

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

November 23, 2009

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 23, 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 November 23, 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. Robin Munson, Finance Director
Ms. Amy Kilroy, Redevelopment Director
Ms. Becky Weybright, Housing Manager
Ms. Allyson Davies, Legal Counsel
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 ANNUAL MEETING OF THE
BOARD OF COMMISSIONERS HELD OCTOBER 26, 2009.**

Commissioner Mitchell 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. Commissioner Mitchell shared his concern with the lack of police presence at the past four board meetings. He suggested Commissioner Halbert and Mr. Bickers contact the Police Department to remind them of the importance of having a representative at CRHA meetings.

B. Executive Director’s Report

Mr. Bickers reported that CRHA reporting rates were good for the month of October. He stated that staff has been working diligently on transfers to correct over-housed and under-housed families. He added that staff is focusing on eligibility and trying to get the number of vacant units down.

Mr. Bickers stated Staff has proposed to make two changes to CRHA’s Section 8 policy. One proposed change, Resolution #1266, involves a change to Policy #1007 Outgoing Portability. This would lower the acceptable outgoing portability payment standard from 125% to 100%. This change would still allow a receiving Housing Authority to absorb a CRHA voucher if their payment standard exceeded the 100% level. The proposed change is intended to safeguard CRHA from incurring excessive porting rent costs as well as insure greater equity amongst the issued vouchers. The second proposed change, Resolution #1267, is a proposed change to the Section 8 Administrative Plan. This change would remove 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 with the exception of an emergency situation. These changes would ease the administrative burden associated with multiple Section 8 moves. Commissioner Johnson shared her concern of the “emergency reason” determination being left up to Staff’s discretion. Mr. Bickers stated that while the emergency situation is subject to staff approval, the policy change still allows for an appeal process. The Finance Committee recommended the Board to pass Resolution #1266 and Resolution #1267. Commissioner Jones made a motion to approve Resolution #1266, seconded by Commissioner Norris. The resolution was approved. The vote was recorded as:

AYES

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

NAYES

ABSTAIN

Commissioner Jones made a motion to adopt Resolution #1267, seconded by Commissioner Mitchell. The resolution was approved. The vote was recorded as:

AYES

NAYES

ABSTAIN

CRHA
BOC Regular Meeting
November 23, 2009

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

Mr. Bickers updated the Board on procurement projects. The contract for washer and dryer placement at Crescent Halls was awarded to Coinmach. This contract has no cost to CRHA as Coinmach will cover their costs from machine revenue. CRHA will share in the profit from the machines depending on the amount of laundry revenues collected. The machines will be the property of Coinmach and Coinmach will be responsible for all machine service and potential replacement. The new machines require a debit card to operate which should cut down on non resident use. Coinmach is educating residents on the use of the machines, giving laundry detergent samples to residents and giving each resident a debit card preloaded with \$3.00. Contract for mold remediation services at Hinton Avenue will be awarded to Intrastate Service Co. HUD has reviewed and approved this contract as it is a Stimulus (ARRA) Capital Grant project. The contract award amount is \$7,200. Staff is currently working on procurement to the fire damage unit at South 1st Street, Crescent Halls exterior lighting project (ARRA project), screen doors for the Westhaven site, and 504 Voluntary Compliance Agreement work (planning stage).

Mr. Bickers stated CCDC has requested matching grant funding in the amount of \$4,000 to provide an instructor with architectural and planning expertise to help teach the Urban Design class at Charlottesville High School (CHS). The City School Board has committed \$12,500 and has challenged CCDC to find dollar for dollar matching funds. This funding was not included within the 2009-2010 CRHA operating budget; however, the money could be pulled from some of the savings generated from WRT reimburseable costs. The Board liked the idea of continuing the class at Charlottesville High School but would also like to see events held in the communities and not just limited to City Space. Commissioner Norris made a motion for CRHA to make a \$4,000 contribution to CCDC contingent upon CCDC making additional efforts to engage non CHS students and hosting events in the community to reach out to residents. The motion was seconded by Commissioner Johnson. The request was approved.

