

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE CHARLOTTESVILLE REDEVELOPMENT AND
HOUSING AUTHORITY**

April 26, 2010

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:00 PM on April 26, 2010 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Jason Halbert called the meeting of the Board to order at 7:00 PM on April 26, 2010.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Jason Halbert, Chair
Ms. Joy Johnson, Vice Chair
Ms. Sherri Clarke, Commissioner
Ms. Holly Edwards, Commissioner
Mr. Richard Jones, Commissioner
Mr. Hosea Mitchell, Commissioner

Absent:

Mr. Bob Stevens, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Tom Winder, Capital Improvements Manager
Ms. Rebecca Weybright, Housing Manager
Ms. Allyson Davies, Legal Counsel
Ms. Deetra West, Administrative Assistant

III. MOMENT OF SILENCE

Commissioner Halbert opened the meeting with a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD MARCH 22, 2010.**

Commissioner Johnson made a motion to approve the minutes, seconded by Commissioner Jones. The minutes were approved by a unanimous vote.

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

There were no questions from the previous meeting.

VI. PUBLIC COMMENTS

Paul Vaughn of PHAR, stated that PHAR thanks Mr. Bickers for his letter in response to the School Board Resolution. He stated the letter echoes PHAR's belief that the

Redevelopment Committee should be given the opportunity to work with the School Board in working towards a holistic approach to income mixing in neighborhoods and schools.

VII. **REPORTS**

A. **Police Report – Sgt. Tom McKean**

Sgt. McKean was not present.

B. **Executive Director's Report**

Mr. Bickers stated the number of vacant units for the month of March was 21. The agency had been working hard on getting the numbers down before turning its attention towards REAC inspections. Staff will resume its focus on vacancies, hopefully producing a smaller number for May.

Mr. Bickers presented the Board with draft specs of the A&E review for Crescent Halls. The review resulted from the Board budget work session where Crescent Halls was identified as a major repair/maintenance cost area. During the work session, the Board expressed its continuing concerns of the structural integrity of the building. Mr. Bickers asked the Board to review the specs to make sure all areas of concern were fully covered such as Building Integrity, HVAC Systems, and Other Environmental and Energy Savings Considerations. Staff will move forward with releasing the solicitation after the Board has reviewed the document. The Board was in favor of evaluating the structural integrity of the building but concerns were raised with proceeding with performing HVAC system work and evaluating energy savings considerations on a building that may not be structurally sound. Commissioner Halbert said he had some thoughts of how to proceed with all three areas simultaneously. He would like to set up a meeting with staff to discuss Green Capital Planning to save the agency money as well as help the residents and the environment.

Mr. Bickers presented the Board with a draft of the Reasonable Accommodations Policy for its review and comments. CRHA is required to adopt a formal policy as part of the HUD Voluntary Compliance Agreement. Any disabled individual has the right to request an accommodation to make sure that he or she has fair and equal access to all services and features that CRHA provides. The draft policy defines reasonable accommodations, explains their purpose and the legal authority behind them, and the policy contains several attachments that provide additional information and the verification forms that are required. In addition, it identifies the Executive Director as the individual within CRHA that is responsible for monitoring and enforcement. The policy also describes circumstances under which a request may be denied and outlines the appeal process. In a case of a denied accommodation, Commissioner Jones suggested the consideration of a dollar figure to define what an "undue financial burden" is for the housing authority. Mr. Bickers stated he didn't have a dollar amount in mind but requests will be denied if it required major structural changes and/or the cost could not be covered by the agency or some other source of funding. Mr. Bickers noted some reasonable accommodations were already implemented because of the Voluntary Compliance Order. Commissioner Jones expressed his concerns with Section 9 of the policy (Redevelopment/New Construction) and how those guidelines will impact the agency's redevelopment phases. Mr. Bickers

stated that WRT is very aware of these guidelines and are making sure to incorporate them in their scenarios. Commissioner Jones expressed his concern with who can determine a resident's disability under the guidelines of "Disability Agency or Clinic" in that it sounds too basic and lenient. He would like it phrased so that any one performing verifications is qualified to make the determination. Commissioner Edwards made a suggestion of changing the language to say "licensed health care facilities" as that would be more fitting. Ms. Weybright stated the draft policy presented to the Board was a compilation of various housing authority policies found on the internet and from HUD's sample policy. She also received some feedback from a representative of the local Fair Housing office. HUD has reviewed and approved the policy along with CRHA's legal counsel, Ms. Davies. The policy will go out for a 30 day public comment period. Staff will provide a copy to PHAR and more discussion will take place at the next Resident Services committee meeting before coming back to the Board for final approval.

