

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

July 28, 2014

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter “CRHA” or the “Housing Authority”) held the Annual Meeting at 7:00 PM on July 28, 2014, in City Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Woodard called the meeting of the Board to order at 7:18 PM on July 28, 2014.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Keith O. Woodard, Chair
Mayor Satyendra Huja, Commissioner
Ms. Julie Jones, Treasurer
Ms. LaTita Talbert, Vice-Chair
Ms. Lauren Curley, Commissioner
Ms. Audrey Oliver, Commissioner
Ms. Sabrina Allen, Commissioner

Absent:

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 23, 2014

Commissioner Jones moved to approve the Minutes. Commissioner Talbert seconded.

AYES:

Commissioner Woodard
Commissioner Allen
Commissioner Oliver
Commissioner Jones
Commissioner Talbert

NAYS:

ABSTAINED:

Commissioner Curley
Mayor Huja

V. RESPONSE TO QUESTIONS FROM PREVIOUS MEETING

Ms. Dunn reported that CRHA has completed installation of additional lighting at 6th Street and resident feedback indicates that the darker areas of the property are now well lit. CRHA plans to address the Run Street area at Westhaven next and install additional lighting there.

The review of CRHA's Barment list is nearly complete after 4 months of collaboration with the Charlottesville Police Department. Each and every barment file was reviewed for sufficient cause and sufficient notice. Those persons missing either piece will be removed from the list. The finalized list is anticipated to be available by mid-August.

Ms. Dunn said the Housing Authority is hiring two Skilled Maintenance Technicians and specific information about those positions is available on the front desk. There is also an opening for Resident Apprentice.

Charlottesville Parks and Recreation Department has completed the Playground improvements. In 2013, Charlottesville City Council agreed to allocate \$300,000 to CRHA's playgrounds, most of which went towards new surfacing on all playground sites. In respect to the equipment, some questions were raised at the most recent Finance meeting regarding the quantity and type of equipment installed. Ms. Dunn clarified that the MOU between the City and CRHA called for new equipment only at Westhaven in the 2-5 year old playground and in the 5-12 year old playground; the MOU called for repair and resurfacing only in the other community playgrounds. The placement and quantity of equipment installed is dictated by specification and code. Parks and Rec held two meetings with Residents to obtain feedback about the new equipment at Westhaven and then used this feedback in the selection of the equipment. If the Board has additional questions or concerns, a representative from Parks and Rec will be available at the next regular meeting. Parks and Rec did not have ample notice to attend tonight's meeting. CRHA will be installing benches as soon as the maintenance staffing levels are back to normal.

Ms. Dunn reported that in respect to Landscaping, the new Contractor has been notified of certain deficiencies and is being given notice and one more opportunity to make the necessary corrections. If the response is not satisfactory, CRHA will seek another contractor. As a reminder the procurement deadlines were extended due to a lack of interest and on the second round there were only two responsive bidders. The next procurement will not be done online which will hopefully encourage more contractors to submit proposals.

After several years of struggle, CRHA recently funded the Crossings 21 Project Based Vouchers, which was funded previously by the City. The Housing Authority in compliance with 24 CFR 983 regarding Project Based Vouchers established a site based waitlist for the Crossings. The first required step in this process was to notify all applicants on the Housing Choice Voucher Waitlist that they were eligible to apply for the Crossings. This requirement meant that those on the prior waitlist established through TJAC and the Haven took a lower position for being housed. This requirement caused

some confusion and frustration among the staff at the Haven; however CRHA was obligated to follow the Regulations.

VI. PUBLIC COMMENTS

Dr. Rev. Alvin Edwards, 614 Beechwood Dr., reported that on May 27, 2014, the African American Pastors Council, PHAR, HIPE and the City of Promise held a town hall meeting to discuss the recent violence in the community and solutions to prevent such. He said he would like a critical incident team to address CRHA staff issues.

Brandon Collins, 418 Fairway Ave., PHAR employee, welcomed the new commissioners. He spoke about four issues; Eviction Prevention Policy, Air quality concerns are Crescent Halls and 802 Hardy Dr., use of the Community Centers and remembering the Residents' Bill of Rights in regards to Redevelopment.

Joy Johnson, 802 Hardy Dr., addressed the Board regarding their responsibilities and encouraged them to reach out to Dr. Catherine Lamberg at HUD. She stressed the Board needs training. Ms. Johnson said she wants the Community Center issues resolved and would like an additional two hours added to the maximum reservation time and to give the resident the key to the Community Center.

