

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

January 23, 2012

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:04 PM on January 23, 2012 in Council Chambers at City Hall.

I. **CALL TO ORDER**

Commissioner Stevens called the meeting of the Board to order at 7:04 PM on January 23, 2012.

II. **ROLL CALL OF COMMISSIONERS**

Present:

Ms. Sherri Clarke, Commissioner
Ms. Claudette Green, Commissioner
Ms. Joy Johnson, Commissioner
Mr. Dave Norris, Commissioner
Mr. Bob Stevens, Vice Chair

Absent:

Mr. Hosea Mitchell, Chair
Mr. Keith Woodard, Commissioner

Staff Present:

Mr. Aubrey Watts, Interim 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 Stevens called for a moment of silence.

IV. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD DECEMBER 19, 2011.**

Commissioner Johnson 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 DECEMBER 28, 2011**

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

VI. **APPROVAL OF MINUTES OF THE SPECIAL MEETING OF THE BOARD
OF COMMISSIONERS HELD JANUARY 4, 2012**

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

VII. RESPONSE TO QUESTIONS FROM PREVIOUS MEETINGS

There were no questions from the previous meeting.

VIII. PUBLIC COMMENTS

Brandon Collins, 536 Meade Avenue, stated Charlottesville needs more affordable housing. He stated it is a bad idea for CRHA to incorporate market rate units on public housing sites and wants to know the rationale behind it. He stated the CRHA website does not have updated video or other information which makes it hard for the public to follow housing authority business. He stated he has met with several CRHA residents that feel as though they are not being respected and that staff is not responsive to their needs.

Mary Carey, Crescent Hall Apt. 610, welcomed Aubrey Watts as the Interim Executive Director. She stated there were several important things that residents feel have been ignored and neglected by the City and CRHA for a very long time. She stated CRHA should have had an engineering survey performed at Crescent Hall after the August 2011 earthquake. Residents have complained of cracked walls and buckled floors. She stated customer service needs improving as there is no respect from CRHA property managers. She stated resident complaints have been taken at the Resident Services Committee on a monthly basis yielding no results. She stated residents of Crescent Hall have made several maintenance complaints that have not been addressed such as unsafe slippery floors, old carpets, and mold growing behind an air conditioner. Residents would like more security guards at night because non-residents are entering the building when the security guard is patrolling the floors. She also stated that several residents would like the vending machines to be placed in the TV room where it is more accessible.

Emily Dreyfus, PHAR, stated she wants a follow up of HUD's feedback on the residents' use of the community centers which was requested at the November Board meeting by Commissioner Johnson. She stated PHAR is interested in entering into an MOU with CRHA for the use of the centers because it is important for residents to access the centers for meals and other social events. PHAR would like resident-requested repairs identified in the Annual Plan to be completed. PHAR would like to see the "Children At Play" signs put up at Westhaven and Madison Ave as identified in the Annual Plan.

Sarah Powell, Crescent Hall #302, stated volunteers started painting her apartment walls but only completed one wall. She stated she did not request the services and the volunteer has not returned to complete the work. She would like to know if the volunteers are going to return so that she can move her furniture back in its place. She also reported having dirty water stains in the ceilings.

Trina Banks, Crescent Halls resident, stated CRHA maintenance is slow to respond to reported maintenance issues. She also stated she is concerned for the safety of residents after 3:00am because there is no security guard presence between 3:00-8:00am at which

time a lot of activity goes on after the guard leaves. She would like to see more guard presence.

Connie Rosenbaum, Crescent Halls #508, stated Mary Carey is the president of the new Crescent Hall Tenant Association. She stated residents are in need of new refrigerators and new stoves because some residents have reported smelling gas. She stated security presence in the early morning is needed in the building after 3:00am which will make residents feel safer.

Deborah Booker, Crescent Halls resident, stated she is the secretary of the newly organized Crescent Hall Tenant Association. She stated many residents wanted to give Mary Carey their three minutes to speak on complaint issues that many residents have that are not being addressed. She presented the Board with meeting minutes from the past two association meetings to prove how the association is trying to get things done.

