

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

September 28, 2009

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") met in Regular Session at 7:02 PM on September 28, 2009 in Council Chambers at City Hall.

I. **CALL TO ORDER**

Commissioner Jason Halbert called the meeting of the Board to order at 7:00PM on September 28, 2009.

II. **ROLL CALL OF COMMISSIONERS**

Present:

Mr. Jason Halbert, Chair
Ms. Joy Johnson, Vice Chair
Mr. Richard Jones Commissioner
Mr. Hosea Mitchell, Commissioner
Mr. Dave Norris, Commissioner
Mr. Bob Stevens, Commissioner

Absent:

Ms. Sherri Clarke, Commissioner

Staff Present:

Mr. Randy Bickers, Executive Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Becky Weybright, Housing Manager
Ms. Deetra West, Administrative Assistant

III. **MOMENT OF SILENCE**

Commissioner Halbert opened the meeting with a moment of silence.

IV. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS HELD AUGUST 24, 2009.**

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

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

Mr. Bickers stated that there were no questions to address from the previous meeting.

VI. **PUBLIC COMMENTS**

There were no comments made.

VII. REPORTS

A. Police Report – Sgt. Tom McKean

Sgt. McKean was not present.

B. Executive Director's Report

Mr. Bickers stated that the Public Housing Program reporting rate for August is 100% and the Section 8 HCV Program reporting rate for August is 99.64%. He reported the total number of units vacant at the end of August was 21 and staff is working hard to get units occupied.

Mr. Bickers presented the Board with two Section 8 policy changes to review. He added that he is not looking for a formal vote as the policy changes require a public comment period. The first proposed change is to Section 8 Housing Choice Voucher Policy #1007. The change lowers the acceptable outgoing portability payment standard from 125% of CRHA's payment standard to 100%. The policy would still allow a receiving Housing Authority to absorb the voucher if their payment standard exceeded the 100% level. The change is intended to safeguard CRHA from incurring excessive porting rent costs as well as insuring greater equity amongst the issued vouchers. The second proposed policy change is to the Section 8 Administrative Plan in regards to portability. The proposed change removes the possibility of moving within the first year of assisted occupancy either within the jurisdiction or outside the jurisdiction. The change also removes the possibility of moving more than one time in a 12 month period. The previous language generally prohibited moves of this nature but allowed them with "good cause". He noted the revised language does maintain the emergency reason exception. These changes are designed to ease the administrative burden associated with Section 8 moves. Commissioner Johnson suggested staff look at the policy with legal counsel for any HUD updates before approving any changes.

Mr. Bickers stated HUD resets Section 8 payment standards every year according to bedroom size. CRHA's Section 8 Administrative Plan mandates that CRHA always ensure that its payment standards are within a range of 90-110% of HUD standard amounts. Because the 2010 payment standards have increased, Mr. Bickers and Ms. Weybright, Housing Manager, recommend that CRHA hold the payment standards constant for 2010. This would result in CRHA paying 97.7% of the HUD established rate which is well in excess of the mandated 90% rate.

Mr. Bickers stated the City of Charlottesville has requested Letters of Intent for approximately \$600,000 in available CDBG and HOME funds. He noted \$82,500 of those funds are eligible for activities that have a social or public service benefit. The remaining funds must be used on housing/economic activities. Over the last four years, CRHA was automatically allocated \$200,000 per year from CDBG funds without having to go thru a formal application process. Of that \$800K, \$200K was spent/obligated on Crescent Halls Elevators and \$169,149 was spent/obligated on Westhaven Roof Replacement. \$200K of the remaining \$430,851 CDBG funds has been verbally obligated for the Crescent Halls Roof Replacement leaving a balance of \$230,851 in

undesignated funds. CRHA is currently working on the 2010 annual plan which will need to include projected Capital Projects for the next five years. Mr. Bickers met with a city official that confirmed the CRHA Master Planning process is not CDBG eligible as it is too far removed from actual development. Given the uncertainty surrounding the timing of substantial Redevelopment, Mr. Bickers sought suggestions for potential projects to include in both a potential CDBG proposal as well as the current annual plan/five year. After much discussion the Board decided that CRHA has to maintain its units regardless of the redevelopment process. The Board suggested staff to apply for the additional CDBG funds. In addition, the Board suggested staff present a list of prioritized projects that are CDBG eligible and potential Capital Projects for the annual/five year plan.