Annette Wilcox, 1400 Monticello Rd., said she hopes the children will have the playgrounds to play on before the end of summer.

Aaliyah Jones, 802 Hardy Dr., reported that she was injured while living at Crescent Halls because of a leaky showerhead and wants CRHA to pay her medical bills that insurance did not cover.

Shymora Cooper, 6th St. resident, welcomed the new commissioners. She said the dumpsters need to be replaced because they are stinking and that people are illegally dumping trash. She said residents also need to be accountable for their areas and their children. This would reduce maintenance costs and would like the Asset Manager to be more visible. Ms. Cooper and her daughter reported that the new lighting is very bright and that they are good.

Connie Rosenbaum, 802 Hardy Dr., reported there is a light out at her section and there is a bees nest around her apartment. She said she would like more discussion about selling the single-family homes and would like to have some improvements on the existing units. Ms. Rosenbaum said she supports the minimum rent increase from \$25 to \$50.

Karen Shephard, PHAR, welcomed the new commissioners. She said the lights at 6th Street are too bright. She said the maintenance work could possibly be contracted out while CRHA hires a permanent employee. Ms. Shephard stated that ROSS is important since CRHA doesn't do social services and wants support for their new grant application for 2015.

Emily Dreyfus, LAJC, welcomed the new Board Commissioners. She offered her condolences for Jane Foster's, justice advocate, passing. She said the MOU needs to be addressed more timely so as not to have to involve HUD. She stated she would like the Redevelopment Committee be reinvigorated and suggested regular evening meetings. She voiced concerns that Crescent Halls is not going to be first and said it should be a priority because of its poor condition.

Rosia Parker, 816 Hardy Dr., expressed dissatisfaction in regards to the landscaping and the landscaping staff themselves. She reported they are rude and smoking on grounds. She said the weeds at the basketball court need to be addressed.

Nancy Carpenter, 727 Denali Way, said she is a firm believer in the universal right to safe and affordable housing. She voiced disappointment about the process of management of The Crossings Wait List. There are tools and instruments available to give a quantitative assessment of whether a program is honoring the concepts of housing first. She said she doesn't believe in this case there was an attempt to use best-practices. She said vulnerability should be considered and not just first-come-first-serve basis. She said she can provide an assessment tool can to assure the most vulnerable are housed first.

Deidre Gilmore, 613 Hinton Ave., said she has been working with a resident that is facing possible eviction and would like to meet with Ms. Dunn. Ms. Dunn responded that the resident's plans had been discussed.

Aaliyah Jones, 802 Hardy Dr., said she had to clean up behind the landscapers in her yard. She said Crescent Halls needs a lot of work done.

Connie Rosenbaum, 802 Hardy Dr., asked to have all the doors painted to match. Ms. Dunn agreed to have that done. Ms. Rosenbaum said she is pleased with Ms. Lockley's job performance.

Mayor Huja would like to have the Community Center issues resolved. He also supports the ROSS grant. Ms. Dunn would like to have a joint trip to Hopewell, who has the highest performing ROSS program in the state. Ms. Dunn said she will look into redirecting the 6th St. lighting and check on the light at 802 Hardy Dr.

Commissioner Woodard closed Public Comments and opened Commissioner Comments.

Commissioners discussed Board Training. The HUD Richmond Field Office is waiting for CRHA to provide three possible dates for Board Training. Ms. Dunn reported that based on the avoid dates already submitted by the Commissioners that have responded so far the, following dates are still possible:

August

Tues. 12th, Tues. 26th

September

Tues. 9th, Wed. 10th, Tues. 16th, Wed. 17th, Thurs 18th, Thurs. 25th

August 12th, August 26th and September 9th were agreed upon.

Commissioner Talbert said she wants to put the Eviction Prevention Policy out for 30 day discussion Ms. Dunn said she will send the Board notations about PHAR's recommendations as many of those go against Federal Obligations under HUD Regulations and she will announce the beginning of the 30 day discussion period.

Commissioner Talbert asked what was holding up the Community Center negotiations. Ms. Dunn replied that any successive negotiation with any entity has to relate to legal protection to the HA which is why Ms. Davies role is essential and the balance of rights and responsibilities. Ms. Talbert asked to have all the legal information and policy and regulations brought to the Community Center meeting.