Edith Goode, 305-B 2nd St NW, asked members of the audience from Crescent Halls to raise their hand to show support of the statements that have been given (majority of the audience).

Holly Edwards, Service Coordinator with PHAR, described her new position. She stated there will be a public housing resident hired to be a service coordinator with her also. She is providing service to elderly/disabled residents with the desire that people will be aging in place with the services they need. She will also make sure residents are aware of available resources in the city so that they can move forward in their lives by gaining employment and or job training. She stated she can be reached at the PHAR office and her role will be to focus on public housing residents. She would like to see some closure on the barment policy issue. She also stated she was proud of how Crescent Hall residents came together to address issues and she hopes the Board will address their concerns so that they know their voices were are heard and their presence is valued.

IX. REPORTS

A. **Police Report**

Sgt. McKean stated two of his officers will have a movie night for the youth on gang awareness on Thursday, January 25th at 7:00pm in the Westhaven Community Center. The officers will post flyers in the community and will also provide food and drinks. If successful, the program will branch out into other public housing communities.

Sgt. McKean stated he was recently promoted to Lieutenant and will move to the midnight shift. He assured the Board he will still be available to help out with any Housing Authority concerns and will continue to be in contact with CRHA property managers on a daily basis. He stated he will work closely with the new officer and once he or she is acclimated, he will introduce the officer to the Board.

B. **Action Item**

1. **Resolution No. #1297 Mooney Property Release**

Ms. Davies stated the Board was presented with a release agreement, a resolution, and a memorandum regarding a parcel of land the housing authority once owned. She stated

there are some properties that were originally part of the Vinegar Hill Redevelopment Plan that CRHA sold in 1973 to The Mooney West Main Street, LLC. When the deed was transferred, there was a deed restriction incorporated in that deed that addressed the storage of vehicles on the property. Mooney now wishes to sell the parcel; however, the title company has indicated that they need the deed restriction removed to prevent any potential parking issues on the property.

The Vinegar Hill Redevelopment Plan expired in June of 1990 and the restrictions are no longer applicable to the property. Given that CRHA has no current or future interest in the property beyond the deed restriction, there are no foreseeable negative impacts to the release of the restrictions. Ms. Davies stated the Release Agreement will enable Mooney to proceed with the sale of the property and such development can occur. Ms. Davies has reviewed the Release Agreement and would approve it as to form and she asked the Board to execute the resolution so that CRHA can move forward with the release of the restriction. Commissioner Norris made a motion to approve Resolution #1297, seconded by Commissioner Johnson. Commissioner Stevens called for the vote.

AYES

NAYES

ABSTAIN

Commissioner Clarke
Commissioner Green
Commissioner Johnson
Commissioner Norris
Commissioner Stevens

Resolution #1297 passes.

C. HUD Update

Mr. Watt's stated a HUD Activity report is in the Board packages. The report shows all of the various routine reports that needed to be filed. He stated he was pleased to report that all of the deadlines were met and the reports have been filed and approved by HUD.

D. Executive Director's Report

1. Insurance For Food Vendors

Mr. Watts stated he was made aware of the issue surrounding the service of foods at the various community centers about a week ago. He has met with one of the vendors to discuss the services they provide to residents and how it was handled. Mr. Watts also tried to set up a meeting with the housing authority's insurance carrier to discuss the possibility of acquiring insurance should an incident occur with food service to resident or guests. He still does not have a complete answer and is still pursuing it. Mr. Watts stated he understands the issue is important and the residents are really concerned about their ability to enjoy the facilities. He thinks the housing authority should provide some protection but the agency does not want to close off the ability for people to use the centers for events. He stated that he is trying to resolve the issue and will bring an update back to the Board.

Commissioner Stevens stated a possible solution would be by way of donated funds from board members so that groups would be able to provide free food and services to CRHA residents. Ms. Davies stated that this is a creative idea; however, there is still a potential

liability involved. She has spoken to Mr. Watts and the logical course of action is to examine the cost of additional insurance. Ms. Davies stated another idea would be to partner with PHAR. She is pleased to hear that PHAR has suggested the idea of entering into a MOU agreement with CRHA as this may be another way to create insurance coverage through a partnership. She thinks steps are being taken to resolve this matter in a way to protect the agency and allow the residents full use of the centers.

