

**ROCHESTER HOUSING AUTHORITY
REGULAR BOARD MEETING**

*November 20, 2024
MINUTES PAGE 1*

**ROCHESTER HOUSING AUTHORITY
November 20, 2024
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



November 20, 2024

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

Melissa Berrien
Shawn Burr
Diana Colon
Robert Croston
Yolanda Davis -
Broussard
Natasha Dicks
Pierre Dorancy
Julie Fox
Cynthia Herriott
Kimberly Huffman
Joyce Kinsey
Celeste Langston
Romaira Layz
Daniel Long
Loretha J.
McCullough
Peggy Robinson
Mariam Machuca-
Rodriguez
James Senger
Evhen Tupis

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the October 2024 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:08 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: October 21, 2024, Regular Board Meeting Minutes

Commissioner Waters moved, and Commissioner Lee seconded the motion to approve the October 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 wanted to continue to recognize the efforts of HR, Wellness Committee and Diversity & Inclusion Committee for continue to work facilitating staff functions.
- Mr. Burr participated in meetings with various community organizations.
- 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. Renovations to 1-3 Thomas Street (Re-Bid) - Authorized the Executive Director to award the contract to Loyal Nine Development in the amount of \$959,900.00 – Capital Project

Commissioner Cummings moved, and Commissioner Rubin 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.

- ii. Abatement of Unit 84 Bronson Ct - Authorized the Executive Director to award the contract to Elite Excavating & Demolition LLC in the amount of \$36,720.00 – Capital Project

Commissioner Ocansey moved, and Commissioner Waters 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.

- iii. Architectural & Engineering Services - Authorized the Executive Director to award the contract to Hunt Architect, Engineers, Surveyors in the amount of \$300,000.00 – Capital Projects.

Commissioner Rubin moved, and Commissioner Ocansey 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.

- iv. FY 2024 Annual Independent Financial Audit – Authorized the Executive Director to renew the contract with EFPR Group, LLC, 2 of 3 renewals to in the amount of \$58,900.00 - Finance

Commissioner Waters moved, and Commissioner Cummings 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.

- v. Retiree Medical Insurance (Retirees >65 years – Authorized the Executive Director to approve the purchase of Excellus Blue Cross/Blue Shield in the amount of \$170,445.00 – Human Resources

Commissioner Rubin moved, and Commissioner Cummings seconded the motion to approve the action item. Commissioner Cummings, Commissioner Rubin, Commissioner Waters, Commissioner Remarais, Commissioner Davis, and Commissioner Ocansey voted yes. Commissioner Lee voted no. The motion passed six to one.

- vi. Human Resources and Payroll Data Processing System – Authorized the Executive Director to renew the contract with ADP in the amount of \$80,000.00 – Human Resources

Commissioner Cummings 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.

- vii. Short Term Disability, Long Term Disability, NYS Disability, Basic Life and AD&D and Voluntary Life Insurance Provider – Authorized the Executive Director to renew the contract with Lincoln Financial Group was tabled until December’s Board Meeting – Human Resources

- viii. Employee Dental Insurance – Authorized the Executive Director to purchase the insurance with MetLife- Metropolitan Life Insurance in the amount of \$125,000.00 – Human Resources

Commissioner Rubin moved, and Commissioner Cummings 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.

- ix. Employee Medical Insurance – Authorized the Executive Director to renew the contract to purchase the insurance in the amount of \$2,955,842.40.00 – Human Resources

Commissioner Rubin moved, and Commissioner Cummings 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.

- x. Workers Compensation Insurance – Authorized the Executive Director to renew the contract with Redwood Fire and Casualty Insurance Company was tabled until December’s Board Meeting – Human Resources
- xi. Section Eight Management Assessment Program – Authorized the Executive Director to submit SEMAP data to HUD for Certification – Leasing Operations

Commissioner Rubin moved, and Commissioner Ocansey 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 was not able to report on the September 2024 actual vs. budgeted figures, income and expenses, and variances for COCC, Public Housing, Section 8, and RAD due to the end FY processes.

7. Information Technology Report

Evhen Tupis

Mr. Tupis reported on the following:

- Resident Computer Lab upgrades
- Resident Internet Initiative (NYS ConnectALL program)
- 5-year Strategic Goal Communication
- Staff Development & Upgrade Preparation

8. Public Housing Report

Shawn Burr

Mr. Burr presented the following:

- Public Housing Activities
 - HUD PH Occupancy Monthly Meeting
 - Public Housing/ Planning Committee Meeting
 - Bond Press Conference
 - Town and Country Extermination Monthly Meeting
 - Path stone/Providence Housing/Family Services of Rochester Monthly Meeting
- 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
- 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 RHA's Housing Choice Voucher (HCV) Waiting List from 2019 have been canvassed for prequalification. The intake team is currently assisting 56 applicants of which 12 have moving papers submitted, 39 searching, and 5 pending. The 2024 HCV application process closed on Friday, June 14, 2024, at 4:00 PM, with 9,909 pre-applications through the extended deadline, of which 4,000 were selected. Currently, the Intake Team is contacting selected applicants to provide RHA verifications of the information provided in pre-applications.
 3. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 2.19% utilization of vouchers and 106.79% utilization of funds.
 4. The monthly inspection goal has been 780-960. The Inspection Unit conducted 812 inspections in October 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 178 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
 - Hispanic Heritage Month Community Resource Fair at MCC

- All In ROC: Community Health Outreach Partnership
- Home Fair Monroe County/Housing Council at Pathstone
- RHA Job Fair/ Rochesterworks
- 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:

- Facebook
- Resident Councils
- Commissioner's report
- Executive Update
- Family Activities
- Senior Activities

13. Planning Committee Report

Daniel R. Long

Mr. Long reported on the following:

- The Planning Committee Meeting Follow up items.
 - There are three action items.
 - 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 is at 70% obligation this Summer with Bond Street Renovations and 1-3 Thomas Street. The 501.24 grant award has been accepted.
- 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: 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 Waters moved, and Commissioner Cummings seconded a motion to go into Executive Session at 2:26 pm Commissioner Cummings, Commissioner Rubin, Commissioner Waters, Commissioner Remarais, Commissioner Lee, Commissioner Davis, and Commissioner Ocansey voted yes. The motion passed seven to zero.

Board Chair Remarais requested a motion to end Executive Session at 2:54 pm; Commissioner Rubin moved, and Commissioner Waters seconded, Commissioner Rubin, Commissioner Ocansey, Commissioner Water, Commissioner Remarais, Commissioner Davis, and Commissioner Lee, voted yes. The motion was passed, six to zero.

xii. Personal Matter action item –Authority Wide

Commissioner Lee moved, and Commissioner Ocansey 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.

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

15. December Regular Board Meeting

The December Regular Board Meeting of the Rochester Housing Authority Board is scheduled for **Wednesday, December 18, 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