Commissioner Talbert said she wants Resident Participation in regards to Redevelopment and ensure CRHA does not violate the Residents' Bill of Rights.

Commissioner Talbert said she would like to send a condolences card to Jane Foster's family on behalf of CRHA. All Commissioners agreed.

Commissioner Talbert asked if CRHA has an incident report. Ms. Dunn confirmed.

Commissioner Oliver asked if Ms. Dunn was going to respond to the town hall meeting letter within the 30-45 days and would she have a committee help her prepare her response. Ms. Dunn said that without knowing the content of the report, she was unable to answer but would be happy to work with Commissioner Oliver. She said that employee morale is down due to CRHA going out of business.

Commissioner Oliver said the illegal trash dumping is a large problem and would like to explore other solutions besides setting up cameras.

Commissioner Oliver said the landscaping was unsatisfactory. Ms. Dunn reiterated that the contractor has been put on notice. Commissioner Talbert asked if the previous contractor could come back. Ms. Dunn explained that the previous contractor was absolutely not interested in dealing with the Section 3 requirements.

Commissioner Curley spoke to CRHA's staff morale. She made a motion to form a Personnel Sub-Committee which would include discussion around staff morale. Commissioner Talbert seconded. All Commissioners voted in favor. Commissioner Curley said she will head the Committee. Members will be selected at the next Regular Meeting.

VII. EXECUTIVE DIRECTOR'S REPORT

Ms. Dunn stated that in 2010, CRHA was in agreement with the City of Charlottesville to project-base vouchers at a newly envisioned project, The Crossings, which had yet been constructed at that time. CRHA was verbally advised by HUD to move forward with that project-based funding. Shortly after construction and after signing the agreement with

The Crossings, CRHA was informed by HUD that they were in regulatory and statutory violation with regard to many project-based voucher program regulations; specifically 24 CFR 983. This spring, HUD notified CRHA that they were no longer in violation and could proceed with the funding. The rules of 24 CFR 983 require that CRHA notify every family on the HCV waitlist of the creation of a site-based waitlist and their ability to apply. List consisted of 927 families at that time. CRHA role as a funding agent is to establish the waitlist. Eighteen applications were found to meet the project-based criteria. Then CRHA opened the public waitlist as 24 CFR 983 regulates. CRHA can not manipulate or change how the waitlist is prioritized. CRHA collects the information only. The actual qualifying and applicant selection is made by The Crossings. CRHA reviews the file to assure The Crossings due diligence in the selection process. This differs from the public housing program in which CRHA is the actual landlord and does the qualifying of the applicant once they reach the top of the waitlist.

Ms. Dunn stated that CRHA has three new Commissioners on the Board and each Commissioner has been provided a Binder with essential Board documents. One of the most important items included in the binder is CRHA's Annual Contributions Contract (ACC). This contract is for funding with HUD and it lays out the obligations to HUD in order to follow Federal Regulations or have that funding suspended if regulations are not honored.

Ms. Dunn reported CRHA will be submitting an application for an "Out of Funding Request" in the amount of \$12,000 for GED classes to City Council. Services will be provided by the Adult Learning Center. This funding will provide support and instruction to as many as 10 public housing residents who desire to obtain a GED. Ms. Dunn said a GED might offer residents a path to self-sufficiency and qualify them for employment opportunities. If funding is approved at City Council's September 2nd meeting, applications will be taken up until October 1st. CRHA will provide additional information.

Ms. Dunn announced that a long term employee will be leaving CRHA this week. Jesse Butler retires with nearly 30 years of service as CRHA's Housing Quality Standard Inspector. Jesse also managed several homeownership programs in collaboration with the City. Jesse is known for his accurate and thorough work and for the solid positive relationships he established within the Charlottesville Community. There will be an open farewell gathering this Thursday, July 31st at 3:30 p.m. in the City Hall Basement Conference room.

Ms. Dunn explained that in respect to HQS inspections for Housing Choice Voucher households, HUD recently announced that Housing Authorities may skip a year between inspections. The timing of this change is critical to CRHA and reduces the work load to 10-12 inspections per month for the next 11 months. CRHA is working to set up outsourcing of these inspections instead of re-hiring this position.