Mr. Bickers stated that he anticipated receiving REAC scores for the Scattered Sites but had not received them as of the meeting day. The housing authority is currently passing and awaiting the last scores to confirm an overall passing score. He noted that Westhaven passed for the first time since he has been associated with the housing authority. Commissioner Halbert praised staff for doing a great job and asked that they keep up the good work.

C. Committee Appointment

Commissioner Halbert stated the Board received an application from Paul Beyer to join the Redevelopment Committee. Currently there are around 8-10 committee members other than the Board Commissioners that serve on the committee. Those individuals have been appointed by the Board and are official voting members. Mr. Beyer would bring a business developer interest, something the committee is lacking at this time. Commissioners Halbert and Mitchell have made several attempts to invite the Chair of the Charlottesville Planning Commission to become a Redevelopment committee member. The Planning Commission has been advised that it would be a conflict of interest to have one of its commissioners become a voting member of the housing authority committee. As a compromise Ms. Creasy, the staff representative to the Planning Commission, has been coming to the committee meetings as her schedule allows and reports any updates to the Planning Commission on a monthly basis.

Commissioner Jones made a motion to appoint Mr. Beyer to the Redevelopment Committee, seconded by Commissioner Mitchell. Commissioner Halbert called for the vote.

AYES

Commissioner Clarke
Commissioner Edwards
Commissioner Halbert
Commissioner Jones
Commissioner Johnson
Commissioner Mitchell

NAYES

ABSTAIN

The Board appointed Mr. Beyer to the Redevelopment Committee.

Commissioner Edwards asked for a copy of the names of the people on the committee and what expertise they each bring.

D. Committee Reports

1. Finance Report

Mr. Bickers reported Ms. Weybright, CRHA Housing Manager, described to the committee the Public Housing and Section 8 vouchers eligibility process. The committee talked about current preferences and the difficulties associated with eligibility determination. Ms. Weybright shared with the committee the waiting lists process, adding to the waiting list and purging it. She discussed the continued difficulties of getting responses from some waiting list applicants and is trying to find ways to speed up the lease up process. CRHA has many preferences all of which have value but all of which have to be verified which slows down the eligibility process. There have been discussions to lower the preferences to 3 or 4 to make the process quicker. There hasn't been a recommendation made by staff but if so, this change would be an amendment to the Annual Plan or would have to be approved during the next Annual Plan cycle.

Mr. Bickers stated as of the end of March, the books are not closed to get all bills and expenses in the current year. The books hopefully will be closed at the end of April. As a result, the committee was presented with draft financial statements. CRHA will have a loss for the year as an agency however this loss was anticipated in the budget. Ms. Munson is continuing to do other adjustments and fine tuning. There were some substantial variances between different line items, especially in the maintenance area. Staff will report the costs in this area in more detail at next month's committee meeting.

Commissioner Jones was concerned with paid skilled maintenance workers having to pick up trash from sites that was reported as taking as much as two hours a day. Mr. Bickers stated yard tags will be issued to residents to enforce yard cleanups. This means staff will no longer pick up trash in resident front yards so that they may focus on unit turns and maintenance requests. As the agency moves toward Asset Manager a maintenance workers will be assigned to sites. Commissioner Clarke stated there seems to be issues with yard boundaries and people not respecting that. She would like staff to be aware of this when tagging yards so that the right people are being held accountable. Commissioners recognized that trash is a big problem on sites and made several suggestions to help with this issue. Some of the suggestions heard were to discuss it in detail in Resident Services meetings, hiring high school students looking for summer jobs, and finding a Section 3 business to help with trash removal. Commissioner Edwards added she would like to see the maintenance department get creative with ideas to have residents help with this issue.

2. Resident Services

Commissioner Johnson reported the committee met on April 8th. Mr. Winder spoke to the committee about several projects he is working on that will benefit residents such as weather seals, window project at Crescent Halls and water conservation measures on

sites. He informed the committee that all sites other than Westhaven would be getting new shower heads, toilets, lights, replacement handicap ramps, and Crescent Halls will get a few more handicap parking spaces. He clarified the differences between ordinary maintenance jobs and capital improvement projects. Mr. Baskfield talked to the committee about REAC and gave updates on how the grounds are currently looking. Residents had many questions for Mr. Baskfield regarding the process of submitting and the completion of work orders. Residents would like staff to leave a ticket to show when they have entered their homes and explaining what was worked on and the status of the repair. Residents would like trash cans put in different areas on site to help with littering and would like benches in the park at South First Street. The committee discussed the lack of respect staff and residents have for one another. The committee also liked the idea of the \$10 door prize given away at each committee meeting.

The committee has decided not to move the meeting and have invited CRHA Management Team, Chief of Police and CRHA Attorney to the next meeting, May 13th. The topics for upcoming meetings are harassment, youth/seniors programs, community centers, bereavement, and a holiday event with residents and staff to mingle and get to know each other.

