

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

June 23, 2014

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 June 23, 2014, in City Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Woodard called the meeting of the Board to order at 7:05 PM on June 23, 2014.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Keith O. Woodard, Chair
Ms. Claudette Green, Commissioner
Mr. Hosea Mitchell, Treasurer
Ms. Julie Jones, Commissioner
Ms. Sherri Clarke, Commissioner
Ms. Claudette Green, Commissioner

Absent:

Ms. Sabrina Allen, Commissioner
Mayor Satyendra Huja, Vice Chair

Staff Present:

Ms. Constance Dunn, Executive Director
Ms. Robin Munson, Finance Director
Ms. Allyson Manson-Davies, Deputy City Attorney
Ms. Amy Nofziger, Executive Assistant
Ms. Heather Jeffries, Asset Manager

III. MOMENT OF SILENCE

Commissioner Woodard called for a moment of silence.

**IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD
OF COMMISSIONERS HELD June 3, 2014**

Commissioner Jones moved to approve the Minutes. Commissioner Mitchell seconded. All Commissioners voted to approve the Minutes with no Abstentions.

V. CATHERINE LAMBERG’S ADDRESS TO THE CRHA BOARD

Ms. Dunn introduced Catherine Lamberg the Interim Director for the Richmond HUD Field Office. Director Lamberg is here as a result of a request for clarification and guidance on a December 2013 report by HUD.

Catherine Lamberg stated that HUD did a report of the issues of the Charlottesville Housing Authority. The report was issued by HUD’s Department of Enforcement Center. They completed that report on December 2013. It covered a time frame from 2010 through 2014, and HUD had the opportunity to present that report to the Board and to the

appointing officials as the report cites many governance issues with the agency. She stated that she also had the pleasure to meet with the residents this evening and discuss the contents of that report with them as well. She stated that she is very encouraged by the progress that has been made since the review and the information that has been accepted and considered by the Board, by the appointing officials, and by the Housing Authority. The conversation with the residents was to allow them to gain an understanding of the issues that are troubling the agency beginning from governance, the operations of the Housing Authority and the residents as well. We are working collectively together to keep those lines of communication open and she stated that she sees nothing but continued progress with this agency. She stated that she is pleased to be part of that in working with CRHA on that opportunity and thanked the Board for allowing her to come here tonight to share those comments with the Board and Residents as we did a couple weeks ago. There were two items in the report that were specific to the office that I am currently overseeing and one of those was Board training. Apparently the Housing Authority has repeatedly asked the HUD office for training on a number of occasions and we strategically came out a couple weeks back and met with you. Acknowledging the fact that you're in the process of making Board appointments this training is planned for August. We also met with the city officials to stress to them the importance of those significant appointments to help with moving this agency along. We are part of the solution and the type of criteria that you look for to make those Board appointments. Considering that the reports seems to stress that governance is the major issue with the agency, we acknowledge that the Richmond HUD office is committed to providing in-depth Board training once you get your full Board seated. We look forward to that opportunity when time is right and we are open to discussion with Ms. Dunn to make that happen. Ms. Lamberg said the second issue was the improvement of relations between the HUD office and the Housing Authority and she said she hopes that her presence here tonight shows that they are committed to that as well. She said HUD wants to keep those lines of communication open and wants to meet as frequently as needed. She said that they are there and they will continue to build that relationship so that everyone becomes a part of the solution to fixing the issues with the agency. Ms. Lamberg said that she sees that happening and it is very positive.

Ms. Dunn asked Catherine Lamberg if she could speak to the earlier discussion that they had regarding the financial viability and the Housing Authorities responsibilities in that regard.

