

**ROCHESTER HOUSING AUTHORITY  
REGULAR BOARD MEETING**

*September 23, 2024*  
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**ROCHESTER HOUSING AUTHORITY**  
*September 23, 2024*  
**675 WEST MAIN STREET  
ROCHESTER, NEW YORK 14611**



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**MEMBERS PRESENT**

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

**STAFF PRESENT**

Shawn Burr  
Marvel Carter-Shaw  
Uttara Chatterjee  
Diana Colon  
Robert Croston  
Pierre Dorancy  
Yolanda Davis-  
Broussard  
Natasha Dicks  
Cynthia Herriott  
Kimberly Huffman  
Joyce Kinsey  
Celeste Langston  
Daniel Long  
Loretha J.  
McCullough  
Denisse Ramos  
Mariam Machuca-  
Rodriguez  
Evhen Tupis

**OTHERS PRESENT**

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

Commissioner Rosalie Remarais called the September 2024 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: August 21, 2024, Regular Board Meeting Minutes**

Commissioner Ocansey moved, and Commissioner Cummings seconded the motion to approve the August 2024 Regular Board Meeting Minutes. Commissioner Davis, Commissioner Rubin, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, and Commissioner Remarais voted yes. The motion passed six to zero.

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

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

**CONTINUE**

- Mr. Burr **CONTINUE** 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 these trying times! They really continue to do a remarkable job day in and day out!
- Mr. Burr participated in meetings with various community organizations.
- 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 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 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 that the executive team continues to work on updating our org chart from top to bottom and assessing our civil service class plan.

**b. Board Action Requests**

- i. Lexington Court Unit and Common area Upgrades- Authorized the Executive Director to award a contract to Peter L. Morse & Associates (PLMA) in the amount of \$87,995.00 – Capital Projects

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

- ii. Project Based Vouchers - Authorized the Executive Director to approve the request to offer Request for Proposal for Project-Based Vouchers – Leasing Operations

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

- iii. IT Staff Augmentation Services - Authorized the Executive Director to to award a 12-month contract to Innovative Solutions in the amount of \$165,600.00 – Information Technology.

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

- iv. Fall and Spring Clean Up of Sites Through-out Authority – Authorized the Executive Director award the contract to Cardinal Landscaping amount of \$72,385.00 – Maintenance.

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

- v. Extermination Contract Renewal –Authorized the Executive Director to renew the contract with Town & Country Pest Solutions in the amount of \$450,000.00 – Public Housing

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

- vi. Tenmast WinTen2+ Software and Services 2024-29 - Authorized the Executive Director to award a contract with Tenmast WinTen2+ software and services in the amount of \$481,771.63 with 4 renewals – Information Technology.

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

- vii. PH Recertification – Authorize the Executive Director to award the contract to CVR Associates in the amount of \$340,980.00 with 4 renewals – Public Housing.

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

- viii. FY25 Draft Annual Operating Budget - Authorized the Executive Director to submit the approved FY 2025 Annual Operating Agency Budget in the amount of \$102,449,833.00.

Commissioner Lee moved, and Commissioner Davis seconded the motion to approve the action item. Commissioner Cummings, Commissioner Rubin, Commissioner Waters, Commissioner Remarais, Commissioner Lee, Commissioner Davis, 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 presented the monthly Finance Report. She reported on the July 2024 actual vs. budgeted figures, income and expenses, and variances for COCC, Public Housing, Section 8, and RAD.

7. **Information Technology Report**

**Evhen Tupis**

Mr. Tupis reported on the following:

- Video Safety System & Electronic Access Control –17 properties
- Tenmast WinTen2+ System Upgrade/Replacement
- Recertification as a Service (Public Housing)
- Resident Computer Lab upgrades
- Resident Internet Initiative (NYS ConnectALL program)
- Website update/modernization

8. **Public Housing Report**

**Shawn Burr**

Mr. Burr presented the following:

- Public Housing Activities
  - In the month of August staff continue to assist the Residents Service Department with the strong families' events.
  - PH continues to meet with HUD monthly to discuss occupancy, unit status changes, and PIC.
- 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.
- 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
- Emergency Work Orders

**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. RHA is in the process of completing the random selection of 4,000 applicants that will then be placed on the waiting list. All applicants will be notified no longer than September 12, 2024, to confirm whether they were selected or not selected.
  3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 84.00% utilization of vouchers and .87% utilization of funds.
  4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 733 inspections in August 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
- Additional Mainstream Voucher Awards
- Staff Training

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

**Melissa Berrien**

Ms. Berrien reported on the following:

- Participant Highlights: We have 174 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
  - ROC the Block
  - Strong Families
  - Greater Rochester Association of Realtor
  - Closing the Gaps
  - City of Rochester - Rochester Housing Stability Fund Board
- Homeownership Program Update

**12. Resident Relations Committee Report**

**Melissa Berrien**

Ms. Berrien reported on the following:

- Community Rooms Resident
- Computer Labs
- Commissioner's report
- Executive Overview
- Family Activities
- Senior Activities

**13. Planning Committee Report**

**Daniel R. Long**

Mr. Long reported on the following:

- The Planning Committee Meeting Follow up items.
  - One action item:
    1. Holland Gutter Upgrades (Hazard Grant 501.21)
    2. Holland Building Drainage Systems Upgrades (Hazard Grant 501.21)
  - 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 68% Expended and 501.21 is 100% Obligated and 98% Expended and 501.22 is 100% Obligated and 31% Expended. We have started obligating the 501.23

grant and will reach over 50% obligation this Summer with Bond Street Renovations and 1-3 Thomas Street Renovations being a substantial portion of that grant. The 501.24 grant award is nearly the same as previous awards and is in the final certification phase to begin obligation.

- 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 the great work everybody is completing.

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

**Commissioner Ocansey:** Thank you to all the staff

**Commissioner Davis:** no comment

**Commissioner Lee:** Thank you to all the staff.

**Commissioner Cummings:** Thanked the staff and their hard work and their commitment to the residents and participants.

**Commissioner Remarais:** Echoed the same sentiments as the previous Commissioners 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 Ocansey moved, and Commissioner Davis seconded a motion to go into Executive Session at 2:10 pm. Commissioner Rubin, Commissioner Ocansey, Commissioner Davis, and Commissioner Lee, voted yes. The motion was passed, four to zero.

Commissioner Ocansey requested a motion to end Executive Session at 2:30 pm; Commissioner Rubin moved, and Commissioner Davis seconded, Commissioner Rubin, Commissioner Ocansey, Commissioner Davis, and Commissioner Lee, voted yes. The motion was passed, four to zero.



Commissioner Ocansey requested a motion to end the Regular Board Meeting; Commissioner Rubin moved, and Commissioner Davis seconded the motion to end the Executive Session at 2:32 pm. Commissioner Rubin, Commissioner Ocansey, Commissioner Davis, and Commissioner Lee, voted yes. The motion was passed, four to zero.

**15. October Regular Board Meeting**

The October Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Monday, October 21, 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