

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

February 28, 2011

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 February 28, 2011 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 February 28, 2011.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

Mr. Jason Halbert, Commissioner  
Ms. Joy Johnson, Commissioner  
Mr. Hosea Mitchell, Commissioner  
Mr. Bob Stevens, Chair  
Mr. Keith Woodard, Commissioner

**Absent:**

Ms. Sherri Clarke, Commissioner  
Mr. Dave Norris, Commissioner

**Staff Present:**

Mr. Randy Bickers, Executive Director  
Ms. Robin Munson, Finance Director  
Ms. Amy Kilroy, Redevelopment Director  
Mr. Becky Weybright, Housing Manager  
Ms. Brook Willard, HCV FSS Coordinator  
Ms. Deetra West, Administrative Assistant  
Ms. Allyson Manson-Davies, Legal Attorney

**III. MOMENT OF SILENCE**

Before the moment of silence, Commissioner Stevens opened the meeting by paying tribute to a former commissioner and resident, Ms. Elizabeth “Betsy” Cockerille that had recently passed away. Ms. Cockerille was an advocate for the safety of the residents of Crescent Halls and in 2003 she formed the Crescent Halls Friendship Garden.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JANUARY 24, 2011.**

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

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

Mr. Bickers stated comments were received from residents of Crescent Halls and from Paul Vaughn concerning the elevators at Crescents Halls and how frequently they seem to be breaking down. He provided the Board with the repair history from the vendor,

Thyssenkrupp. The history does show the larger elevator was down twice in January. The elevator was not down for extended periods of time during either incident and was repaired during the course of the work day. Staff has expressed its dissatisfaction with the elevators' performance to Thyssenkrupp. Thyssenkrupp has identified some possible issues that will be tested later in the week. Commissioner Johnson asked Ms. Davies if the frequent break downs could be considered as a breach of the service contract that is in place. Ms. Davies stated there are two separate contracts in place. The first is an installation contract which would not address service call issues. The second is a long standing service contract which still has at least another contract year. Ms. Davies stated she would have advised against entering into such a contract because it is not favorable for the housing authority. The Board strongly urged Mr. Bickers and Ms. Davies to take a further look at the two contracts and proceed as needed. Mr. Bickers stated staff will continue to follow up until the issues are fixed.

Mr. Bickers stated comments were received related to the amount of paperwork that residents are required to complete in order to report an interim change. He stated the forms being used to collect information are related to a change in income. The number of forms has remained consistent for at least the last five years. Residents are not required to fill out the sections of the forms that do not change such as their name, date of birth, and social security number.

## VI. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Apt. 102, stated she will stay at Monticello Vista Apartments for another 4 years until Crescent Halls does not require supervised visitation.

Bobby Green, President of The Ebony Social Club, stated the club has been in existence for 32 years in the city and at Crescent Halls. He stated he was told by the Executive Director that the club could use the Crescent Halls Community Room for 6 hours. He was then later notified by a staff person that the club could only receive 4 hours to use the center which caused the club to cancel a birthday party for one of its elderly members. He stated the club has done a lot of work in the community and has always had more than 4 hours for the club's programs. He believes the club is being discriminated against and is being treated unfair.

Sarah Green, Ebony Social Club member, stated the club has been working in the community for 32 years. The club has established a new chapter of high-school teens that will be volunteering to help seniors and the 4 hours of center use is simply not enough time to have any events that the club has put together.

Mary Carey, a Crescent Hall resident, stated she is very concerned for the safety of the residents that are using the elevators at Crescent Halls and wishes they are fixed quickly. She also stated that The Ebony Social Club should receive more than 4 hours for the use of the community center because prep time for events easily takes up to 2 hours.

Ruth Williams, The Ebony Social Club Secretary, stated she would like to know what the procedure is for the use of the center. She stated she has sent several emails and has left several messages for staff to request the use of the centers but she does not receive reply emails nor return calls from staff in a timely manner. She would like to see these issues resolved rather quickly.

Edith Goode, 305 2<sup>nd</sup> St. NW, stated Elizabeth Cockerille was a very well known, courageous, and innovative person. She served on many committees to keep traffic from flowing through the Crescent Halls parking lot in order to avoid traffic lights on Ridge Street. Ms. Goode stated a beautiful service was held at Clark Elementary School in Ms. Cockerille's honor.

Paul Vaughn, PHAR, appreciated CRHA looking into the elevators at Crescent Halls but PHAR is urging the Housing Authority to have the elevators fixed. He stated PHAR is receiving reports that residents are not receiving 24 hour proper notification that contractors are coming to perform work at their homes or on their site. He stated residents are reporting that they are getting charged for repair work done by contractors and that this is unfair to residents. He added that he shared the same views of The Ebony Social Club regarding the use of the community centers and residents have the right to use the centers.

## VII. REPORTS

### A. **Police Report**

There was no report.

