

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

December 19, 2011

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 5:00 PM on December 19, 2011 in Council Chambers at City Hall.

I. **CALL TO ORDER**

Commissioner Mitchell called the meeting of the Board to order at 5:00 PM on December 19, 2011.

II. **ROLL CALL OF COMMISSIONERS**

Present:

Ms. Sherri Clarke, Commissioner
Ms. Joy Johnson, Commissioner
Mr. Hosea Mitchell, Chair
Mr. Dave Norris, Commissioner
Mr. Bob Stevens, Vice Chair
Mr. Keith Woodard, Commissioner

Absent:

Ms. Claudette Greene, Commissioner

Staff Present:

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

III. **MOMENT OF SILENCE**

Commissioner Mitchell called for a moment of silence.

IV. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD NOVEMBER 28, 2011.**

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

V. **APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE BOARD
OF COMMISSIONERS HELD DECEMBER 7, 2011**

Commissioner Woodard made a motion to approve the minutes, seconded by Commissioner Clarke. Commissioner Johnson and Commissioner Mitchell abstained. 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 made.

VIII. REPORTS

A. Police Report

Sgt. McKean was not present.

B. Action Item

1. Resolution No. #1295 Adopting An Annual and Five Year Plan (2012)

Mr. Bickers stated a draft of the annual plan was presented to the Board in the October board package. The draft annual plan was then posted for a 45 day public comment period in which CRHA held three public meetings; December 1st at Westhaven Community Center, December 8th at Crescent Halls, and December 15th at South First Street Community Center. Mr. Bickers stated attendance at the meetings was not great compared to other years; however, a total of twelve residents, two community members, and one staff person attended the meetings. There were no new capital projects identified as a result of the public meetings as well as no new policy changes proposed to this year's annual plan.

Mr. Bickers stated there were several maintenance related issues discussed at the December 1st meeting at the Westhaven Community Center. The maintenance related issues involved specific units that will be addressed separately by the maintenance staff. There were four questions/comments heard at that meeting. The first comment was for CRHA to include hot water heater replacements, exterior site lighting, and tree trimming in the annual plan. Mr. Bickers stated those projects are already included in a prior year or this year's annual plan. The second question asked was, "Can CRHA add "Children at Play" signs on Hardy Drive?" Mr. Bickers responded saying "Children at Play" signs are not a capital project but CRHA can add these signs to Hardy Drive. The third question asked was, "Can CRHA change the word "project" to "site" on attachment B within the annual plan?". Mr. Bickers stated CRHA will change the word "project" to "site" within attachment B. He explained HUD uses the word "project" to refer to a development or combination of developments and it was not CRHA's intent to use the word in a negative way. The fourth question asked was, "Does CRHA direct higher income applicants to certain sites with regards to income mixing and de-concentration?" Mr. Bickers stated CRHA does not direct applicants to any site based on income level or any other attribute other than bedroom size. Staff fills units based on the applicant at the top of the list per bedroom size and then offers a unit when there is a vacancy. Some sites only offer certain bedroom sizes. The Madison Avenue site only has two bedroom units. Riverside Avenue, 6th Street SE, and the single family homes are all three bedroom units, while Michie Drive has two and three bedroom units only. Mr. Bickers stated those sites do not have a good mix of different household sizes based on the unit types; however, this has nothing to do with household income. He hopes that through redevelopment the mix of unit sizes can be changed to allow all household sizes to live at all sites.

