

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

September 27, 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 September 27, 2010 in Council Chambers at City Hall.

I. **CALL TO ORDER**

Commissioner Bob Stevens called the meeting of the Board to order at 7:00 PM on September 27, 2010.

II. **ROLL CALL OF COMMISSIONERS**

**Present:**

Ms. Sherri Clarke, Commissioner  
Ms. Holly Edwards, Vice Chair  
Mr. Jason Halbert, Commissioner  
Ms. Joy Johnson, Commissioner  
Mr. Keith Woodard, Commissioner  
Mr. Hosea Mitchell, Commissioner  
Mr. Bob Stevens, Chair

**Absent:**

**Staff Present:**

Mr. Randy Bickers, Executive Director  
Ms. Robin Munson, Finance Director  
Ms. Amy Kilroy, Redevelopment Director  
Ms. Allyson Manson-Davies, Legal Attorney  
Ms. Deetra West, Administrative Assistant

III. **MOMENT OF SILENCE**

Commissioner Stevens opened the meeting with a moment of silence.

IV. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS HELD AUGUST 23, 2010.**

Correction to page one under Moment Silence, the minutes should reflect Commissioner Stevens opened the meeting with a moment of silence and not Commissioner Halbert.

Correction to page five under Redevelopment Committee report, the minutes should reflect that Commissioner Halbert also attended the Belmont Neighborhood Association meeting representing CRHA.

Correction to page seven under Kimber Hawkey public comments, the word “*classis*” should read “*classist*”.

Commissioner Edwards made a motion to approve the minutes as amended, seconded by Commissioner Halbert. 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 Vaughan, PHAR representative, stated PHAR presented a barment policy several months ago and would like to get some feedback soon.

Annette Wilcox, 1400 Monticello Road, stated she will start visiting Crescent Halls again once she finds out which floors do not need overnight supervised guards.

VII. **PRESENTATION FROM THE MASTER OF PUBLIC HEALTH PROGRAM**

Ms. Kelsie Kelly and Ms. Whitney Tisdale, students of the Masters of Public Health Program presented a power point presentation to the Board containing the results of a survey taken by residents at Crescent Halls. One hundred surveys were distributed and 46 responses were received. The survey was used to determine the needs of Crescent Halls residents and the results were that 52.2% of the residents find it difficult to perform daily activities such as walking, bathing, getting dressed, shopping for groceries, and taking part in housework duties. 54.3% of residents have an organ related chronic disease such diabetes, congestive heart failure, COPD, and asthma. 80.4% have a health risk being monitored or treated and 26.1% have had a stroke or heart attack. The survey explored issues about safety specifically related to crime with a majority feeling somewhat satisfied with their safety. Home safety was another type and the majority of residents reported being somewhat satisfied with in home safety. Some of the concerns expressed regarded the need to understand the proper evacuation plan procedures, the frequent breakdown of elevators, power outage issues, and the need for a visitors list so that security guards can let guests in the building for residents with mobility issues. Ms. Ruth Bernheim, the MPH Director, thanked the Board for giving them the opportunity to present the survey results.

VIII. **REPORTS**

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

Sgt. McKean was not present. Commissioner Mitchell expressed his concern for the lack of police participation and would like for Mr. Bickers and Commissioner Stevens to make contact with the department to express the desire to have them present.

B. **Executive Director's Report**

Mr. Bickers stated the Public Housing and Section 8 reporting rates for August continue to be good. The vacancy count is down to 20 which is good news considering CRHA was without one property manager for a good portion of the month. He stated that maintenance is turning units much quicker however staff is still running into difficulties in getting files certified and ready to go. Staff will continue to pay much attention to this area.

Mr. Bickers stated several of CRHA big stimulus projects are completed or near being completed. Crescent Halls window installation project is complete; single family home renovations are mostly completed with the exception of Elsom which is 20% completed; and interior lighting improvements at South First Street are complete and are about to begin at 6<sup>th</sup> Street. The exterior painting and pressure washing contract for South 1st Street, 6<sup>th</sup> Street, Madison, Michie and Riverside is underway. He added that pressure washing at South 1<sup>st</sup> Street has been completed and is currently underway at 6<sup>th</sup> Street. Pressure washing at other sites will follow with painting to begin after all pressure washing has been completed. Mr. Bickers stated the A/E Structural Integrity Study field work is complete and a final written report should be forth coming. He noted the rent receivables were up a little bit because of pending litigation with several residents and repayment agreements that have been signed but not entered into the system because of system setup errors.

Commissioner Halbert stated he attended a conference and there was a discussion on pesticide control and the affects of long term exposure to these pesticides over a long period of time. He stated his concern and wanted to know more of CRHA's procedure to treat units. Commissioner Woodard stated that one way to approach treating units is to treat as needed in the units that are infected. Mr. Bickers stated that all units are treated in regular intervals and not constantly to avoid that kind of exposure. Although it is common practice to treat neighboring units where there is an apparent infestation of some sort. He added several staff members attended a bedbug seminar earlier that day to learn more about this nation wide epidemic.