### B. **Executive Director's Report**

Mr. Bickers introduced CRHA's HCV FSS Coordinator, Ms. Brooke Willard. Ms. Willard gave a brief description of the program. She stated she was able to get 7 participants fully enrolled in the FSS program. She talked about the many ways she marketed the program such as sitting in on family briefings for newly enrolled S8 participants and attending several local agency boards and staff meetings. In addition to those meetings, Ms. Willard has met with other FSS Coordinators at the Waynesboro and Harrisonburg Housing Authorities. She stated that it has been suggested to open the program up to public housing residents to further the program and target a centrally located group. This option will help with some of the hurdles the program is facing such as transportation issues for potential participants. CRHA would be able to offer classes on site such as budgeting and GED that would make it easier for participants to reach their goals. Mr. Bickers stated that the agency has applied for other funds to continue the FSS program and to also expand the program to include public housing. As it stands now, there are currently 2 Section 8 residents on the coordinating committee. She added she would seek public housing residents to serve on that coordinating committee should the FSS Program expand to include the public housing sector.

Mr. Bickers stated the vacancy number was down to 15 which represent a vacancy rate of less than 4%. Mr. Bickers thanked staff for their continuing hard work in getting the

vacant numbers down. He reported the agency is continuing to address Section 504 issues and Voluntary Compliance Agreement. As part of the Voluntary Compliance Agreement, the agency will need to complete a Physical Needs Assessment and a Transition Plan. The agency will need to seek outside help based on the level of detail HUD is requiring. He reported rent receivable amounts are down this month from the past few months.

Mr. Bickers presented the Board with a draft budget. The draft budget shows a deficit of \$163,205. Two big issues that impacted the budget is the reduction of HUD subsidy funds and the assumption that there will not be any HUD funding for the Section 8 FSS Coordinator position. He is recommending the continuation of the position with the option of expanding the FSS Program to include public housing which will help the agency make a switch and target both programs. Other significant assumptions included in the budget are a 2% COLA (Cost Of Living Allowance) for the agency, health insurance costs increase of 12% and dental costs increase of 10% based on estimates received from the City of Charlottesville, and there is a gap of approximately \$15K for the resident services coordinator position. He stated the draft is still a work in progress and asked the Board to contact him or Ms. Munson with any feedback or comments. The draft is a realistic budget however it could change depending on the level of HUD funding across all programs.

### **C. Committee Reports**

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

Mr. Bickers reported Public Housing AMPs are ahead of budget and he is sure the agency will carry over some amount of surplus to next year. He attributes the surplus to controlled staff spending and extra subsidy funding from HUD. Plumbing and Heating costs continue to be running over budget so various strategies are being discussed to address that issue in the future. In the meeting staff presented the committee with current interest rates on CD accounts in the event the committee felt it appropriate to move current funds out of money market accounts. The committee felt the interest rates are still not high enough to warrant a change in account type. The rest of the meeting was spent discussing the budget.

#### **2. Resident Services**

Commissioner Johnson stated the committee met and attendance was low due to flyers not being distributed. She stated Mr. Bickers and Commissioner Stevens were in attendance. Mr. Bickers stated he and Commissioner Stevens talked to members of the committee regarding the agency's organizational structure. He distributed "face pages" to those at the meeting to introduce new staff people and their positions. He stated the pages will be distributed again at March's meeting. Commissioner Johnson stated that flyers will go out for March's meeting which should bring more attendance.

#### **3. Redevelopment Committee**

Commissioner Mitchell stated the meeting between the Board and City Council was a good and very positive meeting. He was pleased to see the City and the Housing

Authority working together and was pleased with the overall outcome. There were a few minor revisions suggested for the MOU which related to the redevelopment personnel, Section 8 and relocation language. These suggestions will be implemented into the MOU later in the week. Commissioner Mitchell thanked Ms. Kilroy, Ms. Thackston, Ms. McHugh, Mr. Bickers, Mr. Jones, and Mr. Tolbert for their hard work on the MOU.

**VIII. OTHER BUSINESS**

Commissioner Halbert thanked Councilor Holly Edwards for serving as a CRHA Board member this past year. He stated she always brought a wise voice to the committee and although the two of them may not have agreed on every issue, she was always level-headed and a very thoughtful person.

Commissioner Mitchell stated that he is concerned about the elevators at Crescent Halls and would like the agency to look at the contract in detail because he is very concerned with the well-being of CRHA residents. He believes there is something systemically wrong with the structure of the elevators and the installation. Commissioner Halbert stated the Board is empowering staff to go forward very strongly at the vendor to pursue a resolution to the issue.

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

Board Work Session – 4-6pm in the Basement Conference Room in City Hall

Redevelopment Committee Meeting – meets 2<sup>nd</sup> Wednesday of the month  
\*\*\*\*Will not meet in February\*\*\*\*

Resident Services Committee Meeting- meets 2<sup>nd</sup> Thursday of the month  
Next meeting will be March 10, 2011 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 March 23, 2011 at 4:30pm, in 2<sup>nd</sup> Floor Conference Room in City Hall

Regular Board Meeting – meets 4<sup>th</sup> Monday of the month  
Next meeting March 28, 2011, 2011 at 7pm, in Council Chambers

**X. PUBLIC COMMENTS**

There were no comments.

**XI. ADJOURNMENT**

Commissioner Halbert made a motion to adjourn, seconded by Commissioner Johnson.  
The meeting adjourned at 8:17pm