

**ROCHESTER HOUSING AUTHORITY
December 18, 2024
675 WEST MAIN STREET
ROCHESTER, NEW YORK 14611**



December 18, 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
David Browning
Shawn Burr
Diana Colon
Robert Croston
Yolanda Davis -
Broussard
Natasha Dicks
Julie Fox
Cynthia Herriott
Kimberly Huffman
Joyce Kinsey
Celeste Langston
Daniel Long
Loretha J.
McCullough
Micah Nelson
Peggy Robinson
Mariam Machuca-
Rodriguez
Evhen Tupis

OTHERS PRESENT

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

Commissioner Rosalie Remarais called the December 2024 Rochester Housing Authority (RHA) Regular Board Meeting to order at 12:07 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: November 20, 2024, Regular Board Meeting Minutes

Commissioner Ocansey moved, and Commissioner Rubin seconded the motion to approve the November 2024 Regular Board Meeting Minutes. Commissioner Davis, Commissioner Rubin, Commissioner Cummings, Commissioner Waters, Commissioner Ocansey, and Commissioner Lee 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 that he received HUD confirmation of our withdrawal from the program. Our Community Choice Demonstration RHA Team continues to work with families to transition out of the program.
- 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! 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 that we a preparing an application for an affordable housing development with a neighborhood service center on the vacant site on East Main and Laura Streets.
- 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.
- Mr. Burr shared that the creation of the Annual Plan process has begun.
- Mr. Burr shared that our SEMAP score documentation was submitted to HUD on 11/11/26 ahead of the 11/29 deadline.
- Mr. Burr shared information about HUD Publishes Proposed Rule Changing Public Housing Assessment System.

b. Board Action Requests

- i. Jonathan Child Apt.'s Façade Repairs- Authorized the Executive Director to award the contract to Genesee Building Restoration in the amount of \$258,000.00 – Capital Project

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

- ii. Renewal of Insurance policies – Finance

- a. Auto - Authorize the Executive Director to renewal of insurance policy for the period 1/1/25 to 1/1/26 with Preferred Mutual Insurance Company in the amount of \$75,944.00

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

- b. Umbrella - Authorize the Executive Director to renewal of insurance policy for the period 1/1/25 to 1/1/26 with Scottsdale Insurance in the amount of \$24,247.00

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

- iii. Scattered Site Porch Replacements – P14 - Authorized the Executive Director to award the contract to Cimino’s General Construction, LLC in the amount of \$77,570.00 – Capital Projects.

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

- iv. Employee Insurance Benefit – Human Resources

- a. Authorized the Executive Director to renew the contract with Lincoln Financial Group the renewals are yearly for Basic Life and AD&D, Voluntary Life, Short Term Disability and Long-Term Disability Insurance in the amount of \$166,769.00 – Human Resources

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

- b. Authorized the Executive Director to renew the contract with Lincoln Financial Group the renewals are yearly for New York State Disability Insurance in the amount of \$30,960.00 – Human Resources

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

- v. Worker’s Compensation – Authorized the Executive Director to purchase coverage with Redwood Fire and Casualty Insurance Company in the amount of \$261,995.94 – Human Resources

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

- vi. IT Services – Authorized the Executive Director to renew (1 of 4) the contract with Entre Computers and Innovative Solutions in the amount of \$47,760.00 – Information Technology

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

- vii. Microsoft 365 Renewal – Authorized the Executive Director to renew the contract with Dell Marketing, LP in the amount of \$89,652.91 – Information Technology

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

- viii. Danforth Towers East and West - NYS Weatherization Program – Authorized the Executive Director to award the contract to Action for a Better Community in the amount of \$240,000.00 – Capital Projects

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

- ix. Danforth Towers East and West – Steam boiler asbestos abatement – Authorized the Executive Director to award the contract to Action for a Better Community in the amount of \$162,000.00 – Capital Projects

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

- x. PH Recertification as a Service Revision – Authorized the Executive Director to pursue a 6-month agreement with CVR Associates for Recertification-as-a-Service staffing augmentation in the amount of \$170,490.00 – Public Housing

Commissioner Ocansey moved, and Commissioner Waters seconded the motion to approve the action item. Commissioner Cummings, Commissioner Rubin, Commissioner Waters, Commissioner Lee, Commissioner Davis, and Commissioner Ocansey voted yes. The motion passed six 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)
- Staff Development & Upgrade Preparation

8. Public Housing Report

Shawn Burr

Mr. Burr presented the following:

- Public Housing Activities
 - HUD PH Occupancy Monthly Meeting
 - Town and Country Extermination Monthly Meeting

- Path stone/Providence Housing/Family Services of Rochester Monthly Meeting
 - On November 13, 2024, we had a team building luncheon with DTE South zone management team and maintenance in appreciation of their hard work during the NPIRE inspections.
- 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)

Danielle Huertas

Ms. Huertas presented on the following:

- Leasing Operations Matters:
 1. All applicants on RHA's Housing Choice Voucher (HCV) Waiting List from 2019 have been canvassed for prequalification. The intake team is currently assisting 46 applicants of which 10 have moving papers submitted, 34 searching, and 2 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.
 2. Leasing Operations' voucher and funding utilization goal is between 95% to 98%. We are currently at 82.30% utilization of vouchers and 107.46% utilization of funds.
 3. The monthly inspection goal has been 780-960. The Inspection Unit conducted 791 inspections in November 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 179 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
 - Greater Rochester Association Realtors, Real Estate School November 5, 2024
 - St. Mark's and St. John's Food Shelf Outreach, November 6, 2024
 - Deaf Senior Services Coalition Symposium, November 8th, 2024
 - 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:

- Resident Councils Email set up
- Video Camera site project
- Site Laundry
- 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 87% obligation by this month with Bond Street Renovations, 1-3 Thomas Street, Johnathan Childs Facade, and the ABC projects at Danforth.
- 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 Rubin: Thank you, everybody,

Commissioner Waters: Thank you for the great work everybody is completing.

Commissioner Ocansey: Thank you to all the staff looking forward to 2025 at RHA.

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 Rubin moved, and Commissioner Waters seconded a motion to go into Executive Session at 1:50 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 3:00 pm; Commissioner Waters moved, and Commissioner Rubin seconded, Commissioner Rubin, Commissioner Ocansey, Commissioner Water, Commissioner Remarais, Commissioner Cummings, Commissioner Davis, and Commissioner Lee, 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 Rubin seconded the motion to end the Regular Board Meeting at 3:25 pm. Commissioner Rubin, Commissioner Ocansey, Commissioner Water, Commissioner Remarais, Commissioner Davis, Commissioner Cummings 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, January 29, 2025, at 12:00 pm**.

Respectfully submitted,



Shawn Burr,
Secretary to the RHA Board, Executive Director