After a lengthy procurement process, CRHA has contracted with Yardi Software. Yardi is top industry leader with public housing authorities all across the U.S. The software

conversion process is expected to take approximately 3 months and will provide greater operational efficiency particularly in respect to our Accounting processes.

CRHA will be starting our Annual Plan process in September and will hold a series of three meetings at minimum for Resident and Public comment. This process is starting earlier this year to allow additional time for participation and finalization of the plan's submission to HUD.

There has been much discussion recently regarding CRHA's current negative budget and dwindling reserves. HUD conducted a December Snapshot Review and the recommendations in the Review were derived entirely from CRHA's financial data when compared to similar sized Housing Authorities. HUD's Interim Director Catherine Lamberg met with Residents last month and emphasized that CRHA will need to make cutbacks to be able to continue to serve the residents long term. A transcript of HUD's June 3rd meetings with CRHA Board and City Council will be available by the end of this week.

CRHA continues to look at ways to reduce expenses and staffing expenses have been cut a total of \$243,105 annually in both the HCV and Public Housing Program since the December Review. This reduction stands to reduce the originally projected deficit of \$360,000 considerably if all other projections remain constant. Staffing cut backs have been phased in since the start of the Fiscal Year in April so the full benefit of these cuts will not be realized until the next fiscal year. No additional staff cuts will be possible in order for CRHA to operate meeting Federal Guidelines.

When procurement rules have been satisfied, Crescent Halls key fob system will be installed along with a camera system upgrade which will ultimately allow a cut back in security saving another \$57,000 annually.

Instead of delivering gas lawn mowers to residents to mow back patios, CRHA is supplying electric weed eaters for Resident Use on a check-out/check-in basis. In addition, CRHA is offering the option to residents to have their back patio covered with paving stones which eliminates the need for mowing. Both of these options were recently announced in the August newsletter and a copy of the newsletter is available in the Commissioner's Binder the back pocket.

Commissioner's Binder under tab 12 contains HUD Notice PIH 2014-12 which specifically requires the Housing Authority to set Flat Rents at a minimum of 80% of Fair Market Rent for the area. This is another one of HUD's measures to increase the Housing Authority's income in times of diminishing operating subsidy. Flat Rents are an option when 30% of a Resident's Income exceeds HUD's Fair Market Rent established for our area. In review of CRHA Flat Rents, they are set equal to Fair Market Rents and therefore no action is required at this time.

Mayor Huja said he is pleased with the progress on the budget cuts. Commissioner Jones thanked CRHA staff for all the extra hard work through the deficit cuts.

VIII. BOARD DISCUSSION REGARDING NEXT STEPS IN REDEVELOPMENT PLANNING

Mayor Huja said he would like to have a sub-committee established to guide the Redevelopment Planning process and see Commissioner Jones as the Committee Chair. Commissioner Jones welcomed the opportunity.

IX. COMMITTEE REPORTS

A. Resident Services

Two City of Charlottesville Police Department employees, one detective and one officer, attended the Resident Services Meeting and answered resident questions. Commissioner Talbert said there are still questions for the Police. Joy Johnson, Resident Services Committee Chair, reported that David Ellis, Assistant City Manager's, and Tom Longo, Police Chief, will be attending the next meeting, Thursday, August 14, 2014, 1 p.m. at Crescent Halls Community Room.

B. Finance Committee

Ms. Munson presented the June 30, 2014 Income Statement and Budget to Actual comparison reports for Public Housing, Section 8 and Central Office explaining Year-to-Date variances. June is the third month of the fiscal year. At this time the Public Housing program shows a net gain of \$32,037. It is going to take some time to see the results of the staff cuts. Income was \$26,291 lower than budget and expenses are much lower at \$75,855 in aggregate under budget, with exception to extermination expenses. This line item can fluctuate month to month.

Section 8 Housing Assistance Payments (HAP) showed a net gain of \$19,627. HUD has a cash management procedure and used to release funds monthly at 1/12 of the total budget authority and now it is only received to give CRHA just enough to get by. The monthly expense did increase for June when CRHA began covering the project-based vouchers for The Crossings. As of June 30, 2014, CRHA has Net Restricted Assets (NRA) of \$593,187, or approximately 3 months without any additional funding. CRHA staff will continue to monitor the NRA balance and will request any needed funds from HUD.