E. Procurement Update

Commissioner Johnson stated residents have made several complaints regarding possible mold issues at Crescent Halls and did not see anything in the procurement update to address this issue. She was not sure if Mr. Winder was aware of resident complaints regarding mold; however, HUD considers mold issues a priority and she would like to see this issue addressed promptly. Commissioner Stevens suggested having CRHA maintenance technicians take a look into the issue. Mr. Watts stated he was made aware of the mold issue just a week prior to the meeting. He has spoken to Mr. Winder regarding this and he is also working with the City's housing inspectors to possibly coordinate an inspection in the building. Mr. Watts stated there has been no progress yet, but he is aware of the complaints and is working on it.

Commissioner Johnson stated the report indicated staff is procuring work for the elevators at Crescent Halls. She asked if staff was getting a second opinion regarding the maintenance inspection of the elevators. Mr. Watts stated it is his understanding that there are two different types of inspections that occur on elevators; an elevator maintenance inspection and routine code inspections. The work being procured is related to required code inspections. He stated staff is making sure elevators are being well maintained.

F. Committee Reports

1. Finance Committee

Ms. Munson stated the committee did not meet; however, she updated the Board on HUD funding for calendar year 2012. Ms. Munson stated CRHA has been notified of preliminary January to March 2012 funding and disbursements figures for the Section 8 program. HUD is forcing PHA's to spend a good portion of its reserves in funding calculations for this year. Currently CRHA is continuing to spend more than its funded but additional funding will be received once HUD finalizes their review. CRHA should see an increase in disbursement funds based on the agency's increased spending. Ms. Munson stated Public Housing operating subsidy has only been funded for the month of January. This amount was based on a 93% proration of the agency subsidy submission. HUD will set the final funding once all PHAs submissions are processed.

Ms. Munson stated the December 31, 2011 Budget to Actual comparison reports for Public Housing, Section 8 and Central Office were included in the board packages. She stated the Public Housing program revenue is under budget primarily due to lower funding amounts in the operating subsidy and capital funds for the last calendar year. At the present time expenses are a little under budget resulting in a net gain. The Section 8 program showed a net loss. Although the HAP expense remains below the budgeted amount, subsidy income

has been reduced primarily due to funding cuts. The Central Office is doing well and showed a net gain.

Ms. Munson reported there were no down-payment or closing cost assistant loans made in December. She stated reporting rates continue to be good at 100% for Public Housing and 100.74% for the Section 8 program. She reported there were 20 vacancies at the end of November. There were 17 vacancies in mid-January and staff was able to fill another unit earlier that day which brings the total number of vacancies down to 16. She stated as of December 31, 2011, the total receivables were approximately \$37K. There were 32 unlawful detainers filed, 11 court dates, 0 writs, and 0 evictions were scheduled. Commissioner Stevens thanked staff for turning the units and getting them filled.

Commissioner Johnson asked for an update on the HUD issued enhanced vouchers. Ms. Munson stated the enhanced vouchers would help the deficit in the admin portion of the Section 8 Program. The vouchers would give CRHA more admin fees and while this would not be used to increase staff it will help cover some of this deficit. Staff has not received any concrete details from HUD regarding the funding levels or as to when the vouchers will be issued. Commissioner Johnson asked if staff has reached out to residents of Blue Ridge Commons. Mr. Watts stated staff is currently waiting to hear from HUD before moving forward. He met with the property owners of Blue Ridge Commons to discuss the vouchers and they are also following up with HUD in an effort to move the paperwork along faster as they need the issue resolved quickly.

2. Resident Services Committee

Commissioner Johnson stated the committee met and with great participation. She stated the committee discussed filing a grievance and the importance of a grievance. She stated Legal Aid will return at the next meeting with students to help educate residents on the process. She stated that there are some residents that have filed grievances several months ago that have not heard a response and it was suggested that residents should contact Legal Aid.