Catherine Lamberg stated at this point the Housing Authority has significant financial issues and thinks the Board is aware of these issues and concerns. She said the Board has approved a deficit budget and that's definitely not a position that any Housing Authority should be in. Assessing the issue of the financial governance of the agency is an intricate process and there are recommendations made in the report. Some of them have been implemented, some are in the process of being implemented, and some of these still need to be assessed and analyzed to determine the best need for the agency. Ms. Lamberg said that financial responsibility is a significant part and nothing should be off the table. Every line item should be considered carefully. Nothing should be considered too small or too big if a change needs to be made. She said it is known from a financial standpoint that

there has to be more income than expenses and currently the Housing Authority is just the opposite. She said that every conceivable means of decreasing expenses needs to be done to slow down the ending of the agency so that it will still operate and provide viable decent safe and sanitary housing in the community. She said that at the same time CRHA needs to be increasing the revenues to cover the existing costs of the agency, and that's a very small assessment from a financial standpoint. She said there can certainly be more conversations in depth and detailed conversations about the finance of the agency. The report makes some recommendations that are being considered. She said CRHA should consider hiring a fee accountant that is knowledgeable about HUD's FDS or data system and that can be very beneficial and helpful. It would allow the Board to look at the current finances and how that information is reported to HUD.

VI. RESPONSE TO QUESTIONS FROM PREVIOUS MEETING

Ms. Dunn stated that CRHA continues to look at ways to reduce the operating deficit and is currently conducting interviews for the Crescent Halls door greeter position. This position has been advertised to all Public Housing sites and if filled may result in up to a 50% reduction in Security Costs. CRHA is seeking additional bids for the key fob system at Crescent Halls that was discussed at the last meeting. Ms. Dunn said at the last CRHA meeting there were many comments about lighting and the Housing Authority started to install additional lighting at Sixth Street but then learned that there may be a need to upgrade the electrical service to support that lighting. CRHA is in the process of obtaining bids from electrical contractors. Under the current guidelines, residents are responsible for mowing their enclosed back patios. The gas mowers that are currently used are subject to heavy wear and tear and the Housing Authority is using valuable time and resources to deliver the mowers to the sites. CRHA is addressing these concerns and the ongoing shortage of mowers by exploring alternatives. Electric powered weed eaters and/or manual mowers might serve as an alternative and can be purchased in bulk to keep at the property sites for check out. In response to concerns about Air Quality the Housing Authority will schedule a meeting with consultants Joel Loving and Kristy Davis to discuss best practices for better air quality in Public Housing. To date, 12 Air quality tests have indicated that the level of mold inside each of the homes is lower than mold levels in the outdoor air.

Commissioner Jones asked if they could have a timeline on when the lighting will be fixed. Ms. Dunn reported that CRHA already met with two contractors at 6th Street and CRHA should have it within the next week.

VII. PUBLIC COMMENTS

Mary Bower, Director of Legal Aid Justice center commented on the review that was done by HUD on the Housing Authority. She said that the Housing Authority and Legal Aid share the same goals, both committed to expanding the safe and affordable community housing. She said that they represent many of the residents of the community, voucher holders, and PHAR. She said that all three of us share this core mission, but she is here to share her concerns about this report especially the part that expresses hostility toward Legal Aid, PHAR, and toward residents generally. The tone of this report suggests that the residents are an obstacle to the efficient running of the Housing

Authority; that reform should not be carried out to the expense of the pocket of the residents. She urged the Housing Authority to keep their eye on what really matters, expanding high quality low income housing.

Annette Wilcox, 1400 Monticello Rd., stated that last week there a tall tree that was too close to the power lines and it had to be removed to prevent breaking wires.

Brandon Collins, 418 Fairway Ave., stated that he felt that PHAR and Legal Aid should have been consulted when HUD made the report. The 2012 review also failed to get a resident perspective of how the Housing Authority operates. He said he feels that the residents shouldn't share the burden of the financial problems. He also stated that Ms. Lamberg pointed out some things in the report that he hopes the Board will consider. He said he does feel that a lot of goodwill has built up since December, and he said that the tone of the report is going to slow some of that goodwill.

