon  
Shanna Cranmer  
Robert Croston  
Natasha Dicks  
Cynthia Herriott  
Kimberly Huffman  
Joyce Kinsey  
Daniel Long  
Loretha J.  
McCullough  
Mariam Machuca-  
Rodriguez  
James Senger  
Evhen Tupis

**OTHERS PRESENT**

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

Commissioner Rosalie Remarais called the June 2024 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:02 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**

Mr. B. Hart and Ms. R Lowry attend the June Board Meeting to observe.

**2. Approval of Minutes: May 25, 2024, Regular Board Meeting Minutes**

Commissioner Ocansey moved, and Commissioner Rubin seconded the motion to approve the May 2024 Regular Board Meeting Minutes Commissioner Cummings, Commissioner Davis, Commissioner Remarais, and Commissioner Ocansey voted yes, Commissioner Rubin abstained, the motion passed four to one.

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

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

- Mr. Burr



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.

- Mr. Burr shared our Community Choice Demonstration RHA Team continues to work diligently with families.
- Mr. Burr wanted to continue to recognize the extra efforts of staff involved in community projects.
- Mr. Burr wanted to continue to recognize the efforts of HR, Wellness Committee and Diversity & Inclusion Committee for continue to work facilitating staff functions.
- Mr. Burr shared that the Development projects are moving forward with more residents moving back into their homes! the gift baskets that are amazing! Dan will continue to have pictures with his report. We are exceeding our MWBE and Section 3 goals nicely in both projects, with exception of WBE which will begin to increase later in the projects.
- Mr. Burr shared an updated from NYSPHADA Update
- Mr. Burr shared federal updates, he attached documents for their information and that HUD is delaying the conversion from PIC to HIP and NSPIRE inspection standards for Section 8

**b. Board Action Requests**

- i. 5 Year Agency Plan - Authorized the Executive Director to to submit the plan to HUD by the deadline of July 17, 2024– Public Housing

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

- ii. Bond Street Development Mechanical Contractor - Authorized the Executive Director to award a contract to Isaac Services in the amount of \$229,450.00 – Capital Projects.

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

- iii. Elevator Maintenance and Service Contract – Authorized the Executive Director to award the contract Ottis Elevator Company in the amount of \$59,383.00 4<sup>th</sup> renewal of 4 – Maintenance.

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

- iv. Bond Street Development Asbestos Abatement – Authorized the Executive Director to increase the contingency from 20% to 50 % for to Regional Environmental Demolition in the amount of \$94,111.00 – Capital Projects.

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

- v. Communications and Public Image– Authorized the Executive Director to renewal (4<sup>th</sup> of 4) the contract to Tipping Point Communications in the amount of \$80,000.00 – Compliance.

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

- vi. Asbestos Abatement of Steam Boilers at Danforth East and West – Authorized the Executive Director to award the contract to CGP Construction Services, LLC of \$120,000.00 – Maintenance.

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

- vii. Retention Bonus – Authorized the Executive Director to revise the program – Maintenance – Executive

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

**4. Human Resource Report**

**Loretha J. 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.

She then reported on the recruitment, new hire, promotions, transfers, and separations. She then reviewed our recruitment strategies and results.

Ms. McCullough then reported on employee performance, engagement initiatives and Diversity, Equity, and Inclusion activities.

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

**Cynthia Herriott**

Ms. Herriott reported on the following activities and progress:

- Inclusion Activities
- Compliance Matters
- Department Operations

**6. Finance**

**Kimberly Huffman**

Ms. Huffman reported the monthly Finance Report, the actual vs. budgeted figures, and variances for April 2024, for the COCC, Public Housing, and Section 8 income and expenses.

**7. Information Technology Report**

**Evhen Tupis**

Mr. Tupis reported on the following:

- RFQ: Video Safety – Glenwood Gardens – 41 Kestrel St., Rochester NY
- RFP: Video Safety System & Electronic Access Control – Remaining Sites
- RFP: Tenmast WinTen2+ System Upgrade/Replacement
- Resident Internet Initiative (NYS ConnectALL program)
- IT Technical Operations/Support Summary
- IT Staffing: Contract-to-Hire Systems Engineer (x2)
- Technology “Skill Builder” Skill Development
- Resident Computer Lab upgrades

**8. Public Housing Report**

**Shawn Burr**

Mr. Burr presented the following:

