

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

June 27, 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 June 27, 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 June 27, 2011.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

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

**Absent:**

Ms. Sherri Clarke, Commissioner

**Staff Present:**

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

**III. MOMENT OF SILENCE**

Mr. Bickers announced the passing of one of WRT’s consultant team members, Gil Rosenthal. WRT was hired by CRHA to construct a Master Plan for its redevelopment process. Mr. Rosenthal made several trips to CRHA and played a major role in designing the plan. Commissioner Stevens called for a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS HELD MAY 23, 2011.**

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

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

Mr. Bickers stated that he wanted to respond to Commissioner Halbert’s request of updating the CRHA website. He reported that Deetra West, CRHA Administrative Assistant, is the staff person responsible for updating the website. Ms. West has been concentrating on updating the links that contain outdated information as well as CRHA

Board and committee minutes and listing current staff members. Ms. West is also working on adding an additional link to highlight Westhaven Community Day and its sponsors.

Mr. Bickers stated staff has dedicated a spot in the CRHA monthly newsletter for PHAR to report and share its information.

Mr. Bickers reported on the repairing of the Crescent Hall elevators. He stated Thyssenkrupp made repairs to the primary elevator. Repair work began June 1<sup>st</sup> and was completed by June 5<sup>th</sup>. There have been two glitches since the repair work was completed: one related to a thunderstorm and the other from a power glitch. Both issues were fixed promptly by staff and no service calls had to be made to Thyssenkrupp. Staff will have the elevators re-inspected by a third party inspector once Thyssenkrupp confirms that the two glitches were not caused by any mechanical problems. Once the elevators are certified, staff will follow up with Thyssenkrupp to address the costs incurred from numerous service calls that were made because of the poor installation work.

#### VI. **PUBLIC COMMENTS**

There were no comments made.

#### VII. **REPORTS**

##### **A. Police Report**

Officer Collier stated the police department has received many positive reviews from residents and officers regarding the Sixth Street Community Center/Police Substation. He stated it's the only substation located in District 2 which is one of the larger districts. He reported that officers have noticed that teens are starting to hang out more being that school is out for the summer. He noted that the Parks and Recreation department has cut summer activity programs across sites this year and have moved camps to the elementary schools. Because of this change, the police department anticipates a slight increase in calls for service activity amongst teens on sites this summer. He reiterated the positive reviews that have been expressed by members in the community along with public housing residents towards the police presence in the neighborhood.

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

Mr. Bickers stated the vacant unit report reflected one additional unit for a total of 15. He reported that receivables went up a little this month and the four evictions scheduled to take place have been completed. He informed the Board that these units will show up on next month's vacant unit report.

Mr. Bickers reported that the Crescent Hall bathroom renovation work has been completed and invoices have been submitted to the City as the project was funded with CDBG funds. Invoices were submitted by the City's June 15<sup>th</sup> deadline to ensure that all funds were fully expended within the program year which ends on June 30<sup>th</sup>.

Mr. Bickers stated that staff is working hard on identifying and fixing potential REAC hazards. Major sidewalk issues have been addressed and staff will re-seed patchy grass areas and erosion spots that are visible before inspections take place. Commissioner

Johnson asked Mr. Bickers if there have been any thoughts to replace trees that were removed across sites for safety reasons. She stated that a lot of the trees provided shade for residents. Mr. Bickers stated that he could add that topic to the agenda. Commissioner Mitchell suggested looking into it but also keeping in mind the redevelopment process.

Commissioner Halbert expressed his concerns of the pending procurement work slated for Crescent Hall when there is not a consensus from the Board of how to proceed forward with redevelopment. Ms. Kilroy stated that there may have been a misunderstanding of the language used in the procurement update. She added there are currently no RFPs ready to be issued for procurement work at Crescent Hall. Mr. Winder is still gathering information for the solicitations. Ms. Kilroy stated that there are many other details that have to be resolved before any work can begin. After much discussion, Commissioner Mitchell suggested that more information regarding these details will be available by the middle of September. Commissioner Halbert and Commissioner Norris both feel that a design process for Crescent Hall should start sooner rather than later and move parallel with other details such as relocation, demolition, and financing. Mr. Bickers stated that if the Board is ready for the design work to begin he will instruct staff to move forward.