LaTita Talbert, 904 Reid St., spoke about the personnel committee. She said she would like the Board to appoint a personnel committee to direct the personnel concerns and issues that are out of their hands. She stated that if the staff or the residents have a concern they don't have anybody to go to but the Ms. Dunn and then after the Ms. Dunn there is HUD. Ms. Dunn responded that the City HR Department and the City Attorney's office serves as a resource to resolve any serious personnel issues that arise.

Shamora Cooper, 713 6th St., said that it's been three months and CRHA is still talking about the lighting. She said that when she first moved to 6th St., the lights worked fine and wants to know why they can't be fixed. She feels that the Board's needs to address the landscaping issue.

Joy Johnson, 802 Hardy Dr., stated that Bruce, who was a maintenance supervisor, was very appreciated. She stated that Ms. Lockley has been trying to listen to the residents concern, and thanked her. She said that Ms. Cooper talked about a death in her community and there was a shooting in our community. She asked the Board to find a way to deal with the mental health of the community in terms of death and loss situations.

Deidre Gilmore, 613 Hinton Ave., commented that she wanted to thank the Chair and the Mayor for coming out the morning they were giving donuts and juice to the school children.

VIII. EXECUTIVE DIRECTOR'S REPORT

Ms. Dunn reported that HUD has made a commitment to provide Board training to CRHA and she will be sending out a request for times during the month of August after the new members are appointed. The Board decided to schedule a Redevelopment work session to follow the regularly scheduled Finance Meeting but this meeting was cancelled due to attendance. An alternative date has been suggested for July 9th. She requested that the Commissioners determine if this fits within their schedules. The Board agreed to have the meeting at 5:00 PM on July 9, 2014.

CRHA has an immediate opening for a skilled Maintenance Technician and notices will be distributed to Residents outlining the requirements of the position this week. This is a full time position with benefits.

CRHA is currently taking housing applications for a site based waitlist for the Crossings at 4th and Preston on Tuesdays and Thursdays from 9 a.m. to 5 p.m. The Crossings is a “Single Room Occupancy” Community with a housing preference for homeless individuals.

CRHA’s annual HUD REAC inspection is scheduled for Friday July 11th but since prior year’s scores were high, above 90, HUD is only inspecting one of our four Amps, Crescent Halls. Staff is in the process of completing the final list of property repairs which includes erosion control, door repairs, and concrete repairs. The Housing Authority is pleased to announce that we were able to hire a resident to help with a major concrete repair that is being completed this week.

CRHA has several student interns placed through the Community Area Youth Internship Program who will volunteer their time to support staff for free this summer. The Housing Authority is partnering with Region 10 to provide counseling and support services to Residents. Details are still being worked out but we expect the services to be set up initially at Westhaven, possibly in the health clinic, and to give a special thanks to Ms. Lockley for pushing that forward. The resident services meeting Residents expressed their ongoing concerns about safety in the community, lighting and lack of police enforcement. They also requested additional support from the City of Charlottesville and Social Services. CRHA recently extended an invitation to the Charlottesville Police Department to speak at our next Resident Services Meeting about Safety.

IX. COMMITTEE REPORTS

A. Resident Services

Resident Services Meeting discussions revolved around the resident’s concerns of about safety in the community. Lighting and lack of police enforcement there was also an additional request for support from the city in Charlottesville and social services. We extended an invitation to the police to be at our next resident services meeting, and were working hard with Region 10 to put counseling services in place.

B. Finance Committee

Ms. Munson presented the May 31, 2014 Income Statement and Budget to Actual comparison reports for Public Housing, Section 8 and Central Office explaining Year-to-Date variances. May is the second month of the fiscal year. At this time the Public Housing program shows a net gain of \$28,687. Income is \$22,401 lower than budget. Although the operating subsidy income is higher than budget (HUD is using 89% proration right now and the budget uses 85%) the resident rent is \$22,705 lower than the budgeted amount thus far. At the present time total expenses are under budget by \$51,562.

