

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

February 23, 2015

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Regular Meeting at 6:00 p.m. on February 23, 2015, in City Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Woodard called the meeting of the Board to order at 6:00 p.m. on February 23, 2015.

II. ROLL CALL OF COMMISSIONERS

Present:

Mr. Keith O. Woodard, Chair
Ms. Julie Jones, Treasurer
Ms. Lauren Curley, Commissioner
Ms. Audrey Oliver, Commissioner
Mayor Satyendra Huja, Commissioner

Absent:

Ms. LaTita Talbert, Vice-Chair*
Ms. Sabrina Allen, Commissioner

* Ms. Talbert arrived after roll call at approximately 6:30 p.m.

Staff Present:

Ms. Constance Dunn, Executive Director
Mr. Andrew Gore, Deputy City Attorney
Ms. Amy Nofziger, Executive Administrator
Ms. Heather Jeffries, Asset Manager

III. MOMENT OF SILENCE

Commissioner Woodard called for a moment of silence.

IV. APPROVAL OF MINUTES OF THE ANNUAL PLAN SPECIAL MEETING HELD January 14, 2015

Commissioner Curley moved to approve the Minutes. Commissioner Jones seconded the motion. All voted in favor to approve the Minutes without abstention.

V. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD January 26, 2015

Commissioner Jones moved to approve the Minutes. Mayor Huja seconded the motion. All voted in favor to approve the Minutes without abstention.

VI. APPROVAL OF MINUTES FROM THE BUDGET WORKSHOP HELD February 4, 2015

Commissioner Jones moved to approve the Minutes. Commissioner Oliver seconded the motion. All voted in favor to approve the Minutes without abstention.

VII. CPD UPDATE ON BARMET

Lieutenant Cheryl Sandridge reported that all individuals on the Barment List would have to be re-notified in writing and in person of their barment. She said that attempting to re-notify all individuals on the Barment List would be very complex and next to impossible. For this reason, the Barment List is being started over with a clean slate. A new list will be formed as individuals get barred. If there are

specific people that residents need barred for safety reasons, they can be put on a priority list for notification.

VIII. EXECUTIVE DIRECTOR'S RESPONSE TO QUESTIONS FROM PREVIOUS MEETING

Ms. Dunn said as part of the Annual Plan, The CRHA Board of Commissioners approved addition of the Homeless Preference for families larger than one person with children and/or Dependents. HUD's Definition of Dependent is any household member who is not the head of household, co-head of household or spouse but is under the age of 18, disabled or a full-time student. CRHA met the Thomas Jefferson Area Coalition for the Homeless and the City's Department of Human Services on February 11 to iron out the details for the Homeless referral process. As a result, TJACH will modify their process in line with HUD guidelines and require third party verification of an individual's disability. Now that the definitions are clear, CRHA will start the process of notifying applicants on the CRHA waitlist to determine their eligibility before re-opening the waitlist to the public.

IX. EXECUTIVE DIRECTOR'S REPORT

Ms. Dunn referenced the monthly CRHA employee newsletter and the monthly resident newsletters that were included in the Commissioners board packets. She discussed upcoming staff training.

Ms. Dunn said CRHA had recently been informed by the City that the playground inspections would cost in excess of \$50,000 per year. Virginia Municipal League, CRHA's insurance carrier, stated that third-party inspections are not required and that the inspections can be conducted in-house and VML Insurance will provide CRHA with applicable check-lists. These inspections will be conducted twice monthly and keep on file for 3 years as required.

The HUD Richmond Field Office conducted a meeting in Charlottesville with CRHA, PHAR, and Legal Aid. Director Lamberg addressed CRHA's bleak financial situation. Some have indicated that the message from Director Lamberg is new. However, HUD began communicating with CRHA in late 2012 regarding CRHA's "bleak" financial future. Their recommendation then to CRHA was to raise late fees and minimum rent. HUD communicated this in June of 2013 with a series of meetings that included City Council and the CRHA Board. These meetings were very comprehensive and CRHA was told that some tough choices had to be made to remain financially viable. Again in December of 2013 CRHA was given the same message in a written report. HUD conducted a review of CRHA operations again in September 2014. While they commended staff regarding the operational improvements that have been made since the earlier reviews, the report pointed out that CRHA still has not aligned their policies with the HUD recommendations for Financial Viability. The various reports are public record and are available upon request.