Mr. Bickers presented the Board with the Section 3 Policy. The policy covers Section 3 and more clearly defines the requirements that are covered in 24 CFR Part 135. With language incorporated in the plan by the City of Charlottesville, the policy has a more detailed action plan than the previous version that was presented to the Board months ago. The policy details seven goals and related action steps to help implement and market a Section 3 program. The plan also details the clause needed for all contracts, preference procedures, certification procedures, and the selection process. In order to implement and properly comply with Section 3, the City has committed to hiring a Section 3 coordinator and has asked that CRHA provide \$10,000 in funding towards this position. The City has taken a look at the plan and has also approved the resolution at their June 20, 2011 City Council meeting. Mr. Bickers stated the plan is being presented to the Board for review at this time with action planned for the July Board meeting unless the Board felt comfortable with taking action on the policy. The Finance Committee made a recommendation to approve the policy but not approve the \$10K for the staff position. The Board decided to vote on the policy. Commissioner Johnson seconded the motion to approve Resolution #1291 to adopt the Section 3 Policy.

Commissioner Stevens asked Ms. Davies if the policy was written to protect the agency against potential lawsuits for giving too much preference to a particular business. Ms. Davies stated the policy is written to comply with 24 CFR and to adhere to Virginia Procurement laws. Commissioner Norris thanked former Commissioner Edwards and Commissioner Johnson for bringing the agency to a point where it is adopting a strong Section 3 Policy. Commissioner Johnson thanked CRHA staff and City staff for the hard work and effort that was put into the policy.

AYES

NAYES

ABSTAIN

Commissioner Halbert  
Commissioner Johnson  
Commissioner Mitchell  
Commissioner Norris  
Commissioner Stevens  
Commissioner Woodard

Resolution #1291 passes.

Mr. Bickers stated the City has committed to hiring a Section 3 Coordinator that will have shared goals of implementing Section 3 for the City and CRHA. CRHA will be submitting a joint application with the City for a HUD funded Section 3 position also.

The City however is requesting \$10,000 from CRHA to help fund its Section 3 position as this position will be addressing issues applicable to CRHA while also working with CRHA residents and CRHA contractors. Based on HUD subsidy calculations, CRHA looks to be as much as \$100K less base funding primarily due to lower utility costs that CRHA has experienced. This will impact CRHA operating funds and the agency may have to present an amended revised budget and may prove to be difficult to spend \$10K to fund the City staff position. Mr. Bickers stated if the Board decides to help fund the position, the agency will have to use reserve funds or go into additional deficit spending. Commissioner Johnson stated that she is in favor of going into the reserve funds and making a solid investment in this position that will uplift economic development for residents. She suggested the Board go back and revise the budget and then move forward with reserve spending if the agency needs to. Commissioner Norris stated he is usually opposed to spending reserve funds for operating expenses; however, the City's proposal is in line with the intent of using the reserve funds by the policy the Board set forth. He stated the policy for the Urban Reserve Fund is that it should be used to target minority business development in order to create jobs and economic opportunity for residents. He added he is comfortable with not voting on it at this meeting but it is something the Board should support. Commissioner Halbert expressed his concern that this position is a City staff position and that most of the contracts that the position will cover will be City contracts. He added that CRHA is set to comply with Section 3 and that the City should fund this position without the help of CRHA. Commissioners decided to make this an agenda item at the next Board work session.

Mr. Bickers updated the Board on operating and capital funds. A preliminary look at the operating subsidy calculations for the 2011 calendar year indicate that baseline funding could change substantially from that of the prior year due primarily to the decrease in utility costs. Utility costs are included in the subsidy calculation as an add-on to the HUD prescribed formula funding. As CRHA has lowered utility costs, the subsidy calculation is now being negatively impacted. Final calculations have not yet been completed and data checking still must occur, but if the decrease in subsidy is significant, CRHA may need to re-evaluate the budget for this year and determine if any further reductions to expenditures are necessary. This funding affects the Public Housing program. CRHA is also awaiting the new Capital fund award for 2012. In past years,

this funding usually occurs in June but has occurred as late as September. With this funding short fall, CRHA staff will take a hard look at projects and how to prioritize projects for this fiscal year.

Mr. Bickers stated he had some good news to report. PHAR has received federal ROSS funding to hire a Resident Services Coordinator. The funding will cover the position for three years. CRHA had applied for funding from a variety of local funders to hire for this same position before PHAR submitted their application. As a result of the local applications, CRHA received \$25,000 towards the position and had agreed to cover the remaining costs of the new position, approximately \$25,000, from operating funds. As a result of the PHAR funding, CRHA is now re-evaluating the proper use of the local funding received. Mr. Bickers stated he is trying to schedule a meeting with PHAR to discuss the possibility of using the CRHA funds to address a specific component of resident services or possibly to kick off the effort depending on the timing of the federal funding. If an appropriate complementary effort can be identified, the revised objectives and related outcomes would then have to be approved by the local funders before CRHA would proceed with spending any of the funds. Further updates and recommendation will be presented to the Board as more details become available.