Section 8 Housing Assistance Payments (HAP) showed a net gain of \$25,599. Monthly HAP payments have decreased from the budgeted amount (based on January 2014 VMS reporting) due to several port outs being absorbed by the receiving housing authorities.

HAP expense will increase in June due to the payments on the Project Based Vouchers at The Crossings. CRHA held balance (Net Restricted Assets) at 5/31/14 is \$599,149 or approximately three months of HAP expense. CRHA staff will continue to monitor the NRA balance and will request funding if necessary from HUD-held reserves. The Administrative portion of the Section 8 program shows a net gain of \$30. This month \$14,280 needed to be transferred from CRHA unrestricted funds to cover losses in the Section 8 program. The total transferred this year is \$14,496 which is in line with the budgeted loss for the program.

The Central Office shows a net gain of \$3,286. Income is on target and most expense items are currently under budget.

The Storm water tax expense was entirely budgeted against public housing as the City had given CRHA an annual estimate last year. Once the actual invoices came in, the Avon property had an individual invoice and as with the utilities there, should be allocated to the redevelopment program. There is no budget amount for that line item which will show as a variance. At \$75/month it is not a material variance.

Ms. Munson presented the vacancy information. At 5/31/14 there were 5 vacant units (1.33% vacancy rate) up from 4 in the prior month.

Rent Receivables for active residents totaled \$6,316 with 21 residents owing more than \$50 each.

Results of the 5/27/14 court cases on five households were as follows: two cases dismissed due to payment in full, judgment and possession awarded on two cases, and one case was continued to 6/24/14. The case that had been continued from 4/22/14 was dismissed as the amount due was paid in full.

X. RESOLUTION #1333 ADOPT THE VRS 2014 CONTRIBUTION RATE

Ms. Munson presented the VRS 2014 Contribution Rate Resolution. VRS is offering organizations the option of choosing the certified rate or an alternate rate (80%) lower. If the alternate rate is chosen, CRHA would have to pay higher rates than future certified rates in order to “catch up” to the mandated employer contribution. It is more cost effective and a better financial practice to pay the certified rate to avoid having to face more significant rate increases in the future. Other political divisions that have chosen the certified rate include Albemarle County, City of Chesapeake and James City County. Staff recommends choosing the certified rate as it did for the last rate in 2012. Staff recommends certified rate as was done for 2012. Ms. Munson reported the rate has decreased from 6.86% to 2.87%, which has a positive impact on the budget. Commissioner Jones motioned to adopt Resolution #1333. Commissioner Clarke seconded the motion. All Commissioners voted in favor. Resolution #1333 approved.

XI. RESOLUTION #1334 RECOGNITION OF SERVICE, HOSEA MITCHELL

Commissioner Woodard read Resolution #1333. Commissioner Mitchell stated that he had a chance to serve on the Board and it has been the most difficult duty that he ever

had. It's been difficult for one reason and that's because we have so many very important conflicting issues that need to be dealt with and it's important to focus on the needs of the resident and do the right thing by the residents and it's also important to focus on the needs of the staff and to do the right thing by the staff and it's equally important to focus on the needs of the taxpayers who give us the money that we've got to run the agency. Juggling those three things is incredibly difficult, and he said that those who know him well know that he always tries to find a way to lean toward sympathy for the residents. He said Ms. Lamberg has chastised him a couple of times for some of the things that he's done because they may not have been financially the right thing to do in the process of been able to make some of the people on the left hate me. He said at the end of the day he was just trying to do the right thing by the tax payers, the residents, and the members of staff. He said he was thankful for having the opportunity.

