

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

November 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 November 28, 2011 in Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Mitchell called the meeting of the Board to order at 7:00 PM on November 28, 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

Absent:

Ms. Claudette Green, Commissioner
Mr. Keith Woodard, 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 OCTOBER 17, 2011.**

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

**V. APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE BOARD
OF COMMISSIONERS HELD NOVEMBER 15, 2011**

Commissioner Norris made a motion to approve the minutes, seconded by Commissioner Stevens. 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. KATIE RYAN- JUST CHILDREN'S EDUCATION CLINIC

Ms. Katie Ryan, a lawyer at the Legal Aid Justice Center, stated the Just Children's program performs advocacy work on children's issues in Charlottesville and state wide with focus on education, foster care, and juvenile justice issues. The program recently has started an education clinic located at the Westhaven Clinic on Mondays from 10:00am to 12:00pm. The education clinic will be staffed by a Legal Aid lawyer as well as few UVA student lawyers. Just Children's Education Clinic will serve as a drop in clinic for parents to receive help and support with any issues they are facing with their school age children. Such issues include expulsions, suspensions, enrollment issues, graduation requirements issues, and school disciplinary actions on special education children with disabilities. The clinic provides easy to use parent handbooks with self-guiding chapters that parents will be able to refer to for help. She hopes the clinic will be able to reach out to families sooner rather than later to prevent any forthcoming crisis situations.

IX. DAN ROSENSWEIG

Mr. Rosensweig, Executive Director of Habitat for Humanity, updated the Board on the progress of Sunrise Park. He thanked the Board for awarding Habitat for Humanity four project based Section 8 vouchers to help develop the mixed income development. Obtaining the vouchers allowed Habitat to gain financing that include a line of credit that Habitat will be able to pay back once it sells market rate lots. He stated Habitat recently dedicated two homes, four more homes will be dedicated by Christmas, and the first family coming from Westhaven to Sunrise will be in their home by Christmas. Habitat has implemented a two phase family selection process. During this process, spots are reserved for families that have long time credit issues while counselors work with the family as they move towards home ownership.

He stated Habitat has partnered with Southern Development to submit a bid to the City for a vacant parcel located at Elliott Avenue. The group is proposing to build a 50 unit mixed income development and hopes to be able to help CRHA with its redevelopment process. If the partnering group wins the bid, it would like to enter into a special partnership with CRHA and reserve 25% of the new Habitat units to CRHA residents. This would allow CRHA to move some of its existing residents out of public housing and/or the Section 8 program thus freeing up the waiting list. It could also help CRHA relocate some of its residents during the redevelopment process.

Mr. Rosensweig stated during the conceptual planning for the vacant parcel, Habitat and Southern Development noticed a similarity between the Elliott Avenue lot and Westhaven in terms of creating a mixed income development. Habitat is looking to push density,

incorporate “green streets”, and add a mixture of housing types on the vacant parcel. The group would like CRHA to be involved with its planning phase to allow CRHA to learn more about redeveloping sites. He would like to meet with Ms. Kilroy and Mr. Bickers to discuss the partnership proposal and the possibility of a letter of support. The Board agreed to have staff continue a discussion for the possibility of a partnership with Habitat.

X. **REPORTS**

A. Police Report

Sgt. McKean stated officers put together a turkey raffle for residents at Sixth Street. The raffle was a success and it allowed officers to spend time with. He stated Detective Lucas started working in the 10th and Page area with Officer Moseley. The officers are working with CRHA Property Manager, Heather Jeffries, to put together a gang awareness presentation for residents in the Westhaven Community Center. They are hoping to also have a monthly movie night at the center for children and parents.

Sgt. McKean presented the Board with a crime trending analysis report. He noted that “calls for service” and “reported incidents” have gone down across all sites in 2011 compared to 2010. He stated “reported crimes” are not just noticeable in Charlottesville but nationwide as well. The decrease activity could be attributed to more police presence in neighborhoods; however, “calls for service” may start to increase as relationships between police and the community continues to strengthen.

B. Executive Director’s Report

Mr. Bickers stated staff was able to fill two vacant units for the month of October and a few more move-ins are scheduled before the end of the month. He reported that receivables are up a little for the month of October with nothing significant to report. He reported CRHA has issued a bid for two speed humps at Westhaven. CRHA has received bids and staff is working on getting the work completed.