The next Resident Services meeting will be Thursday, May 13th at 12:00pm at Crescent Halls.

3. Redevelopment Committee

Commissioner Mitchell stated committee members discussed a number of questions and concerns related to the draft School Board resolution. Concerns focused on both the process of creating the resolution and the content of the resolution. The resolution embraces all of the things the committee would like for it to do such as the desire to de-concentrate poverty in Charlottesville, to increase the amount of mixed income, and to increase the density to a degree.

Commissioner Mitchell stated Commissioner Johnson, Ms. Kilroy and two employees of Neighborhood and Development Services accompanied him to Greenville, SC. The trip was a very good trip to see what Greenville, SC accomplished. Ms. Kilroy is working on organizing a small group of people for a second trip to Greenville with a focus on how their redevelopment worked. This group would hopefully consist of the Mayor and Vice-Mayor of Charlottesville, Mr. Bickers, Commissioner Halbert, and two representatives of PHAR. He stated the presentation contained in the board package was put together by Ms. Kilroy and it outlines what the redevelopment looked like in Greenville and how it was done. Commissioner Mitchell stated the important message taken from the trip is that the redevelopment process will have to involve many components of the community in order to be successful. The planning department, Redevelopment department, the City Manager's office, the Mayor, and multiple government entities in the county and the city will all need to be a part of the process.

Commissioner Mitchell stated staff would like to wrap up the Master Plan with WRT hopefully at the June 28th Board meeting. The Board needs a recommendation from the Committee to vote on a "road map", a path to follow for the redevelopment process. A

meeting with key people of PHAR is scheduled to determine outreach for the next round of drawings. New scenarios that will include higher density (hopefully with some visuals) will be presented to the committee. The committee will have a month to review the information. The Committee will then come back on June 9th to have the voting members of the committee vote on a road map to bring to the June 28th Board meeting.

VIII. OTHER BUSINESS

Commissioner Johnson inquired about the status of the FSS Program Coordinator Committee. Mr. Bickers stated the committee is still being formed and staff is still working on getting agencies to the table. Commissioner Johnson stated she has a great reference book for anyone interested in more information about the program. Commissioner Halbert stated he talked to Albemarle County's FSS Program staff and their program is coming to a close because it only has a few members remaining. Mr. Bickers plans to invite Brooke Willard, CRHA's FSS Program Coordinator, to a future board meeting to introduce her to the Board.

Commissioner Halbert stated four commissioner terms (two resident commissioners and two non resident commissioners) will end on June 30, 2010. One of which will be Commissioner Jones who will not be able to return due to CRHA Bylaws. Presumably, the two resident commissioners will return and one non resident commissioner will return. City Council will be accepting applications for the seats. CRHA's Annual Meeting will be held in July in which the Board will select officers and will receive recommendations for officers from the nominating committee.

Commissioner Edwards stated she will be participating in a Section 3 training in Richmond. She has passed along a Section 3 draft policy to Ms. Davies for review. Ms. Davies stated she has reviewed the policy and forwarded it on to staff for feedback because of its potential conflicting points with CRHA's Procurement Policy. Ms. Davies stated the policy looked good and should be ready to go out for public comment and Board approval.

Ms. Bickers stated several CRHA staff will be attending the Section 3 training along with one or two City staff persons. He thanked Commissioner Edwards for her suggestion of presenting the board packages in a binder with tabs to better follow the material during the meetings. The suggestion will be implemented next month.

Commissioner Johnson stated she attended the National Low Income Housing Conference in Washington, DC. She attended many seminars and learned a lot of information in the fair housing workshop regarding barring individuals in public housing. She is waiting to hear back from their staff to get more information about a "Re-entry Program" under the Family Unification Program.

Commissioner Halbert read Resolution #1274- Resolution In Support Of Coalition For Housing Opportunity's Housing Marketing Campaign. Commissioner Edwards made a motion to pass Resolution #1274, seconded by Commissioner Clarke. The vote was recorded as:

AYES

NAYES

ABSTAIN

Commissioner Clarke
Commissioner Edwards
Commissioner Halbert
Commissioner Jones
Commissioner Johnson
Commissioner Mitchell

Resolution #1274 passes.

IX. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
Next meeting will be May 12, 2010 at 1:00pm in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting will be May 13, 2010 at 12:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting will be May 18, 2010 at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting May 24, 2010 at 7pm, location TBD

X. PUBLIC COMMENTS

Ms. Annette Wilcox of 1400 Apt. 102 Monticello Road, stated she will contact her maintenance manager to better get a handle on her ant problems.

XI. ADJOURNMENT

The meeting adjourned at 8:40PM