Mr. Bickers stated there were three questions/comments raised at the December 8th Annual Plan Hearing at 500 South First Street. There were several comments regarding maintenance issues such as stoves, Crescent Halls' buzzer system, and pest control services that will be addressed by the maintenance staff. The first comment from residents was to include tile repair and addressing unit electrical issues in the annual plan. Mr. Bickers stated those projects are already included in an annual plan. The second question asked was, "Can Crescent Halls switch from gas to electric stoves?" Mr. Bickers stated CRHA does not have any current plans to convert the stoves from gas to electric; however, staff will be collecting input from residents concerning their wishes for the major rehabilitation effort that is currently being planned for Crescent Halls. If the majority of the residents wish to have electric rather than gas stoves, CRHA will try to make that change during the rehab project. The third question asked was, "Why does Crescent Halls have such a mixed population within the building specifically regarding the elderly and non-elderly? Wouldn't it be better to have all the seniors living in a building by themselves?" Mr. Bickers' stated Crescent Halls is designed as an elderly/disabled building and CRHA cannot deny housing to any qualified applicant as this goes against Fair Housing laws. There is a significant non-elderly disabled population within the building. CRHA hopes to address this situation during the redevelopment effort and may create an elderly only building during that process.

Mr. Bickers stated there was a meeting scheduled for December 15th at the South First Street Community Center but no one attended. Commissioner Johnson stated there has been an increase of immigrant families within public housing. She would like to see CRHA provide a solution to help with communicating with these families that have isolated themselves because of language barriers. She stated the barrier has made it difficult to communicate with those families thus making it difficult to provide help or services for them. Mr. Bickers stated CRHA has seen a rise in refugee families and have set up a service with IRC to help with language barriers. These translators are available upon CRHA's request and have been very helpful in lease briefings and in other meetings set up by staff. Having no other discussion on the topic, Commissioner Johnson made a motion to approve Resolution #1295 Adopting an Annual and Five Year Plan, seconded by Commissioner Stevens. Commissioner Mitchell called for the vote.

AYES

NAYES

ABSTAIN

Commissioner Clarke
Commissioner Johnson
Commissioner Mitchell
Commissioner Norris
Commissioner Stevens
Commissioner Woodard

Resolution #1295 passes.

IX. Executive Director's Report

Mr. Bickers reported that CRHA closed a loan in the Down Payment Assistance Program and closed another loan in the Closing Cost Assistance Program. He stated reporting rates continue to be good in both the Public Housing and Section 8 programs. The vacancy

reports shows staff filled three units in November which brought the number of vacant units down to twenty. Mr. Bickers stated since then, staff has filled four more units which has brought the number of vacant units down to sixteen and he is pleased to see the number rolling back in a positive direction. Mr. Bickers stated the rent receivables were around the same level as last month's total. There were a couple of big receivables with one involving an eviction that has since taken place.

Mr. Bickers updated the Board on current procurement projects. He stated two additional speed humps have been completed at Westhaven to help with regulating vehicle speeds at that site. He reported staff is continuing to address a roof leak at Crescent Halls. A new roofing contractor has performed repairs but the leak has not been stopped. The contractor will return to continue the search and perform further repairs. Mr. Bickers stated the door stopper project at Crescent Halls has been delayed. Staff had hoped to install door stoppers on residential doors at Crescent Halls to prevent doors from slamming. The project will not take place due to an asbestos issue as well as fire code violations. The fire department has indicated to CRHA that it is against fire code regulations to alter the doors in any way since they are fire rated doors. CRHA will have to purchase all new doors with pre drilled closers already installed. Mr. Bickers stated staff is exploring other options as CRHA currently does not have the funding for this type of project. He reported staff is currently working on a solicitation for a task order contract for ceramic tile repairs and replacement as needed. Mr. Bickers asked all residents to call the maintenance department if there are damaged tiles on the floors or if caulking is cracked and becoming loose. Commissioners asked that residents be notified of the ceramic tile project. Mr. Bickers stated staff will put a notice in the newsletter.

Mr. Bickers stated the asbestos remediation project at Crescent Halls has been completed. The work involved caulking and sealing any holes or open areas of the doors in Crescent Halls to prevent the escape of asbestos material. The contracted workers did not have to wear protected gear while performing the work which was comforting to staff and residents. The remediation team also performed an air quality reading in the building testing the air quality to detect asbestos. Staff has not received the test results; however, previous air quality tests showed no asbestos. Mr. Bickers stated doors at all other sites have been examined and no fire rated doors were found. CRHA has currently ordered a dozen replacement doors for the accessible units to insure full compliance with ADA requirements and will be installed once the doors are received.

