

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

January 26, 2009

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 January 26, 2009 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Jason Halbert called the meeting of the Board to order at 7:00PM on January 26, 2009.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Jason Halbert, Chair
Mr. Hosea Mitchell, Vice Chair
Ms. Sherri Clarke, Commissioner
Ms. Joy Johnson, Commissioner
Mr. Richard Jones Commissioner
Mr. Dave Norris, Commissioner
Mr. Bob Stevens, Commissioner

Absent:

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Heather Jeffries, Asset Manager
Ms. Rebecca Weybright, Housing Director
Ms. Donna Evans, Accounting Manager
Ms. Allyson Manson-Davies, Legal Council
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 NOVEMBER 24, 2008.**

With no amendments to be made, Commissioner Jones made a motion to approve the minutes, seconded by Commissioner Stevens. The minutes were approved.

V. **APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 15, 2008.**

With no amendments to be made, Commissioner Jones made a motion to approve the minutes, seconded by Commissioner Norris. The minutes were approved.

VI. **RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS**

Mr. Bickers stated there were no questions to address.

VII. **PUBLIC COMMENTS**

There were no public comments.

VIII. **REPORTS**

A. Police Report – Sgt. Steve Upman

Sgt. Upman stated that in March and April of this year, the Charlottesville Police Department will have a “Yearly In Service” meeting. One of the topics for discussion will be the trespass authority granted to the police department by CRHA. The department will review the policy and officers will be able to address any questions they may have.

B. Executive Director’s Report

Mr. Bickers reported that staff processed one new loan in the HOP Program during the month of December. He reported that staff has established the goal of filling half of the current vacant units by the end of February and the other half by the end of March. He added that staff is aggressively working on getting the units filled with eligible applicants. Mr. Bickers reported CRHA is on schedule with the REAC MOA and that all work should be completed by the end of March. He stated REAC (ReaEstate Assessment Center) inspection dates for CRHA properties were set in April with Westhaven on the 17th, Crescent Halls on the 21st, South First St. & 6th St. on 4/22 and 4/23; and the Scattered Sites and Individual Homes on 4/24.

Mr. Bickers stated the UPCS inspections (Uniform Physical Condition Standard) were completed in January. He stated the reports were very detailed and lengthy and could be provided to commissioners wanting a copy. He explained that unlike REAC Inspections that are performed on randomly selected units, UPCS inspections are performed on every unit. Staff will use the UPCS inspection findings and the Inspector’s recommendations to help prioritize and fine tune the preparations for the REAC inspections.

Mr. Bickers stated the audit submission to HUD was rejected and re-submitted again in December. The second submission was also rejected due to two technical errors involving accounting terminology and an incorrect figure. According to HUD

regulations, CRHA has one more chance to resubmit the audit and have it accepted before risking a failure score of zero.

Mr. Bickers reported that HUD also rejected the first annual plan submission. In rejecting the submission, HUD noted clerical errors such as the year not being changed in certain areas, "Final Draft" being printed on the cover page, and one year of the Capital Fund not being reported. The appropriate changes were made and the annual plan was re-submitted on January 14, 2009.

Mr. Bickers stated that CRHA has received the go ahead from the City for the final stage of the tree removal. He stated that the housing authority will be scheduling meetings at the sites at which trees will be coming down and also will be door knocking to inform residents of the tree removal process. Commissioner Johnson requested Mr. Winder double check the removal of trees that are being cut away from the buildings. Commissioner Halbert asked staff to review the contract for language regarding stump grinding and whether or not it can be added into the contract and at what cost.

C. Committee Report

1. Finance Report

Commissioner Stevens stated a lot of the information in the committee meeting was reported in the Executive Director's report like the REAC inspections and the Audit update. He congratulated staff on getting the number of vacant units down from 40 units to around 30-35 all within the last couple of months. He stated the committee has recommended the board to consider passing Resolution #1255 designating the Board Chair, the Vice-Chair, and the Executive Director as counter signatures for two bank accounts at Union Bank and Trust. Commissioner Halbert called for a vote and it was recorded as:

AYES

Commissioner Halbert
Commissioner Mitchell
Commissioner Clarke
Commissioner Johnson
Commissioner Jones
Commissioner Norris
Commissioner Stevens

NAYES

ABSTAIN

Resolution #1255 was passed.

2. Resident Services

Commissioner Johnson stated she requested the January meeting be cancelled until the new Executive Director came aboard to discuss the direction in which the committee is heading. She stated she would like input from the board and from others on how to make

this committee a more functional committee, not just a place to vent frustrations. She would also like to see Co-Chair Commissioner Clarke get the support that she needs for this committee. Mr. Bickers stated that Commissioner Johnson had a very good idea of redesigning the committee making it a much more proactive committee. Her ideas included tackling resident issues; bringing back recommendations to the board, possibly recommending some policy changes, and discussing some new programs/services residents would like to see. Commissioner Norris stated that in the past, representatives from service providers attended these meetings and shared ideas they had for the communities.

3. Redevelopment Committee

Commissioner Norris stated interviews of the top four Master Planning firms were conducted over two days (Jan. 7th and Jan. 8th). The first day teams were interviewed by the technical team consisting of advocates, board members, and staff. The second day interviews were held by a different team that was made up of residents. Scores from the teams were evaluated and the highest scoring firm was chosen. He stated that CRHA is now in negotiations with that firm for the scope of work and contract price. He added he hopes that CRHA will be able to announce the firm by the next board meeting and possibly invite them to the meeting. He stated that he thinks all the teams did a very good job and lot of great ideas came from those meetings.

Commissioner Johnson stated she was pleased to see Tom Winder, the Capital Project Manager, on site. She said that it is a comforting feeling to see a staff person check on the progress of work at the sites.

Ms. Kilroy stated that the Housing Authority is planning a trip to Hagerstown, MD on Wednesday, February 11th to visit their housing authority that has taken part in a redevelopment process. She stated any residents that would like to go on the trip can contact CRHA. Mr. Bickers added that residents should not feel discouraged should the bus to Hagerstown become full, as CRHA is planning more trips.

IX. OTHER BUSINESS

Commissioner Halbert stated on Saturday, January 31st from 9-3pm Crutchfield will be holding free recycling of electronic equipment in the parking lot.

Commissioner Norris commended Mr. Bickers for stepping in and putting in a lot of overtime in his first few weeks on the job to tie up unexpected loose ends.

X. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Tuesday of the month
Next meeting February 10th at 10:00am in the South First Street Community Center

Resident Services Committee Meeting- meets 2nd Thursday of the month

CRHA
BOC Regular Meeting
January 26, 2009

Next meeting February 12th at 5:30pm in the Westhaven Community Center

Finance Committee Meeting – meets 3rd Tuesday of the month

Next meeting February 17th at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month

Next meeting February 23rd at 7pm in City Council Chambers

XI. **PUBLIC COMMENTS**

There were no public comments.

XII. **ADJOURNMENT**

The Board meeting adjourned at 7:31 pm