The committee heard several concerns regarding the replacement of gas stoves and would prefer to have electric stoves at Crescent Halls. Residents stated doors need to be inspected and replaced, intercom systems need to be fixed, and mold issues need to be addressed. Residents would like the vending machines placed in the TV room to allow easier access. Residents stated they are having a hard time contacting their property manager and receiving a return call. Residents would like to have more security guard service hours at Crescent Halls. Residents complained of cracks in walls and buckling in the flooring at Crescent Halls and would like an engineering firm hired to survey for an unstable foundation as some residents are feeling a shift in the building since the August earthquake. Residents stated they are still experiencing shaking in the elevators and would like to know if there is an evacuation plan for Crescent Halls. Residents also are requesting a fire drill and floor captains are requesting training in case of an emergency.

Commissioner Johnson stated the committee is requesting that Mr. Watts and Mr. Winder attend the next Resident Service Committee Meeting on Thursday, February 9, 2012 at 1:00pm at Crescent Hall.

3. Redevelopment Committee

Committee did not meet.

X. OTHER BUSINESS

Commissioner Norris stated he was pleased to see such a big turnout of residents at the meeting and he thanked the residents for coming out. He also stated he would like to create an opportunity for residents to receive immediate feedback on their comments as practiced at City Council meetings. He stated he would also like to see action taken on some of the issues presented in the public comment period that can be resolved rather quickly such as the vending machine issue at Crescent Hall. He stated having an engineering survey would provide some reassurance to residents as to the structural integrity of the building even if study results shows areas of concerns. He stated staff could let residents know what the plan is for replacing carpets, updating appliances, and for addressing the resident security issues. He stated customer service cannot be solved overnight but residents have talked about it enough times that it is an issue. He would like to see some type of progress with the Barment Policy as he is hearing from all parties involved that they would like to move forward and so he requested that the policy be added to next month's meeting agenda. Commissioner Johnson stated that Mr. Gulotta, Legal Aid, has presented the PHAR Board with proposed language brought forth by Ms. Davies and CRHA staff. She stated the current policy leaves the decision making up to the sole discretion of the CRHA Executive Director. The PHAR Board would like to have a panel of individuals that would be involved in this process. Ms. Davies stated she and Legal Aid were able to come to an agreement on some portions of the policy which could be approved; however, there are still some issues that ultimately the Board will have to debate. She is up for discussing it at the next Board meeting.

Commissioner Johnson stated she met with the Crescent Halls property manager to try to come to an understanding regarding the placement of the vending machine to keep the issue from reaching the Board level. Commissioner Johnson stated residents are upset that the vending machine is currently in the computer room that is locked after 9:00pm. Commissioner Johnson stated the issue is that the property manager would like the machine placed in the hall where it is visible and residents would like the vending machine placed in the TV room where it is convenient and accessible at all times. Commissioner Johnson stated the property manager would check with the Fire Chief to see if where she would like the vending machine placed would present a fire hazard. The property manager assured Commissioner Johnson that she would then follow up with Ms. Dreyfus with her findings. Commissioner Norris stated the residents' request seemed reasonable and should be taken seriously.

Commissioner Norris stated he would also like for Mr. Watts to look into the distribution whereabouts of the proceeds from the soda machines that used to go to the Tenant Association. Ms. Davies stated that it is her understanding that keeping a fifty cent rate on sodas means there is no excess revenue that is being generated. She stated the issue is whether or not residents would want to pay more for sodas and it is a decision that should be left up to the residents to decide. Ms. Munson confirmed that there are no excess

revenues generated by the soda machines at Crescent Hall. Commissioner Norris addressed Mr. Collins' public comment regarding missing audio and video recording of meetings on CRHA's website. Commissioner Norris stated that he had received confirmation from the City's telecommunications department stating audio and video links can be found on CRHA's website in the "CRHA Media Archive" tab.