After a year of reviewing and improving an investment policy, Mr. Bickers stated the Finance Committee reviewed and has approved the Investment Policy and recommends the policy to the Board for approval. Commissioner Halbert stated after much research he found information stating Working Funds A & B are to be used at Board discretion. The Public Housing and Section 8 Funds are restricted to those specific programs.

Resolution #1265 Approving the Investments and Spending Policy for the Reserves of the CRHA was approved. The vote was recorded as

AYES

NAYES

ABSTAIN

Commissioner Halbert
Commissioner Johnson
Commissioner Jones
Commissioner Mitchell
Commissioner Norris
Commissioner Stevens

Proposals were received this week for the washer/dryer service at Crescent Halls. These proposals are to outsource the placement and service of the machines at Crescent Halls and will be at no cost to CRHA. Staff is currently reviewing these proposals. Procurement proposal for the Hinton Avenue rehabilitation work is currently in progress. Work will include replacement of kitchen ceiling, leveling the kitchen floor, re-tiling, bath tub replacement, cabinet replacement, siding repairs, replacement of hot water heaters, and new duct work for heat. Crescent Halls roof replacement and exterior lighting project are the next scheduled procurements.

C. Committee Report

1. Finance Report

Commissioner Stevens reported the committee discussed the turnover process. He noted that half of the vacant units became vacant between July 31st and August 31st. The committee discussed the Section 8 policy change, the CDBG Letter of Intent, and the 504 Compliance Agreement. He added the committee talked about the procurement updates. Mr. Bickers stated he will have financial reports next month. He added that the new Finance Director has been working diligently in learning the system and cleaning up

some of last year's work for the upcoming financial audit. Commissioner Stevens and Mr. Bickers suggested rescheduling the next finance committee meeting due to Mr. Bickers' out of town training. The Board decided to coordinate date via email.

2. Resident Services

Mr. Bickers stated the committee did meet in the South First Street Community Center. Much of the discussion surrounded the redevelopment efforts as staff chose to use that time to gain resident input.

3. Redevelopment Committee

Commissioner Norris stated he was pleased with WRT in that they were able to provide scenarios to encompass the one for one replacement of units as outlined in the Resident Bill of Rights, something they thought they would not be able to accomplish. He stated Professor Suzanne Morse and her Urban Planning students gave a presentation about a proposed class project. The students will research and coordinate a series of meetings to discuss different topics related to redevelopment process; Transportation, Workforce Development, Healthcare, Housing, Youth Development, and Community Integration and Education. The committee discussed and prepared for the September 23rd and September 24th WRT visits. Dr. Atkins presented information regarding how many students live in each of the City's school districts. CRHA and the school system will work to have as little disruption to the students' lives as possible during redevelopment. Commissioner Halbert stated that at the end of the meeting, Commissioner Johnson asked for more scenarios showing mixed-use/mixed-income opportunities at all sites.

VIII. OTHER BUSINESS

Mr. Bickers stated CRHA received confirmation that there is a meeting set up for October 1st at 5:00pm at the Westhaven Community Center. In attendance will be Chief Longo, police officers, community policing officers, residents, and staff. The purpose of this meeting is to greet and meet the new community officers along with a chance to discuss the latest incidents, and to discuss ways for the police department and the community to work together.

IX. COMMITTEE MEETING DATE CHECK-IN

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
Next meeting will be Wednesday, October 14th at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting October 8th at 5:30pm at Crescent Halls Community Center.

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting is yet TBD at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting October 26th at 7pm in City Council Chambers

X. **PUBLIC COMMENTS**

Annette Wilcox of 1400 Monticello Street stated she is pleased to see all the apartments in her community are renovated.

XI. **ADJOURNMENT**

The Board meeting adjourned at 7:58PM