

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

May 24, 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 May 24, 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. Holly Edwards, Commissioner
Mr. Richard Jones, Commissioner
Mr. Hosea Mitchell, Commissioner
Mr. Bob Stevens, Commissioner

Absent:

Ms. Sherri Clarke, 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 APRIL 26, 2010.**

On page 2, second paragraph under Executive Director's Report, Commissioner Jones would like the minutes to reflect that the structural integrity analysis should be complete before CRHA proceed with any further steps or evaluations.

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

V. **APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS HELD MAY 12, 2010.**

On page 2, first paragraph, Commissioner Jones would like to insert “Commissioner Jones asked if there had been a recent appraisal performed on the Avon property and Mr. Bickers answered no.” He also would like the following text, “which could be between \$30K-\$100K” inserted after the third complete sentence.

In the second paragraph, Commissioner Jones would like the minutes to reflect that he was also reluctant in approving the use of CDBG funds to purchase land.

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

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

There were no questions from the previous meeting.

VII. **PUBLIC COMMENTS**

There were no comments.

VIII. **REPORTS**

A. Police Report – Sgt. Tom McKean

Sgt. McKean was not present. Several times in the past, the Board has asked for a more in depth report of crime statistics in and around CRHA sites. Commissioner Johnson would like for the agency to follow up with the Police Department.

B. Executive Director’s Report

Mr. Bickers stated staff was able to lease up three units which brings the number of vacant units down for the month of April to 18.

Based on comments heard last month from Commissioner Jones concerning the draft A&E solicitation, staff has decided to split the original proposed scope of work into two separate RFPs. The first RFP, and the one that will be issued as soon as possible, will be to cover all building integrity issues – evaluation of structural weaknesses, evaluation of erosion issues, and current site conditions as Commissioner Johnson has expressed concerns about. The remainder of the work covered by the draft solicitation will be incorporated into a larger RFP that will be issued to cover all of the design work and evaluation of the scheduled Crescent Halls rehabilitation project. This is currently seen as Phase I or II of CRHA’s overall redevelopment plan. CRHA will issue the RFP in accordance with the schedule established as a result of the master planning process.

Mr. Bickers stated the Reasonable Accommodation Policy is still out for public comment and was presented at the last Resident Services Committee meeting. Staff will present the policy again at the June Board meeting for final approval.

Mr. Bickers presented the Board with a draft copy of the Economic Opportunities Policy (Section 3 Policy). Most of the language used comes out of the 24 CFR Part 135. The policy covers Section 3 and more clearly defines what CRHA goals are regarding contractors employing Section 3 residents. It covers priority system for contractors to use in hiring Section 3 residents, establishes evaluation criteria to be used in contract awards,

and the level of preference that can be given to Section 3 businesses. Business will have to “self” certify their status and identify how many Section 3 employees they have. Mr. Bickers believes that some of the businesses CRHA contracts with are Section 3 businesses but have not certified their status. Mr. Bickers stated the policy will go out for a 30 day public comment period, will be presented at the Resident Services Meeting, and will come back to the full board for final approval at the June or July Board meeting. Mr. Bickers stated once the policy has been approved, the provisions will be incorporated in the current CRHA Procurement Policy.

Commissioner Jones stated he is in favor of hiring Section 3 residents and Section 3 businesses to help with CRHA subcontracts for work like painting, cleaning, and landscaping. He expressed his concerns that non Section 3 businesses will be discouraged from the bidding process. After much discussion, the Board asked that the Section 3 Policy be further reviewed and analyzed in the context of a larger Section 3 program to insure the greatest chance of success in this area. The Section 3 policy and program will be discussed in more detail at a future Finance Committee meeting. The draft Section 3 policy will not be posted for public comment at this time.

1. Resolution #1275- SEMAP

Mr. Bickers presented the Board with the SEMAP Certification report (Section Eight Management Assessment Program). This certification is the monitoring system used by HUD to determine agency compliance with Section 8 HCV Program regulations. It is an annual certification based on how well the agency performs on Income Verifications, Rent Reasonableness, Payment Standards, and HQS Inspections. The scores are much the same as last year’s with the exception of one: the Precontract HQS Inspections. One unit was not properly inspected prior to contract due to a change of unit between the tenant and the landlord.