The Board agreed to reschedule the upcoming special meeting on February 9th to discuss the executive director position to accommodate commissioners that could not be in attendance. Mr. Watts stated he met with Mr. Beck, the City's Human Resource Director, earlier in the evening for an update on the reference check process. Mr. Beck informed Mr. Watts that he needed to obtain the candidate's signed Release Of Information documents before he could proceed any further. Ms. Davies stated the forms have been forwarded to the candidates and she is awaiting their reply. Mr. Watts stated he felt it was not necessary to have a meeting before the information could be received and would contact commissioners once the process has been completed.

XI. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
The next meeting will be Wednesday, February 8, 2012 at 10:00am at South First Street.

Resident Services Committee Meeting- meets 2nd Thursday of the month
The next meeting will be Thursday, February 9, 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, February 22, 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, February 27, 2012 at 7:00pm, in Council Chambers.

XII. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Road, stated she is happy to see new Habitat homes being built and it was nice to have new friendly neighbors. She will keep reading about them in the local newspaper.

Connie Rosenbaum, Crescent Hall #508, invited commissioners to attend the next Tenant Association Meeting to spend two hours to talk to residents and express their concerns because three minutes just isn't enough time. She stated the meetings are held every 3rd Tuesday of the month at 3pm.

Eddie Banks, Crescent Halls resident, stated Ms. Carey's frustration was because she was unaware of the three minute comment guidelines. He stated let's make something real happen.

Mary Carey, Crescent Hall #610, stated Mr. Bickers informed her there is a vending machine contract between the Housing Authority and the vending company and the agency is receiving monies from the machine. She also stated Mr. Bickers told her he would arrange for Tenant Association to enter a contract with the vendor. Ms. Carey stated Ms. Munson was very rude to her when she inquired about the contract and added the Board has not been doing what is expected of it and this needs to change.

Emily Dreyfus, PHAR, stated she is very thankful for the suggestion to be more responsive at these meetings. She stated customer service needs improvement and on behalf of PHAR she requested a Section 3 progress report regarding Section 3 new hires and publicizing new hires to residents.

Mr. Jones, Crescent Hall #513, stated he is the Vice Chair of Crescent Hall Tenant Association. He said he feels resident complaints have been heard but nothing is being done. He stated the intercom system in his unit has not worked since he moved in his apartment in November 2010 and it has been reported but not fixed. He also stated he will start coming to the meetings and voicing his opinions.

Trina Banks, Crescent Hall resident, stated the computer room is locked at 9pm which is a big inconvenience for residents wanting or needing to use the computers. Inside the room is the vending machine and exercise machine that should be available at all times.

Deirdre Gilmore, 613 Hinton Avenue, stated her house has been tagged twice by the City for excessive water use. She's contacted Mr. Winder but has not received a return call. She wants to know who does she give the tags to and when will Mr. Winder be available for conversation.

Sherri Clarke, Resident Commissioner of Riverside Avenue, stated she understands Ms. Carey's frustrations and anger that was expressed by residents. She stated communication between staff and residents is extremely important. She apologized to the residents for staff members that were not doing their jobs efficiently and to residents that felt the Board was not performing its responsibilities. She reminded everyone that it was very important for both staff and residents to communicate with each other in a respectful way in any venue.

Shymora Cooper, 6th Street resident, stated she has been told that residents cannot use the centers until their rent has been paid in full and requested a copy of the community center policy.

Commissioner Johnson stated in past years the centers were open to all residents regardless of their rent status. She wants to see the formal policy regarding the use of the centers and the language prohibiting resident use of the center based on account status. Commissioner Johnson stated policy changes must go through a process of coming to the Board, being posted for a 45 day comment period, and then for a final vote from the Board. She thinks it is very judgmental to assume residents can't provide drinks and food for events such as birthday parties or baby-showers if they are not current on their rent. She also stated that she remembered a time when Tenant Associations received center deposits when the funds were not returned to residents or outside organizations that may have damaged or left the

centers in untidy conditions. She added she would be willing to sit on a committee to review the policy more closely, should the Board decide to do so.

XIII. ADJOURNMENT

The meeting adjourned at 8:46pm