X. Committee Reports

1. Finance Committee

Mr. Bickers stated the committee did not meet.

2. Resident Services Committee

Mr. Bickers stated most the meeting was used to discuss the annual plan. The residents talked about issues regarding stoves and there was quite a long discussion regarding the population of elderly versus nonelderly residents. Commissioner Clarke stated that having

younger people in the building may be helpful for some of the elderly residents but she certainly understood what was said about having younger residents there as well.

3. Redevelopment Committee

Commissioner Norris stated the committee met and discussed the steps of the MOU adopted by the CRHA Board and City Council. There will be a series of action items that will come from the agreement. One of the action items will be discussed and voted on later in the evening by City Council which will be the appropriation of approximately \$600,000 of City funds to advance redevelopment efforts. This money will be used to pay for predevelopment costs for the Levy Avenue new construction project and the Crescent Halls rehabilitation project. The committee discussed the planning of both projects which included the possibility of a development team designing both Levy Avenue and Crescent Halls. Other discussions included the possibilities of incorporating market-rate units at Crescent Halls and the best way to utilize the Charlottesville Development Corporation (CDC) as the governing entity for moving the project forward while adhering to the principles of the Bill of Rights.

Commissioner Mitchell stated the agency is moving forward at a good pace and the possible appropriation of City funds shows the City really cares about what's going on.

XI. OTHER BUSINESS

Commissioner Mitchell stated the agency is pursuing two individuals for the Executive Director position and he would like to interview the two candidates in early to mid-January.

XII. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
The next meeting will be Wednesday, January 11, 2012 at 10:00am at South First Street.

Resident Services Committee Meeting- meets 2nd Thursday of the month
The next meeting will be Thursday, January 12, 2012 at 1:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Wednesday of the month
The next meeting will be Wednesday, January 18, 2012 at 4:30pm in the Basement Conference Room at City Hall.

Regular Board Meeting – meets 4th Monday of the month
The next meeting will be Monday, January 23, 2012 at 7:00pm, in Council Chambers.

XIII. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Road, stated on two separate occasions she has been approached by homeless people in the City asking her for money. She stated she cannot afford to give money because she is on a fixed income. She asked to whom she should report the incidents to. Commissioner Norris stated that there are laws in the City against aggressive panhandling but if someone is just asking for money that is not considered

illegal. He stated to Ms. Wilcox that she is not obligated to give any money but that if someone is asking in an aggressive manner she should call the police.

Commissioner Mitchell shook the hand of Mr. Bickers and thanked him for his years as the Deputy Director and Executive Director at the Charlottesville Redevelopment and Housing Authority. The Board also thanked Mr. Bickers and wished him well in his next endeavor.

Mr. Bickers thanked the Board for giving him the opportunity to serve as the Executive Director and for trusting him to care for the agency's residents. He thanked Noah Schwartz and Kathleen Glenn-Matthews for the hard work they did prior to his employment with the agency. He believes their efforts made it a little easier for him and he hopes that he has made it a little easier for the next Executive Director. He thanked the staff for their hard work, for supporting him, and for sharing his vision. He thanked the residents for inviting him into their homes, for allowing him to get to know them, and for sharing their lives with him. He hopes that he was able to give something back to the residents because they gave a lot to him. He stated he will miss them more than anything. While the HUD numbers and getting out of troubled status was important, his personal relationship with the residents is what mattered most to him and that is something he will take with him. He added that he hopes everyone embraces change and embrace a new way of working together going forward. He added that the agency has come a long way but there is still a lot that is not working for the residents. He wishes that the agency and the tenants can get on the same page because staff is not the enemy. Staff cares for whom they are providing housing for and he believes to strengthen that relationship is a key factor in moving the Housing Authority forward.

XIV. ADJOURNMENT

The meeting adjourned at 5:42pm