

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

January 25, 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 January 25, 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 January 25, 2010.

II. ROLL CALL OF COMMISSIONERS

Present:

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

Absent:

Mr. Hosea Mitchell, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Becky 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. WELCOMING COUNCILOR EDWARDS

Chairman Jason Halbert welcomed Councilor Holly Edwards to the Charlottesville Redevelopment and Housing Authority Board of Commissioners. Commissioner Edwards joins the board as a longtime supporter of public housing and will play a pivotal role in CRHA decisions.

V. APPROVAL OF MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 28, 2009.

Commissioner Stevens made a motion to approve the minutes, seconded by Commissioner Clark. The minutes were approved with one abstention from Commissioner Edwards.

VI. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

There were no questions from the previous meeting.

VII. PUBLIC COMMENTS

There were no public comments made.

VIII. REPORTS

A. Police Report – Sgt. Tom McKean

Sgt. McKean was not present at the meeting nor was there a police report. Commissioner Stevens asked staff to provide reports for January and February at the next meeting.

B. Executive Director's Report

Mr. Bickers reported staff closed a \$15,000 HOP loan in December which is good news since there has been little activity in the program due to the slow state of the housing market. Reporting rates continued to be good in the public housing and Section 8 programs for the month of December. As of December, CRHA vacant units increased to a total of 22 vacant units. This increase was due partly to evictions, transfers, and move outs. CRHA directors and managers met to discuss and create a plan to lower this number. Based on the number of applicants that have been approved combined with the number of turned units, staff is hoping to see a big difference.

Mr. Bickers stated the audit was presented to the Finance Committee and shows a loss for the April 1, 2008 – March 31, 2009 fiscal year. The loss was primarily the result of increased maintenance costs expended in order to comply with the HUD MOA and to pass REAC. There were five accounting areas that needed additional attention as noted in the management letter notes presented to the Board. Four of the five areas have been corrected with the exception being proper accounting of post-employment health insurance benefits. CRHA will be working with the City of Charlottesville to help determine an actuarial valuation of the post-employment liability.

Mr. Bickers stated staff is aggressively attacking Stimulus procurement projects to meet obligation deadlines. A special meeting of the Board may be needed if projects are not completed by the next Board of Commissioners meeting. Staff is focused on Voluntary Compliance procurements to address accessibility issues and CDBG projects. He added that one of the stimulus procurements, Window Replacement at Crescent Hall, is underway and has experienced a few issues that have since been corrected.

UPCS inspections were conducted between 1/13/10 – 1/22/10. These inspections are of all CRHA buildings, units, and common areas. All site scores have increased from last year with Westhaven showing the most significant improvement. These scores are encouraging and are reflective of CRHA's increased attention to the condition of the buildings and sites; however, there is still much more room for improvement.

C. Committee Report

1. Finance Report

Mr. Bickers stated the committee met January 19th. The auditor presented the audit to the committee. The committee went over the comments in the management letter and the corrections that need to be made. The auditor recommended the capitalization of all master plan costs. Staff will make the adjustment for WRT consulting fees currently expensed to the Redevelopment fund. Mr. Bickers stated Public Housing expenses are higher than budgeted amounts mainly due to three payrolls occurring in December. Year to date figures continue to show higher than budgeted income and expenses. Most of the discussion in the committee was of the audit. The audit was presented to the Finance Committee and was recommended for acceptance. The Board voted to accept the audit. The vote was recorded as:

AYES

Commissioner Halbert
Commissioner Johnson
Commissioner Clarke
Commissioner Jones
Commissioner Stevens

NAYES

ABSTAIN

Commissioner Edwards

2. Resident Services

The committee met at Crescent Halls with 25 residents in attendance. The committee had a positive meeting with good dialogue. Mr. Bickers stated he was able to answer a lot of resident questions. The committee discussed maintenance issues and complaint procedures. Residents had a lot of suggestions that they shared with the committee. He reported the front security door of Crescent Hall was broken. As a temporary security solution, staff increased security guard hours to 24 hour coverage while the door was being repaired. Staff was pleased to see the door repaired more quickly than originally anticipated. Commissioner Johnson stated some residents wanted to know if their deposits earned interest. After much discussion, commissioners asked for an update at the next Finance Committee meeting regarding interest earning deposits for residents.

CRHA is seeking to hire a Family Self Sufficiency Coordinator and a Maintenance Tech I. Mr. Bickers stated CRHA has advertised the positions in the newspaper and also in resident rent statements. He added that CRHA will make every effort to hire a Section 3 resident.

3. Redevelopment Committee

Ms. Kilroy stated staff has been in contact with staff from Greenville, SC housing authority to coordinate dates for an upcoming trip. Dates will be circulated for consideration once confirmed with Greenville staff. The committee heard suggestions of inviting guest speakers to attend future committee meetings. The Master Planning Process is currently on a hold status based on the Board's request to see some additional scenarios that WRT is currently working on. The scenarios will be sent to staff in a spreadsheet form and staff will forward them to the Board and to the committee. Staff is

hoping to work through the additional scenarios to bring the Master Plan to a close and move forward. Comments are still welcomed as additional time will be allowed for the new materials. The Committee was presented with a spreadsheet outlining all scenarios CRHA has received to date from WRT. She reported the committee heard comments on the draft plan, density on sites, mixed income presented in the scenarios, more services on site, and computer lab space. Any and all comments received have been forwarded on to WRT to incorporate into the final plan. The committee discussed what is next for redevelopment and what is needed for the next phase. Commissioners expressed their concerns of disconnect between CRHA sites and the neighboring communities. Commissioners discussed possible ways to reach out to neighborhood associations to discuss CRHA's redevelopment process to obtain their feedback to bridge this gap. Commissioner Johnson stated CRHA should invite members of the Planning Commission and Housing Advisory Committee to join CRHA in the trip to Greenville, SC.

IX. OTHER BUSINESS

The Board is looking to make a decision on who will now sit as Chair of the committee since the departure of Commissioner Norris. Commissioner Halbert stated CRHA Bylaws did not state that a Chair of a committee had to be a member of the CRHA Board. Commissioner Edwards stated CRHA has done a tremendous amount of work in the redevelopment process and having continuity is very important and having Council representation is key.

X. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
Next meeting will be February 10, 2010 at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting will be February 11, 2010 at 12:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting will be February 16, 2010 at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting February 22, 2010 at 7pm in City Council Chambers

XI. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Road #102, stated she is sad to see Mayor Dave Norris exit as a commissioner of the Housing Authority.

XII. ADJOURNMENT

Commissioner Johnson made a motion to adjourn the meeting, seconded by Commissioner Stevens. The meeting adjourned at 7:48pm.