The Administrative portion of the Section 8 program shows a net gain of \$19,057. HUD gave more Admin funds this month so nothing was transferred from CRHA unrestricted funds. As of June 30, 2014, the total amount transferred this year is \$14,496.35. The budgeted amount was \$89,854 so ahead of budget right now.

Central Office shows a net gain of \$3,920. Income is on target and most expense items are currently under budget.

Ms. Munson presented the vacancy information. At June 30, 2014, there were 6 vacant units (1.6% vacancy rate) up from 5 in the prior month.

Rent Receivables for active residents totaled \$11,651, which is an increase from last month's amount of \$6,316, with 39 residents owing more than \$50 each.

Results of the June 24, 2014, court cases on nine households were as follows: six cases dismissed due to payment in full, judgment and possession awarded on two cases and one case was continued to July 8, 2014, which was also dismissed.

Auditor has been in-house doing CRHA Annual Audit the last couple of weeks and Ms. Munson anticipated having the report in time for the September Finance Committee Meeting which is typically presented by the Auditor.

Ms. Munson said she is excited about the new software and looks forward to how it will help and redefine CRHA's staff roles.

X. RESOLUTION #1337 RECOGNITION OF SERVICE, CLAUDETTE GREENE

Commissioner Woodard read Resolution #1337 and thanked Ms. Claudette Greene for her service. All Commissioners voted in favor to approve.

XI. RESOLUTION #1338 EVICTION PREVENTION POLICY

Ms. Dunn stated this Resolution will not be voted on at the current time in lieu of a 30 day comment period per Commissioner Talbert's suggestion and the Board's agreement.

XII. COMMISSIONERS DUTIES AND RESPONSIBILITIES UNDER VA LAW

Ms. Davies said this is new opportunity for Commissioners to understand their Duties and Responsibilities. There is a particular form that is required to be signed by all Commissioners and to be kept on file by the Clerk of Council. Ms. Davies offered her help with filling out the form or to discuss any of this information. Regarding the Conflict of Interest amount is changing to \$5,000. With respect to FOIA, Commissioners need to remember that the records they produce are subject to FOIA. Anyone receiving FOIA requests is urged to alert CRHA and the City Attorney's Office to assure they are in compliance. Ms. Davies said the Government Records Retention Act needs to be maintained, as well.

XIII. OTHER BUSINESS

No was no further business.

XIV. COMMITTEE CHECK IN

Resident Services Meeting Thursday, August 14, 2014 @ 1:00 p.m. Crescent Halls Community Room.

Finance Committee Meeting Wednesday, August 20, 2014 @ 4:30 p.m. City Hall Basement Conference Room.

Regular Meeting CRHA Board of Commissioners Monday, August 25, 2014 @ 7:00 p.m. in City Council Chambers.

XV. PUBLIC COMMENTS

Joy Johnson, 802 Hardy Dr., read from the CFR 964.186, regarding the Community Center. She said residents can apply to be on any committee and she said she is glad to hear about the Personnel Committee.

Brandon Collins, 418 Fairway Ave., and PHAR employee, said he is pleased with the amount of work accomplished here tonight. He said he would like to see loose-ends wrapped up. He said he has Redevelopment concerns in regards to the single-family homes. He said there are 5 so it would definitely be feasible to reach out and find out if residents were interested in purchase options. He said there needs to be a Relocation Plan and that the Personnel Committee is a great idea.

Karen Shephard, PHAR, said she is encouraged by tonight's meeting. She said she is skilled and has the abilities to run the ROSS program.

Rosia Parker, 816 Hardy Dr., said she didn't hear anything about the CDC. Commissioner Woodard said that it will be part of the Redevelopment Committee.

Deidre Gilmore, 613 Hinton Ave., said CRHA has not spoken to the particular resident that she is trying to help. Ms. Dunn said they can speak outside of the public meeting.

Joy Johnson, 802 Hardy Dr., asked about Committee Member terms. Ms. Davies said the decisions are made by the Board itself.

Shymora Cooper, 6th St. resident, said she sodded her front yard and the landscapers cut it and killed it. She wants CRHA to be responsible for replacing the sod if it does not come back.

Aaliyah Jones, 802 Hardy Dr., said she hopes her issues are resolved and says lots of work needs to be done at her apartment.

Commissioner Talbert said she likes the Newsletters and the Meeting Flyers and would like to see CRHA continue to put them out.

XVI. ADJOURNMENT

Commissioner Woodard adjourned the meeting at 9:45 p.m.