

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

March 26, 2012

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:03 PM on March 26, 2012 in Council Chambers at City Hall.

**I. CALL TO ORDER**

Commissioner Mitchell called the meeting of the Board to order at 7:03 PM on March 26, 2012.

**II. ROLL CALL OF COMMISSIONERS**

**Present:**

Ms. Sherri Clarke, Commissioner  
Mr. Hosea Mitchell, Chair  
Mr. Bob Stevens, Vice Chair  
Mr. Keith Woodard, Commissioner

**Absent:**

Ms. Claudette Greene, Commissioner  
Ms. Joy Johnson, Commissioner  
Mr. Dave Norris, 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 Mitchell called for a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD FEBRUARY 27, 2012.**

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

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

Mr. Watts stated there were several items that were discussed at the previous board meeting. He stated staff has corrected the issues and is continuing to address any issues that arise.

**VI. PUBLIC COMMENTS**

Holly Edwards, Service Coordinator with PHAR, presented the Board with a petition from residents that support PHAR's fair barment proposal. She stated the petitioners support safety and security but thinks that the current policy is unfair. Ms. Edwards stated some people that created minor problems years ago are still not allowed to pick up their children

or bring medicine to their ailing parents. Residents would like to see clear guidelines for unbarment including fair timelines for removal from the barred list based on when the major conviction happened, automatic removal from the barred list when people have done their time, and an appeal process for people that want their names removed from the barred list.

Ms. Edwards stated an article printed in a CRHA newsletter states that if rent payments are not received by 12:00pm on the 10<sup>th</sup> of each month, a ten dollar late fee will be added to balances of ten dollars or more. She stated the rent collection policy also states that rent is due by the 1<sup>st</sup> day of each month and in the event a resident does not pay their rent by the 5<sup>th</sup> day, the Housing Authority shall send a notice of intent to terminate the resident's lease. This notice will give the resident 14 days to make payment and will notify that a ten dollar late charge will be assessed on the rent if the payment is not postmarked by the 10<sup>th</sup> day of the month. She stated the policy does not indicate a time in the rent collection policy and PHAR would like clarification on this issue.

Ms. Edwards stated that she would like the Board to acknowledge in the minutes the passing of long time Crescent Halls resident, Steve Abercrombie. She stated the Crescent Halls property manager graciously put up a sign to notify every one of his passing. Ms. Edwards stated Mr. Abercrombie was a graduate of the PHAR Intern Program and an officer in the Crescent Halls Tenant Association. Until his health declined, Mr. Abercrombie was always an active member of the PHAR Board and served as treasurer of the PHAR Board many times. Ms. Edwards stated Mr. Abercrombie was quite the political activist and will be greatly missed.

## VII. REPORTS

### A. **Police Report**

Police department was not present.

### B. **Proposed Amended Bylaws- Charlottesville Development Corporation (CDC)**

#### 1. **Resolution No. #1299 Adopting Amended Bylaws of the CDC**

Because there were very few commissioners present, the Board removed the item from the agenda which will be discussed at the April finance committee meeting.

### C. **Proposed FY13 Budget**

#### 1. **Resolution No. #1300 Adopting Authority Wide FY13 Budget**

Mr. Watts stated the Board has held a work session to discuss the FY13 Budget which resulted in a balanced budget that was presented and discussed at the finance committee meeting. He stated he has prepared a balanced budget with the help of CRHA's Section 8 Reserve Funds, Unrestricted Reserve Funds, and the revenue source from the Blue Ridge Commons Enhanced Vouchers. CRHA will use CDBG funds to continue the efforts of the Westhaven and Crescent Halls Nursing Clinics as well as CRHA computer labs. Staff is working with City Council to receive a contribution from the City of Charlottesville's Housing Fund. Mr. Watts stated City Council approved the concept during its budget deliberations and has included the proposed funding in their proposed budget that will be voted on in April.

Commissioner Mitchell thanked Mr. Watts and Ms. Munson on their hard work to balance the budget. Commissioner Woodard made a motion to approve Resolution No. #1300 Adopting Authority Wide FY13 Budget, seconded by Commissioner Stevens.

AYES

Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

NAYES

ABSTENTIONS

Commissioner Clarke

Resolution #1300 passes.

**D. Interim Executive Director Contract Extension**

**1. Resolution #1301 Approving Aubrey Watts, Jr. Contract Extension**

Commissioner Mitchell stated the Finance Committee has recommended the extension of Mr. Watts' contract. Mr. Watts stated it would be appropriate to extend his contract until April 16, 2012 at which point the newly hired Executive Director will begin working.

AYES

Commissioner Clarke  
Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

NAYES

ABSTENTIONS

Resolution #1301 passes.

**E. HUD Update**

Mr. Watts stated staff has received approval from HUD to accept the 162 enhanced vouchers for Blue Ridge Commons. He stated staff recently received a call from HUD that it would not fund vouchers for the SRO as well as vouchers for Habitat for Humanity. Ms. Davies stated she thinks the phone call between staff and HUD was very productive. In the conversation, staff received additional information regarding steps that are required in order for the agency to move forward with project basing vouchers which HUD estimates would take the Housing Authority two years to comply. Mr. Watts stated the City of Charlottesville has agreed to administer funding to the SRO through the City's Housing Fund to meet those obligations. He stated he has signed a letter advising Habitat that CRHA's letter of support was not a contract and that CRHA has no capacity to fund these vouchers at this time. Mr. Watts stated he would be glad to sit down and discuss the issue with them.