As discussed at a prior Board meeting, staff has checked with the agency’s insurance company about CRHA’s exposure related to outside organizations using CRHA facilities to prepare and sell food to the public. Staff has been advised by the insurance company to require a certificate of insurance from all such organizations as a condition of their being allowed to use centers in this manner. It is assumed that food preparation for a private event is acceptable just as long as the food is not being sold. Mr. Bickers stated Commissioner Johnson raised the question of whether or not the rule applies to resident groups that sell to other residents. Mr. Bickers is continuing to follow up with the insurance agency for this answer; however, it looks as though the same rule would apply. If an organization does not have their own insurance and could not afford to pay any potential damages as a result of a suit against them, the injured party could seek reimbursement from CRHA. In this case, CRHA’s insurance company would have to defend the agency against the suit. If CRHA continues to allow agencies to use the centers without requiring their own insurance it could face increased premiums or ultimately cancellation of its policy. Mr. Bickers stated that the finance committee discussed whether the Health Department would have an issue because the community center kitchens are not commercial grade. Mr. Bickers have contacted the Health Department and is waiting for a reply.

Commissioner Norris stated use of the centers in this manner has occurred for decades and he asked if residents could sign a waiver. Ms. Davies stated that each consumer participating in the event would have to sign a waiver and Staff would not have any control in ensuring that each person has signed the waiver. Commissioner Stevens and Ms. Davies both agreed that organizations could seek suggested donations. Commissioner Johnson stated she understands the insurance liability stand point but she would like staff to follow up with HUD's response to this situation regarding resident association use of the centers. Commissioner Mitchell has asked Commissioner Woodard and Commissioner Greene to look into this situation and to work with Ms. Davies and Mr. Bickers to follow up with the Health Department issue and to follow up on HUD part 964.

PACEM has requested that CRHA's South 1st Street Community Center be used as an emergency shelter for their homeless clients during extremely cold nights. The Center would not be a regular site but rather an overflow location. CRHA will require proof of insurance coverage from PACEM and will execute an MOU with PACEM. PACEM will be expected to clean the center after use and cover any damages incurred as a result of their use. PACEM would be using the center during the evening/overnight hours and should not displace any other event. If there is a scheduling conflict, resident events will have priority and PACEM will have to wait until after the resident event has been completed. The Executive Director recommends allowing PACEM to use the center for this purpose and will proceed with the MOU unless the Board disagrees.

Mr. Bickers stated Blue Ridge Commons is going to perform a major renovation of its site and become a tax credit site. The apartments were originally bought with HUD financing. Blue Ridge Commons has prepaid the HUD mortgage and as a result, the 162 families are at risk of paying higher rents. HUD will be issuing enhanced vouchers to protect the families. The vouchers will have the benefits of a regular tenant based voucher. These vouchers will initially go to the current residents of Blue Ridge Commons and they can either use the voucher at Blue Ridge Commons or can choose to move and use the voucher with a new Section 8 landlord. HUD has asked CRHA to administer the vouchers. It is CRHA's understanding that the voucher funding will stay with the organization to help any applicant family should the voucher no longer be used by the initial Blue Ridge Commons' tenant. CRHA has asked HUD if initial funding is based on Blue Ridge Common rents or on FMRs in Charlottesville but Staff has not yet received an answer. Based on PIH notice 2001-41 (HA), it appears that CRHA would receive \$250/voucher or \$40,500 as a special one-time fee that HUD pays in recognition of the upfront work involved with collecting paperwork and processing the new 162 voucher holders.

In addition, CRHA would receive an on-going administrative fee associated with administering the 162 vouchers. It is CRHA's understanding that this fee would be paid in the same way and at the same level as our current administrative fees. If this is correct, CRHA would receive approximately \$8,700 extra per month or approximately \$104,000 extra per year based on current funding levels. CRHA has also asked HUD to verify these amounts. A housing authority is supposed to administer the vouchers 60 days prior to tenant rent increases. Based on the information received, Mr. Bickers stated a decision to accept the vouchers may need to happen fairly quickly as the prepayment has occurred and the tenants are now at risk. Mr. Bickers stated that as voucher funding fluctuates there is

some level of risk in managing the additional vouchers however he sees this as an opportunity to help Blue Ridge Commons and to generate substantial income for CRHA. Commissioner Clarke suggested Mr. Bickers consider hiring additional staff help if needed through the Section 3 program. The Board has asked Mr. Bickers to contact Blue Ridge Commons Management to be present at the next meeting to discuss this topic in more detail.