XII. RESOLUTION #1335 RECOGNITION OF SERVICE, SHERRI CLARKE

Commissioner Woodard read Resolution #1335 and thanked Ms. Clarke for her service. Commissioner Clarke stated that when she first came to the Board her thoughts of why she wanted to be on the Board were that as a resident and as well as the residents in the audience in the residents around the Charlottesville community is that she was hoping that she would first have the opportunity to get to know the city because she wasn't a resident of Charlottesville so she was hoping to meet the people that ran the city; learning how the Housing Authority operates and she was hoping that any small thing that she could contribute to the community would be of help. She said that so many residents misunderstood because she wasn't there. She said she had other obligations that required that she couldn't be there all the time but she wanted to be. She thanked the residents and the Board for accepting her and allowing her to contribute.

XIII. RESOLUTION #1336 BOARD APPROVAL FOR HUD REQUIRED DECLARATION OF TRUST

Ms. Dunn stated that PIH 2010-44 is a requirement that HUD put in place for Housing Authorities that grants HUD an interest in public housing property; it provides notice that the property must be operated in accordance of all public housing federal requirements including the requirements not to convey or otherwise encumber the property unless expressly authorized by federal law or by HUD.

Commissioner Jones motioned to approve Resolution #1336. Commissioner Green seconded the motion. All Commissioners voted in favor. Resolution #1336 was approved.

XIV. Committee Check in

Resident Services Meeting Thurs., July 10, 2014 @ 1:00 Crescent halls community room
Finance Committee Meeting Wed., July 23, 2014 @ 4:30 p.m. Crescent halls
Work Session on Redevelopment, July 9 5:00 p.m. Basement Conference
Regular Meeting CRHA Board of Commissioners and annual Mon., July 28, 2014 @ 7:00 p.m. in Council Chambers

XV. Public Comments

Kim Rolla from legal aid commented that many of the Greenstone residents would have been able to keep their housing if they receive the enhanced vouchers in 2012. She asked Ms. Dunn to please take care of the situation.

Connie Rosenbaum, 802 Hardy Dr., said in the June 18 report from Ms. Munson that CRHA was under budget \$51,000 and wanted to know where that money went to. She said that she didn't know until just now that the Housing Authority runs the homeless shelter and wants to know how you get money to do the homeless shelter if you don't have money to help the residents. She also commented that the landscapers haven't been mowing the grass by the playgrounds.

Ms. Dunn responded by saying that the Crossings funding comes from Housing Choice Voucher Housing Assistance funds and Public Housing Funds are distinct and separate. Both the HCV Administrative program and the Public Housing Program are budgeted to operate with a deficit for the fiscal year ending 2014. When we talk about being under budget it means that we've performed better than our expectations through the month of May.

Emily Dreyfuss, Legal Aid Justice Center, commented that the racial disparities and juvenile justice issues that came before City Council last Monday and they will be holding a work session this Thursday at City Space at 5 o'clock and she encouraged anybody who's interested in equity and prevention services and better interactions with the police to show up to see what Council is considering.

Joy Johnson 802 Hardy Dr., spoke about how the new landscapers are not doing the job properly. She asked that the Board look over the contract and see what they can do to help keep up the curb appeal.

Shymora Cooper, 6th Street, asked about the progress for the parks being fixed because its summertime and kids are out of school and have nothing to do.

Brandon Collins, 418 Fairway Ave., commented that it has been a very long process with having these parks put in place. He said it's been over two years since we've been dealing with this issue. He also sat in on the meeting of City Council about the building of Belmont Bridge and that Levy Avenue was the first step building that bridge and that's where redevelopment should start and that the Board should get involved with City Council on this. Also he encouraged anybody watching on Channel 10 to nominate someone for the PHAR Board of Directors. The nominations are due July 23.

Aaliyah Jones, Crescent Halls, commented that they are being charged for the mold, leaks, and the bedbugs at Crescent halls. She feels that the building needs to be torn down.

Ms. Dunn commented that the old landscapers are not doing the current job. They are working under a permanent landscaper. The last update on the parks is that they are almost complete according to Parks and Recreation.

XVI. ADJOURNMENT

Commissioner Woodard closed the Public Comments. Commissioner Jones made the motion to go into closed session.