### **C. Committee Reports**

#### **1. Finance Committee**

Mr. Bickers stated CRHA is ahead of budget. Mr. Bickers stated May is the second month of the fiscal year. At this time the AMPs show a net gain. Annual Public Housing dwelling rent income was higher than the budgeted amount. At the present time total expenses are under budget with the exception of contracted maintenance costs due to preparation for REAC inspections to occur in July. Section 8 showed a net gain. Actual subsidy income is on target, and the HAP expense remains below the budgeted amount.

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

Commissioner Johnson stated there was a meeting however Commissioner Clarke was not present at the Board meeting to give a report. Commissioner Johnson stated that the committee would like to have staff come back and go over more roles and responsibilities. She stated that there was much discussion on the elevators at Crescent Halls.

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

Ms. Kilroy gave an update that the next committee meeting will be July 18<sup>th</sup> at 10:00 am at South First Street. The Section 3 grant is due July 20<sup>th</sup> and by this time next month, staff will be able to share the work plan will be for this position. There will be a series of meetings with residents and community members over the summer to go over the details of the MOU, an update on the adoption of the Master Plan, and to introduce Kathy McHugh and Melissa Thackston to residents as their schedules permit. The dates will be 6<sup>th</sup> St. Center-July 12<sup>th</sup>; South First St. - July 14<sup>th</sup>, Crescent Hall -July 27<sup>th</sup>, Madison-July 27<sup>th</sup>; Westhaven -August 4<sup>th</sup>; Michie Drive- August 16; and Riverside Avenue-August 18<sup>th</sup>. The meeting at Crescent Halls will be at 1:00pm all other meetings are at 6:30pm.

**VIII. OTHER BUSINESS**

Commissioner Norris asked for an update on the Barment Policy. Ms. Davies stated there was a meeting last Fall with Legal Aid and others. There were some changes suggested to the policy and that it is currently with Legal Aid. Commissioner Johnson stated Legal Aid conducted two meetings with residents for their input. Legal Aid will incorporate those comments into the policy and the next step will be to bring the policy back to the CRHA staff and Board. Mr. Bickers stated during a Re-Entry Summit subcommittee meeting; he and Jason Ness, OAR, have been working on a set of criteria that the CRHA Executive Director could use to evaluate an unbarment request. Commissioner Johnson asked for a copy of the language to forward to Legal Aid and the residents. Mr. Bickers stated he asked Mr. Ness to take the criteria language back to the subcommittee with the hopes that a recommendation could then be brought back to the CRHA Board as a recommendation.

Commissioner Halbert stated the nominating committee will need to meet in June or July to bring forth a slate of new officers for the upcoming year. Commissioner Stevens said he will contact the committee to set up a meeting later in the week.

Commissioner Johnson stated she would like to see a committee put together to look into CRHA policies. Commissioner Mitchell recommended Commissioner Johnson pick one or two policies to focus on because of the many different policies that exist. Commissioner Johnson stated she would like to start with the CRHA Board By-Laws and the Personnel Policy. Commissioner Johnson stated she would like to work with Ms. Davies on updating the two policies. Ms. Davies stated she looks forward to working with Commissioner Johnson.

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

Redevelopment Committee Meeting – meets 2<sup>nd</sup> Wednesday of the month  
Next meeting will be July 13, 2011 at 10:00am in the South 1st Street Community Center

Resident Services Committee Meeting- meets 2<sup>nd</sup> Thursday of the month  
Next meeting will be July 14, 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 July 20, 2011 at 4:30pm, in Basement Conference Room City Hall.

Regular Board Meeting – meets 4<sup>th</sup> Monday of the month  
Next meeting July 25, 2011 at 7pm, in Council Chambers

**X. PUBLIC COMMENTS**

Annette Wilcox, 1400 Monticello Road, stated she would like to see all trees pruned to increase the safety of pedestrians. She likes the look of trees but does not want to see anyone get hurt as a result of trees getting in the way.

XI. **ADJOURNMENT**

Commissioner Johnson made a motion to adjourn, seconded by Commissioner Johnson.  
The meeting adjourned at 8:30pm.