Mr. Bickers stated Staff recently experiencing damage to one of the Crescent Halls residential unit entry doors, and based on the age of the building, CRHA tested the interior insulation in the door. These doors are fire rated and the insulation has been found to contain asbestos. The doors are completely safe as long as they are not damaged or the door latches, locks and peephole viewers are secure. Staff is having a firm that deals with asbestos on a regular basis to inspect the doors and take any needed corrective action. Resident leaders in Crescent Halls contacted residents to attend a meeting held earlier in the day to meet with an asbestos expert to inform residents of asbestos concerns and when resident doors could be dangerous. The asbestos remediation firm will perform the sealing and caulking of the doors on Tuesday, November 29th. Staff is currently examining options concerning the doors which include possible replacement and is preparing to replace any doors should they be damaged in any way. The remediation firm will also perform an air quality testing to make sure there are no contaminants in the air. Mr. Bickers stated the agency will have to face asbestos remediation before redeveloping Crescent Halls. An assessment will have to be performed before the renovation of the building which will raise the cost of redevelopment for the building.

C. Committee Reports

1. Finance Committee

Commissioner Johnson stated most of what was discussed was reported in the Executive Director's report. The committee discussed enhanced vouchers and liability insurance regarding food preparation. Mr. Bickers stated the agency is operating at a deficit in the Public Housing and Section 8 programs as anticipated based on funding from HUD. The levels are about where Staff anticipated they would be. Due to cash flow situations, Staff has to use some of the reserves and this will continue for the rest of the fiscal year.

Mr. Bickers stated it was originally reported at the committee meeting that there was about 12 months of Section 8 HAP reserves at the current level of funding and spending. Staff took another look at the numbers and it is actually 24 months or a little more. The reason is because CRHA got more money earlier in the year and Staff calculated current month by month figures rather than looking at the whole year's funding.

2. Resident Services Committee

Commissioner Clarke stated Thyssenkrupp attended the meeting to speak to residents regarding the proper use of the elevators and answered resident questions. Mr. Bickers stated residents raised the issue that if more than three elevator buttons were pushed at one time, the elevator would respond to the first three buttons. Thyssenkrupp believed it was a nuisance control set to prevent people from pushing every button for every floor. This was

confirmed by Thyssenkrupp and the control can be set to a higher number. It was agreed that the Thyssennkrupp group out of Richmond is much more responsive.

3. Redevelopment Committee

Commissioner Norris stated the committee did not meet however he stated an update report would be given regarding the MOU.

A. CRHA MOU Report-Amy Kilroy, Kathy McHugh, Melissa Thackston

Kathy McHugh thanked the Board for allowing the City to work with CRHA. Ms. McHugh updated the Board with recommendations for board configuration for the Charlottesville Development Corporation (CDC) and project management. Although currently governed by the same board as CRHA, the CDC could also be configured so that it is consistent with Community Housing Development Organization (CHDO) and Community Based Development Organization (CBDO) guidelines under HOME and CDBG regulations respectively, so that these funds can be used for new construction efforts. While CHDO and CBDO structures could provide the opportunity for use of HOME and CDBG funds, it should be noted that HOME funds have been obligated for use by the SRO Crossings at Fourth over the next decade or so. As such, HOME will not be a viable source for CRHA. As to CDBG, these funds can already be used for rehabilitation of housing; however, the CBDO would be required if funds are needed to assist with new housing construction. A final determination regarding board structure for the CDC would need to be undertaken by the CRHA Board based on recommendations from their legal counsel.

Ms. McHugh stated redevelopment effort started off with the realization that there is an overall lack of capacity to move forward and it is of no surprise that all efforts to date only further point to the need for further capacity building in terms of staffing and development of partnerships with both non-profits and for-profit entities. It has been recommended that staffing for the initial redevelopment effort should be provided by a development team consisting of the Director of Neighborhood Development Services, the Housing Specialist, the Grants Coordinator, the Section 3 Coordinator and CRHA staff member to ensure liaison with the Board and Executive Director. This is viewed as a potential short-term arrangement to enable a limited number of redevelopment projects to move forward. It is also recommended that CRHA consider utilizing the talents of the City's facilities team for actual construction management of redevelopment projects. Using a good project management firm and the expertise of Mike Mollica and Scott Hendrix, projects can likely be done more efficiently than using the current CRHA part-time project management staff.

Ms. Kilroy updated the Board on the recommendations for redevelopment. There are five action step recommendation for the redevelopment process. The first speaks to five next steps that include developing an RFP for both the renovation/rehabilitation of Crescent Halls and for constructing new mixed use development at the Avon Garage / Levy Lot property; second to determine how to utilize and structure the CDC to undertake redevelopment activities; third to ask City Council to appropriate funding to perform the predevelopment work for Crescent Halls and Levy Avenue site; fourth to develop a

detailed financing plan for renovation of Crescent Halls; and fifth to develop a strategic plan to complete redevelopment of all other CRHA properties.