Commissioner Jones made a motion to approve Resolution #1275, seconded by Commissioner Stevens.

AYES

Commissioner Edwards
Commissioner Halbert
Commissioner Jones
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

NAYES

ABSTAIN

Resolution #1275 was approved.

2. Resolution #1276-PHAS

Mr. Bickers presented the Board with PHAS Certification Scores. This certification is a monitoring system used by HUD to determine agency compliance with Public Housing Program regulations. It is an annual certification based on how well the agency performs on Vacant Unit Turnaround Time, Capital Fund, Work Orders, Annual Inspection of Dwelling Units and Systems, Security, and Economic Self-Sufficiency. All the indicators show that CRHA performed better this last year than last year. Unit Turnaround days

were cut in half and the Completion of Work Orders were cut down by 6 days. Mr. Bickers stated the Capital Fund continues to be fully obligated and spent. Mr. Bickers stated CRHA has performed better than 2009 but still the agency has a long way to go to get to the ultimate goal of being a high performing agency. As part of Asset Management, HUD will be changing this assessment system and assigning new scores and indicators.

Commissioner Johnson made a motion to approve Resolution #1276, seconded by Commissioner Jones.

Commissioner Jones stated some of the indicators are important measures like vacant units, turn around time, and work orders. Although these numbers are discussed at the Finance Committee, Commissioner Jones suggested staff present them to the Board more frequently than once a year. Commissioner Halbert agreed and suggested the Finance and Resident Services Committees pick a few of these indicators and track them.

AYES

NAYES

ABSTAIN

Commissioner Edwards
Commissioner Halbert
Commissioner Jones
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

Resolution #1276 was approved.

Mr. Bickers stated the final REAC score was received for the Scattered Sites (Madison, Michie, Riverside, and single family homes). The sites received a score of 65. Scores are then converted to a 30 point scale with a combined score of 18 needed to pass. Based on Mr. Bickers' calculations, CRHA's combined score should be a 19.1 which passes CRHA for the second consecutive year.

C. Committee Appointment

Commissioner Halbert stated the Board received an application from Paul Vaughn to join the Redevelopment Committee. Commissioner Mitchell made a motion to appoint Mr. Vaughn to the Redevelopment Committee, seconded by Commissioner Stevens. Commissioner Halbert called for the vote.

AYES

NAYES

ABSTAIN

Commissioner Edwards
Commissioner Halbert
Commissioner Jones
Commissioner Johnson
Commissioner Mitchell
Commissioner Stevens

The Board appointed Mr. Vaughn to the Redevelopment Committee.

D. Committee Reports

1. Finance Report

Mr. Stevens stated the committee spent a lot of time discussing vacant units. The committee looked at the PHAS scores and while the vacant numbers have been troublesome, the committee noticed an improvement in this area. The committee also noted from the scores that "Emergency Work Orders Completed within 24 Hours" has improved. Commissioner Stevens stated that vacancies will receive an increased weight under the proposed new REAC scoring system. For a maximum score, HUD is requiring a 15 day turnaround time and the committee and staff has been focusing on how to improve this area. Commissioner Stevens and Commissioner Johnson have had several discussions to organize a subcommittee of the Finance Committee to take a look at and discuss policy changes and procedures. The subcommittee would meet on a monthly or semi-monthly basis for the next 3 months and would bring back recommendations to the Finance Committee to propose changes to the Annual Plan by the August Board meeting. Commissioner Jones stated he thinks it will be a good idea to form such committee and would like to see the policy. The subcommittee will meet on the first Wednesdays of every month with the first meeting to be held on Wednesday, June 2nd at 5pm. Mr. Bickers suggested having residents involved during these meetings. Commissioner Stevens suggested moving the Finance Committee meeting dates to allow commissioners and residents that have not been able to attend due to scheduling conflicts the opportunity to attend these meeting. The Board decided to move the meetings to every third Wednesday at 4:30pm. The next regular Finance Committee meeting will be held on June 23rd at 4:30pm with a location to be determined.