Lastly, Mr. Watts reminded the Board that the Assistant Secretary of HUD, Mr. John Trasvina, will be in Charlottesville for a meeting at Westhaven on March 29<sup>th</sup> at 5:00pm as part of Dave Norris' UVA class. Mr. Trasvina will discuss the importance of the Section 3 Program.

**F. Executive Director's Report**

**1. Procurement Update – Crescent Halls Door Replacement**

Mr. Watts stated staff has been trying to address issues of asbestos, door closers, and fire requirements regarding the door replacement project at Crescent Halls for a while now. Staff has come up with a plan to address all these issues. Mr. Winder is working on the plan and Ms. Munson is working on pulling together the details of paying for the costs associated with the project. He stated he would like to aggressively move forward to complete the project.

## **G. Committee Reports**

### **1. Finance Committee**

Ms. Munson stated eleven months into the fiscal year; the Public Housing program showed a net gain of \$47,425. The budgeted amount of gain was expected to be \$53,000 for this time of year. The Section 8 program showed a net loss of \$192,000. Ms. Munson stated the Section 8 Admin program shows a net loss of \$87,000. The budget projected a \$77,000 loss at this point in the year which is approximately \$10,000 greater than expected. The Central Office shows a net loss of \$13,000 which is approximately \$1,700 over the projected loss for this point in the year.

Ms. Munson reported there were 13 vacancies at the end of February. She stated 8 units are ready to be occupied and 5 require turn work which represents a vacancy rate of 3.46%. She stated receivables had gone down significantly since the end of January. At the end of January the receivable were approximately \$33,000 and is now down to approximately \$18,000 at the end of February. There were 9 unlawful detainers filed, 2 pending court dates, 2 writs filed, and 1 eviction was scheduled.

Ms. Munson stated the committee discussed the amount awarded to CRHA for the enhanced vouchers. CRHA will receive \$1,178,997 for one year based on 162 units. The agency will also receive a one-time administrative fee of \$32,400 to enable the agency to process the paperwork. CRHA will receive on-going administrative fees that will be based on the actual leasing of residents. Staff has a tentative conversion date of June 1<sup>st</sup>.

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

A committee update was not given but the minutes were included in the board packages.

### **3. Redevelopment Committee**

The committee did not meet.

## **VIII. OTHER BUSINESS**

Commissioner Mitchell stated that he wanted to have a meeting of the Board to discuss the barment policy with the public. Ms. Davies suggested noticing the meeting as a work session to allow for a public comment period. Ms. Davies suggested identifying possible dates to hold a meeting and allow enough time to publicly notice the meeting. Mr. Watts suggested the Board wait until the new executive director is in place since she will have to administer the policy. The consensus of the Board was to move rather quickly to meet so that the Board will be able to vote on the policy at the April meeting. Commissioner Mitchell stated he will send out an email contacting commissioners for available meetings dates.

Ms. Edwards stated she appreciated the careful deliberation that the Board is giving to the issue. She suggested that the Board give an opportunity to allow public comment either at the beginning or at the end of the meeting. She suggested the Board establish some guidelines for public comment so that people are heard but also so that the Board will have some structure to accomplish what it needs to.

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

Redevelopment Committee Meeting – To Be Determined

Resident Services Committee Meeting- meets 2<sup>nd</sup> Thursday of the month  
The next meeting will be Thursday, April 12, 2012 at 1:00pm in the Westhaven Community Center.

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

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

**X. PUBLIC COMMENTS**

Annette Wilcox, 1400 Monticello Road, stated she had a very nice lease renewal with her property manager. She was curious regarding the removal of the soda and snack machines that were once in the laundry facilities in her apartment community. She stated her property manager said the vending machines costs were too expensive; however, she stated she is content knowing that she can go to nearby convenient stores to fulfill her snack needs.

Commissioner Woodard stated “I hereby move that CRHA close this open meeting and go into a closed session for the purpose of:

- (1) Discussing and considering performance, salaries, and or bonus compensation of CRHA Interim Executive Director as authorized by Section 2.2-3711(A) (1) of the Virginia Code.

seconded by Commissioner Stevens. The CRHA Board entered into a closed session.

AYES

Commissioner Clarke  
Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

NAYES

ABSENT

“Whereas, the Charlottesville Redevelopment and Housing Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2023712(D) of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia Law;

Now, therefore, be it resolved that the Charlottesville Redevelopment and Housing Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by CRHA.

Commissioner Woodard moved that the foregoing motion be adopted as introduced, seconded by Commissioner Stevens.

AYES

Commissioner Clarke  
Commissioner Mitchell  
Commissioner Stevens  
Commissioner Woodard

NAYES

ABSTENTION

XI. ADJOURNMENT

The meeting adjourned.