HUD has been requesting that CRHA collaborate with Alexandria Redevelopment and Housing Authority regarding redevelopment and best practices. ARHA is considered a high performing Housing Authority. Although they canceled their recent visit to Charlottesville, staff has conducted a preliminary conference call last Friday. In that call, Director Roy Priest indicated numerous times that operating subsidy from HUD is not sufficient to support public housing operations and that alternative sources of income are critical to the success of any Housing Authority. ARHA has committed to assisting CRHA in finding alternative sources of income such as mixed financing, market rate housing and private and public partnerships.

Ms. Dunn said that CRHA has recently collaborated with the Harrisonburg Redevelopment and Housing Authority in an effort to find creative solutions to reduce bedbug infestation costs. HRHA has been working closely with VA Tech. HRHA uses heat treatments along with diatomaceous earth with mixed results. HRHA is following other Housing Authority's lead by billing residents for staff preparation time

and materials for subsequent treatments. CRHA is hosting a bedbug awareness seminar on Feb. 26 at 10:00 a.m. at the Westhaven Community Center which is being conducted by Interstate Pest.

CRHA is preparing a pilot program Keypad entry system for the South 1st Street and Westhaven community centers in an effort to reduce staff costs for opening/closing the centers.

Increased minimum rent and late fees would put CRHA in line with the HUD model lease, which clearly outlines the residents' obligations to live in HUD subsidized community. The new lease covers the certification process, rent changes and other critical HUD requirements which are not included in CRHA's lease.

CRHA obtained an extension from HUD for revision of the ACOP changes and the final submission of the Annual Budget.

X. PUBLIC COMMENTS

Annette Wilcox, 1400 Monticello Rd., said she likes the new houses going up across the street.

Brandon Collins, 418 Fairway Ave., employee of PHAR, 1000 Preston Ave., said despite being in conflict with CRHA at times, PHAR is there to help the residents. He said the proposed changes to the ACOP that were discussed at the Finance Committee meeting were barbaric and wants to hear other options. He said PHAR is not responsible for supplying options. If the Board does not offer any "wiggle room" on these changes, Mr. Collins referred to the ugly public display in April/May of 2013 and said there are going to be similar problems when PHAR objects to the Board's proposals.

Joy Johnson, 802 Hardy Dr., said she is disappointed with the snow removal and said she shouldn't have to call the Maintenance Office to get salt put down. She asked what the plans were for the \$500,000 that CRHA received from HUD and she would like to have a Capital Planning Meeting to discuss current needs and matters yet to be completed.

Emily Dreyfus, LAJC, said there is a lack of dignity and CRHA is putting people lives at risk by removing the Barment List. She said "the baby is being thrown out with the bath water". She said the clinics do help a lot of residents and hopes CRHA can find a way to restore the funding.

Board discussed CRHA's snow removal plan and process. The Capital Award from HUD was discussed and Capital Funding Planning Meetings will be scheduled in the coming months. The low dip in the road at the Crescent Halls entrance was suggested as a Capital Funding item. Commissioners asked that residents provide their list of repairs that they have intimate knowledge of prior to the Capital Funding Planning Meetings.

Ms. Jeffries gave an incident report on Crescent Halls sprinkler line freezing. She stated that all the escaped water was outdoors and the pipe has been better insulated.

Commissioners spoke about the loitering on Run Street and ways to deter the behaviors, such as cameras and increased police presence. It was suggested that these concerns be formalized in writing to the CPD, the City Manager and City Council.