Commissioner Johnson asked Mr. Bickers to research the number of Public Housing residents assisted with the Down Payment Assistance/Closing Cost Assistance Program.

Mr. Bickers stated the rent receivable debt was high because there were several resident repayment agreements for the month of October. He explained repayments agreements are contracts between the resident and CRHA to repay retroactive rent amounts caused mostly by unreported household income. This retroactive rent spikes the receivables amount.

C. Committee Report

1. Finance Report

Commissioner Stevens reported the committee met and discussed financials, CCDC's request, proposed Section 8 policy changes, and a lot of discussion on repayment agreements. He stated the committee discussed the number of vacant units and the urgency of getting the number down in the next few months. Starting in 2010 part of CRHA REAC Score will include scoring based on turnaround times and the committee is urging Staff to get those numbers down and to get the units occupied.

Mr. Bickers reported for the month of October the financial results are still positive. Staff was able to draw down one of two allotments of Capital Operating Funds which helped operating results. In addition to these capital funds, rents are higher and CRHA is receiving more subsidies from HUD. The Section 8 program is still overspending on HAP support. At the current level of spending, CRHA has about 10-12 months of reserve to cover the amounts. Commissioner Halbert stated he is worried about the Section 8 program and that more discussion is needed perhaps starting in the Finance Committee. Currently, Staff is not replacing vouchers as Section 8 recipients are dropping out. The idea is to get the level of spending down to where CRHA could manage the program should there be no additional funding. CRHA has 371 vouchers that it could potentially issue and is using around 266-270 vouchers currently being used.

Commissioner Jones stated he would like Mr. Bickers to bring to the Finance Committee, language recommendations to construct a fraud policy and how repayment agreements are entered based on the amounts that are owed.

2. Resident Services

The Committee did meet however no one at the meeting was present to give a report.

3. Redevelopment Committee

Commissioner Norris stated from December 4th - January 29th there will be a Neighborhood Regeneration the Evolution of Public Housing exhibit at CCDC. The opening reception is on December 4th at 5:30-7:30pm. Ms. Kilroy reported the committee discussed the positive experience with the Greenville, SC presentation. She added a visit to Greenville is still in the works with a follow up on dates and times to be coordinated after the holidays. WRT will be back in town and there will be 2 public meetings to start discussions on the Final Phase. Both meetings will be December 3rd. The Board Work Session meeting with WRT will be in the City Hall Basement Conference Room and will be at 2-4pm. The other meeting will be at the Portico Church on Monticello Avenue from 5:30-7:30pm. The entire Draft Master Plan is scheduled to be delivered to Staff on November 24th. She stated there are two community member volunteers that are working with Staff to help gather information surrounding best relocation practices and researching funding options for the Redevelopment Process.

VIII. **OTHER BUSINESS**

Commissioner Norris stated the Charlottesville Planning Commission unanimously approved the special use permit for the first single room occupancy project which is permanent supportive housing for the homeless. The idea is to build 60 units of affordable housing located at 4th St NW. Thirty units will be dedicated to the homeless or recently homeless that live in a supportive housing environment.

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

Redevelopment Committee Meeting – meets 2nd Wednesday of the month
Next meeting will be December 9, 2009 at 10:00am in the South First Street Community Center.

Resident Services Committee Meeting- meets 2nd Thursday of the month
Next meeting will be December 10, 2009 at 11:00am in the Westhaven Community Center.

Finance Committee Meeting – meets 3rd Tuesday of the month
Next meeting will be December 15, 2009 at 8:30am in the South First Street Community Center

Regular Board Meeting – meets 4th Monday of the month
Next meeting December 21, 2009 at 5pm in City Council Chambers

X. **PUBLIC COMMENTS**

There were no public comments.

XI. **ADJOURNMENT**

The Meeting adjourned at 8:21pm.