2. Resident Services

Commissioner Johnson reported the committee met on May 15th. There were around 20 people in attendance including staff members Ms. Weybright, Ms. Jeffries, Ms. Lockley, and Ms. Mason. The committee members were able to have questions answered by staff. Other staff members that could not attend this meeting have committed to attending the next one.

There were two policies that were presented to the committee. Ms. Weybright presented a copy of the Reasonable Accommodation Policy to obtain resident feedback. PHAR has been working with Legal Aid to create a Barment Policy that they have passed on to Mr. Bickers.

The next Resident Services meeting will be Thursday, June 10th at 12:00pm at Crescent Halls.

3. Redevelopment Committee

Commissioner Mitchell stated the committee is close to producing a draft resolution recommending the adoption of the Master Plan to the Full Board. The resolution will acknowledge the Bill of Rights and the continued efforts of improving resident services. The resolution will endorse the idea of Phases I and II beginning with Levy Avenue and

the rehabilitation of Crescent Halls. It will speak to the Committee's support of Option 5 and Option 6. He stated that he read and liked Commissioner Halbert's draft resolution and asked that he circulate to the rest of the Board and to staff.

IX. OTHER BUSINESS

Cynthia Adams, Executive Director for Local Energy Alliance Program, asked the Board for a letter of support from the group to proceed with a Weatherization Innovation Pilot. The focus is to provide help with energy efficiency to multi-family rental property, to leverage funding from the Department of Energy to help buy down loans or provide rebate on costs for individual units. The program is also looking to provide resident education on energy efficiency and hoping to partner with CRHA with future renovations on its sites such as Crescent Halls. When asked if there would be job opportunities for CRHA residents, Ms. Adams stated there is an opportunity through the Workforce Investment Board and the Workforce Investment Association to potentially provide basic life skills training and GED funding. Those individuals can then enroll in weatherization training programs at PVCC. Recently there was a grant at the state level to provide weatherization training through a credit hour course. This allows potential students to apply for financial assistance instead of out of pocket funds to cover expensive specialized contractor courses. There have been discussions with organizations like AHIP to potentially mentor or help place people coming out of the programs. Commissioner Johnson stated she would like to see some of the 25 CRHA residents that graduated from the PVCC Pilot Program to benefit from this opportunity. Ms. Adams stated that should LEAP get this grant, the organization will act as the facilitator and as the pre-qualifier for the contractors to work on jobs. Language can be incorporated into RFPs to hire local people with the proper credentials. Commissioner Edwards stated whether or not the grant is awarded, this is a perfect time to create opportunities for education and for residents. She would like to invite Ms. Adams to the Residents Services Meeting to do a presentation and to perhaps provide a different handout of information to distribute to residents on how to conserve energy and save money. Mr. Bickers asked Ms. Adams to possibly provide some tips that can be put into the resident newsletter.

The Board gave Mr. Bickers the approval to sign the letter of support.

Commissioner Halbert reminded everyone of the Board Work Session on Redevelopment on Tuesday, June 1st at 4:00pm in the Basement Conference Room in City Hall.

Commissioner Edwards suggested a Commissioner Retreat when the new Commissioners arrive for goal setting as CRHA moves toward another year.

X. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
Next meeting will be June 9, 2010 at 1:00pm in the South First Street Community Center.

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

CRHA
BOC Regular Meeting
May 24, 2010

Next meeting will be June 10, 2010 at 12:00pm in the Crescent Hall Community Room.

***Finance Committee Meeting – meets 3rd Wednesday of the month
Next meeting will be June 23, 2010 at 4pm, location TBD

Regular Board Meeting – meets 4th Monday of the month
Next meeting June 28, 2010 at 7pm, Council Chambers

XI. **PUBLIC COMMENTS**

There were no public comments.

XII. **ADJOURNMENT**

The meeting adjourned at 8:15pm