XI. BOARD DISCUSSION REGARDING NEXT STEPS TOWARDS BUDGET APPROVAL

Ms. Dunn gave an overview of the Budget Planning Meeting. There was a general consensus among the Board to not approve another negative budget. Other Board discussions:

FY 15-16 Assumptions: Operating Subsidy for Public Housing prorated at 81%

- Increase Minimum Rent from \$25-\$50 total extra revenue approximately \$16,000
- Increase Late Fee from \$10 to \$15, extra \$7500 in revenues.
- Reduced Bed Bug Extermination costs and Routine Exterminating Costs with purchase of equipment and will rebid of routine contract. Savings of approximately \$28,000
- Rebid Cleaning and Painting Turnover as one job, reducing total by 25%
- Reduced Security to Friday and Saturday nights only with approval of Camera Upgrade.
- Reduction in Elevator Contract Costs of \$7,860
- IT Services to be contracted to Ricoh for an annual savings of approximately \$25,000
- Removal of the cost of the Nursing Clinics costing \$22,000
- Budget includes one vehicle at a cost of \$20,000
- Sell Single Family Homes through partnership with Habitat or other non-profit agency. \$150,000 has been plugged into the Operating Budget as a reflection of the sale of one house.

Ongoing Considerations:

- Will review CII Preventative Maintenance Contract for building chiller
- Will explore Solar Panels to reduce electricity costs.
- Implementation of Yardi Software will bring efficiency and management improvements not yet realized in financial terms
- Will be recommending Bed Bug Equipment Purchase
- Vehicle Purchase out of Unrestricted Funds during Capital Fund Meetings.
- Billing for Bed Bug Preparation on 2nd, 3rd, 4th, treatments (Other Housing Authorities are doing this). HUD rules preclude billing for treatments

XII. COMMITTEE REPORTS

1. Resident Services

Ms. Dunn gave an overview of the Resident Services Committee meeting and referred to the full Minutes that were included in the Board Packet for further elaboration.

2. Finance Committee

Ms. Dunn gave the Finance Committee Meeting report in Ms. Munson's absence and referred to the full Minutes that were included in the Board Packet for further elaboration.

XIII. RESOLUTION #1342 APPROVAL OF PERSONNEL COMMITTEE AS A REVISION TO THE CRHA BYLAWS

Per Board request to solicit a City staff member for the Personnel Committee, Ms. Dunn announced that Galloway Beck, Department of Human Resources, will be a Committee Member. Mayor Huja made a motion to approve. Commissioner Jones seconded the motion. All voted in favor to approve Resolution #1342.

Committee members: Lauren Curley, Julie Jones, Audrey Oliver, LaTita Talbert and Galloway Beck. Commissioner Woodard made a motion to approve. Commissioner Talbert seconded the motion. All voted in favor to approve the appointments.

XIV. OTHER BUSINESS

No additional discussion.

XV. COMMITTEE MEETING DATE CHECK-IN

Resident Services Committee meeting will be held at Crescent Halls Community Room on Thursday, March 12, 2015, at 1:00 p.m.

Finance Committee Meeting will be held at Crescent Halls Community Room on Wednesday, March 18, 2015, at 5:30 p.m.

Budget Review Meeting will be held immediately following the Finance Committee Meeting at Crescent Halls Community Room on Wednesday, March 18, 2015, at 6:00 p.m.

Board of Commissioners meeting will be held at City Council Chambers on Monday, March 23, 2015, at 6:00 p.m.

XVI. PUBLIC COMMENTS

Joy Johnson, 802 Hardy Dr., said she would like to have the Capital Funding Meeting on-site, would like the 2014-2017 Capital lists, Resident Services Committee needs services, wants clarification on whether Run Street is public or private and a joint meeting with City and CRHA as a follow-up to the last joint meeting.

Kim Rolla, LAJC, said none of the Commissioners took credit for the Eviction Termination Policy at the HUD meeting and had concerns about the HUD model lease.

Brandon Collins, PHAR, said he was disheartened to hear a lot of comments about the Eviction Policy and the Barment Policy is a great example of how nothing has happened.

Karen Shephard, ROSS coordinator, PHAR, said the needs of the residents need to be first and not change the meetings that residents are used to and wanted to clarify that "Closing the Doors" is being misunderstood as to mean all Public Housing and should be clear that it really means Administrative Offices.

XVII. ADJOURNMENT

Commissioner Woodard adjourned the meeting at 8:30 p.m.