### **C. Committee Reports**

#### **1. Finance Report**

Commissioner Stevens stated that the Executive Director's report covers most of the finance committee report and suggested Ms. Munson present the Board a quick two minute detail of financials. Mr. Bickers stated that it sounds like that will be the approach and that Ms. Munson and Commissioner Johnson will get together to work those details out. Mr. Bickers stated income and expenses are still well within budgeted amounts. Rents are above budget and the agency is receiving more subsidy than expected. Overall CRHA is in good condition. He stated Chris Murray of JABA presented a project they are working on and approached CRHA for vouchers to help finance the project. While the committee considers the project a worthy endeavor, the funding for the vouchers is not available and cannot be promised.

The committee discussed two potential property acquisitions but agreed that the properties would not be suitable for CHRA due to size and location.

Mr. Bickers stated a discussion was held on the status of the Section 8 Family Self Sufficiency Program which began in March 2010. Enrollment in the program has not been encouraging and it was agreed that the marketing of the program needs to be improved upon. Commissioner Halbert expressed his concerns with the lack of progress with this program thus far. Mr. Bickers stated the FSS Coordinator is actively meeting with other successful housing authorities to get some input and feedback.

Commissioners Halbert and Edwards also expressed their concerns regarding the lack of Advisory Committee meetings that is associated with the program. Commissioner Edwards suggested having the Advisory Committee meet to discuss advertising and marketing strategies for the program. Commissioner Edwards stated she had a conversation with the FSS Coordinator and suggested sending a survey to section 8 residents to better understand their barriers and their concerns and to section 8 landlords as well.

## **2. Resident Services**

The committee did not meet.

## **3. Redevelopment Committee**

Commissioner Mitchell stated the committee did not meet. There was a work session to discuss the next steps of the redevelopment process. The Board felt that a holistic approach is what is needed to move forward. The Board would like to put together a MOU (Memorandum of Understanding) with the City of Charlottesville as they will need to be a part of this process. It is consensus of the Board that city leadership is extremely important in this process. It was suggested that the Vice Mayor, the former Board Chair, and Commissioner Mitchell will have a meeting with other city officials to pull the MOU together. It was noted the key to the success of the Greenville, SC redevelopment process was having the City behind the process.

Commissioner Mitchell stated the Board discussed the possibility of using the CDC (Charlottesville Development Corporation) as an umbrella organization to start developing at Levy Avenue. Commissioners directed staff to work on grant applications for more funding options. He stated he and the Redevelopment Director are seeking input from the Board on the role of the Redevelopment Committee going forward

## **IX. OTHER BUSINESS**

Commissioner Stevens requested a capital improvements workshop to prioritize capital items. Commissioner Halbert stated he would like to get back to using an Annual Calendar to schedule meetings and inform the Board of upcoming events. Commissioner Edwards suggested a day to set aside to conduct housing authority business for last minute discussion for action items.

Commissioner Stevens stated the Crescent Halls' survey presentation was a good one and identified serious concerns from Crescent Hall residents and he would like staff to follow up with residents on the safety concerns that were presented at the end of the presentation. He added he would like to see a response to the PHAR concern for the draft barment policy. Mr. Bickers stated the draft barment policy has not been a priority for staff. He added the draft was a good starting point but staff has suggested some changes and a meeting is needed between staff and the police department. Once that has happened, Mr. Bickers will bring forward to the Board a document in which he supports and not an open ended one. Commissioner Edwards stated she would like to see a follow up to the Section 3 policy as it was not discussed at the Finance Committee due to time restraints.

X. **COMMITTEE MEETING DATE CHECK-IN**

Redevelopment Committee Meeting – meets 2<sup>nd</sup> Wednesday of the month  
Next meeting will be October 13, 2010 at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2<sup>nd</sup> Thursday of the month  
Next meeting will be October 14, 2010 at 12:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3<sup>rd</sup> Wednesday of the month  
Next meeting will be October 20, 2010 at 4:30pm, in Basement Conference Room in City Hall

Regular Board Meeting – meets 4<sup>th</sup> Monday of the month  
Next meeting October 25, 2010 at 7pm, Council Chambers

XI. **PUBLIC COMMENTS**

Sam Taylor, 500 South First Street Apt. 308, stated some of his and his mother's belongings were ruined in a flood that occurred in Crescent Halls. He has concerns regarding their health because of mildew and mold that is growing in the unit. He asked to have a meeting with Mr. Bickers to discuss what happened and why he was not able to contact the property managers.

Mr. Bickers stated he was concerned with CRHA's response time and staff is assessing damages at this time.

XII. **ADJOURNMENT**

The meeting adjourned at 8:15pm