- Public Housing Activities
  - In May with the collaboration from the Rochester Fire Dept. Fire drills were conducted at most of our Towers. The next location that will be.
- Public Housing Matters:
  - The PH Team continues to do an excellent job of keeping things moving despite being short- staffed and many continue to work overtime to help with the workload.
  - We hired two clerks through a temporary recruiting agency. They are currently working in the South & North zones.
- Rent Arrears – the rent arrears statistics were presented.
- Application Processing Center: Waiting List Management:
  - Wait List Purge
  - Current Department Operation Status
  - Unit Offers
  - Occupancy Rate

**9. Maintenance Report**

**Robert Croston**

Mr. Croston presented monthly updates on the following:

- Vacant Unit Report
- Site Beautification
- Preparing for NSPIRE Inspection

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

**Pierre Dorancy**

Mr. Dorancy presented on the following:

- Leasing Operations Matters:
  1. The Administrative Plan language changes have been approved.
  2. All applicants on the Housing Choice Voucher Waiting List have been canvassed for prequalification. The waitlist was opened from May 23 – June 14, 2024.
  3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 83.27% utilization of vouchers and 99.87% utilization of funds.
  4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 720 inspections in May 2024.
- 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.*

- HUD Emergency Housing Vouchers
- Staff Training

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

**Melissa Berrien**

Ms. Berrien reported on the following:

- RHA was awarded Resident Opportunity Self Sufficiency (ROSS) Grant
- Participant Highlights: We have 170 participants currently enrolled in our FSS program. Some of the achievements our participants demonstrated are:
  - 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 Update
    - Action for a Better Community, Community Resource Event, May 18th, 2024
    - ROC the Block June 12th, 2024
    - Strong Families events have begun, they are HUD initiative which prioritizes three pillars of Health, Education and Economic Empowerment.

- Maximizing Your Home Value, June 29th, 2024–
- Closing the Gaps
- Homeownership Program Update

**12. Resident Relations Committee Report**

**Melissa Berrien**

Ms. Berrien reported on the following:

- Community Rooms Resident
- Facebook
- Commissioner's report
- Executive Overview
- Conference attendance
- Family
- Senior Activities
- Presenter - Curbside Market, Foodlink

**13. Planning Committee Report**

**Daniel R. Long**

Mr. Long reported on the following:

- The Planning Committee Meeting Follow up items.
  - Two action items:
    1. Bond Hamilton Abatement Contingency Increase
    2. Danforth Towers Boiler Piping Abatement
  - Current Project Status
  - CNI PNA Update
  - Our MWBE & Section 3 Contracts report
- The status of our current CFP Budgets as of September 12th are: 501.20 is 100% Obligated and 60% Expended and 501.21 is 100% Obligated and 54% Expended and 501.22 is 100% Obligated and 24% Expended. We have started obligating the 501.23 grant and will reach 50% obligation this Summer with Bond Street Renovations and 1-3 Thomas Street Renovations being a substantial portion of that grant.
- We then discussed our A/E status report, and no issues were present.
- Project Planning

**13. Interagency Relations Committee**

**Commissioner Rubin**

Commissioner Rubin presented his monthly update.

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

**14. Commissioner Comments**

**Commissioner Waters:** Thank you for an amazing job, everybody.

**Commissioner Rubin:** Thank you, everybody,

**Commissioner Lee:** Wanted to say a quick thank you to all the staff.

**Commissioner Cummings:** Thanked the staff and their hard work and their commitment thus far.

**Commissioner Remarais:** Echoed the same sentiments as the previous Commissioners stated. As Hank, Flo stated, she thanked everyone for their hard work.

Board Chair Remarais requested a motion to go into Executive Session for a legal and personnel matter. Commissioner Waters moved, and Commissioner Rubin seconded a motion to go into Executive Session at 1:40 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Lee, Commissioner Davis, and Commissioner Remarais voted yes. The motion was passed, seven to zero.

Board Chair Remarais requested a motion to end Executive Session at 2:53 pm; Commissioner Waters moved, and Commissioner Ocansey seconded, Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Lee, Commissioner Davis, and Commissioner Remarais voted yes. The motion was passed, seven to zero.


Board Chair Remarais requested a motion to end the Regular Board Meeting; Commissioner Waters moved, and Commissioner Ocansey seconded the motion to end the Executive Session at 2:55 pm. Commissioner Rubin, Commissioner Cummings, Commissioner Ocansey, Commissioner Waters, Commissioner Lee, Commissioner Davis, and Commissioner Remarais voted yes. The motion was passed, seven to zero.



**15. July Regular Board Meeting**

The July Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, July 24, 2024, at 12:00 pm.**

Respectfully submitted,

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

Shawn Burr,  
Secretary to the RHA Board, Executive Director