Other redevelopment recommendation items include honoring the commitment made by the CRHA Board and the City that the Resident Bill of Rights remains in place; the possibility of modifying CRHA policies to include priority so that persons who are currently employed be given strong consideration/preference; emphasizing green construction to bring resident utility costs down as well as agency costs; and to get an updated market analysis done more recently than the one provided in the Master Plan.

Ms. Thackston asked the CRHA Board to vote on the resolution that was presented to them. The resolution contains the five action plans that are the real tangible steps to physical redevelop whereas the past six months of the Master Plan process was a plan leading to redevelopment. She thanked the Board for giving them the opportunity to work together to move forward with redevelopment.

Commissioner Norris thanked the team for all the hard work that went into the MOU and the resolution and he made a motion to approve Resolution No. #1294, seconded by Commissioner Johnson. Commissioner Mitchell called for the vote.

AYES

NAYES

ABSTAIN

Commissioner Clarke
Commissioner Johnson
Commissioner Mitchell
Commissioner Norris
Commissioner Stevens

Resolution #1294 passes.

XI. **OTHER BUSINESS**

Ms. Tierra Howard, Section 3 Coordinator, updated the Board on the Section 3 program and the progress made in the program. She explained that the Section 3 is a provision of HUD Act of 1968 that requires recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. Being recipients of HUD funds, CRHA and the City of Charlottesville must comply with Section 3. Ms. Howard is in the process of building a resident and Section 3 certified business database that will be provided to contractors who are seeking employment opportunities on Section 3 contracts. Ms. Howard has been working closely with CRHA staff to get some resident and businesses certified. On the business side, Ms. Howard has received a list of repeating CRHA service contracts and has contacted those businesses to get them certified. She stated there is a link on the City's Neighborhood Development Services webpage that will give you access to a host of Section 3 information. She is also working with CRHA staff to incorporate a link on its webpage.

Commissioner Norris thanked Ms. Howard for her hard work. He stated he was recently asked to attend and speak at a statewide Legal Aid conference and while he was there, he heard some really good positive things about Charlottesville and its approach to Section 3. Folks were impressed with the City of Charlottesville and CRHA for adopting a joint Section 3 policy. There were also some suggestions recommended to improve and enhance the policy. Mr. Bickers stated to revise the Section 3 policy, CRHA would have to post the suggested comments for a 45 day public comment period before any changes can be made.

Due to the upcoming holiday, the Board agreed to move the December Board meeting to December 19, 2011 at 5:00pm in Council Chambers.

Commissioner Stevens stated he and Ms. Davies have drafted a Barment Policy that will be posted at all CRHA offices for public comment. This draft policy is different from the draft proposed by PHAR and Legal Aid. The draft language being proposed by Commissioner Stevens and Ms. Davies is regarding automatic deadlines. Commissioner Johnson stated PHAR has not seen the new draft and therefore does not think it should be released for a public comment period. The Board decided to hold off on posting the new draft language.

XII. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
The next meeting will be Wednesday, December 14, 2011 at 10:00am at South First Street.

Resident Services Committee Meeting- meets 2nd Thursday of the month
The next meeting will be Thursday, December 8, 2011 at 1:00pm in the Crescent Hall Community Room.

Finance Committee Meeting – meets 3rd Wednesday of the month
The Finance Committee will not meet in December

Regular Board Meeting – meets 4th Monday of the month
The next meeting will be Monday, December 19, 2011 at 5pm, in Council Chambers

Annual Plan Meetings

December 1st at 6:00pm at Westhaven
December 8th at 1:00pm at Crescent Halls
December 15th at 6:00pm at South 1st Street
December 19th at 5:00pm at the December Board meeting

XIII. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Road, stated she will continue to read The Hook magazine to follow up on redevelopment efforts at Levy Avenue.

Emily Dreyfuss, PHAR, stated she wanted to clarify for residents what the disagreement is regarding the Barment policy. She stated the key issue at hand is whether or not a person on the barred list for a specified period of time under the policy and has reached that time, should this person be automatically disbarred or should they go thru an individual review.

She strongly urged people to contact PHAR to give their feedback. Ms. Dreyfuss stated that she is glad that Staff is quickly responding to the asbestos issue at Crescent Halls. She added that she hopes the community center use is resolved quickly and fairly as there are many residents that don't have the luxury of going out to eat and so having the opportunity to go to a bake sale or have a nice cooked lunch will benefit their quality of life.

XIV. CLOSED SESSION

Commissioner Stevens made a motion to enter a closed session, seconded by Commissioner Clarke. The Board entered the closed session.

XV. ADJOURNMENT

The meeting adjourned.