

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

June 22, 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 June 22, 2015, in City Council Chambers at City Hall.

I. CALL TO ORDER

Commissioner Woodard called the meeting of the Board to order at approximately 6:00 p.m. on June 22, 2015.

II. ROLL CALL OF COMMISSIONERS

Present:

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

Absent:

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

* Ms. Talbert arrived after roll call at approximately 6:15 p.m.

Staff Present:

Ms. Constance Dunn, Executive Director
Mr. Andrew Gore, Deputy City Attorney
Ms. Robin Munson, Finance Director
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 REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 26, 2015

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

V. EXECUTIVE DIRECTOR’S RESPONSE TO QUESTIONS FROM PREVIOUS MEETING

Ms. Dunn said at the Regular Meeting in May, a resident made request to have her door painted and her bath fan replaced. The fan has been replaced and the door will be repainted when the weather cools. There was also a request to provide validation regarding the new REAC rule which defines that the REAC Inspector will inspect any resident owned air conditioners as equipment that is part of the unit. A REAC guideline has been provided from “REAC’s Compilation Bulletin” that validates this. CRHA now recognizes that this new rule may be interpreted individually by each contracted inspector.

As reported at the last meeting, the addition of the homeless preference has increased CRHA’s vacancies due to difficulties in qualifying the applicants. Since then, CRHA has met with homeless service providers in an effort to streamline the eligibility process. During the meeting, advocates for the homeless gained a better understanding of the Housing Authority’s requirements for tenancy and they will be working more closely with clients to steward them through the eligibility process. CRHA will open the Public Housing Waitlist and will be accepting applications at the South First Street Community

Center for 2, 3, 4, and 5 bedroom floor plans. Applications will be accepted for three days: Tuesday, July 14th through Thursday, July 16th during the hours of 9 a.m. to 12 p.m. An early evening opportunity will also be held on Wednesday, July 15th from 3:30 to 6:30 p.m. Applications will also be accepted by fax and by email. The notice is available this evening for the public and is posted on Channel 10 and Facebook. Notice will be sent to all of CRHA's partner agencies. The waitlist schedule was set to try and be accommodating.

CRHA will hold two informational sessions for current Family Self Sufficiency participants on Wednesday, August 12th 2015 from 12 p.m. to 2 p.m. and on Saturday, August 8th from 10 a.m. to noon. Participants have the choice as to which session they wish to attend. The meetings cover program requirements and how participants may revise their previously established program goals.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Dunn reported that HUD recently inspected three of CRHA's four amps or project groupings. Considering that CRHA required residents to remove their AC units, the inspections went very smoothly. PHAR was able to provide volunteers to man the community centers and this was very much appreciated. Ms. Dunn said that these inspections are usually done annually and is HUD's method to determine if the Housing Authority is properly maintaining the federally funded communities. The REAC score is one factor in HUD's overall rating of the Housing Authority and plays a factor in determining how much Operating Subsidy the Housing Authority receives each year. CRHA scored well on the 2015 inspections and, as a result, Crescent Halls and Westhaven will not have to be inspected next year. HUD categorizes safety hazards as a high priority and CRHA had considerably less safety items identified in 2015 compared to inspections from prior years, in part due to more cooperation from residents regarding items like blocked egress and smoke detectors.

Amp 4 Scattered Sites will be inspected tomorrow and overall CRHA expects to earn a higher aggregate score than prior years. The City of Charlottesville is offering three cooling locations for City Residents: [Carver Recreation Center at 233 4th St. NW](#), [Tonsler Recreation Center at 501 Cherry Avenue](#) and [Jefferson-Madison Regional Library \(Central Branch\) located at 201 E. Market Street](#). The specific hours of operation are provided on the flyer.

When REAC inspections are complete and appropriate staffing is in place, the Housing Authority will conduct a coordinated maintenance effort, building by building, starting at South First Street. The goal of this effort is to remedy interior deficiencies using the REAC protocol. The condition of each interior unit will be documented for the purpose of tracking any future damages to that unit. This should further improve CRHA's REAC score in 2016.

Ms. Dunn said earlier this year City Council provided funding so that CRHA could partner with the Virginia Workforce Center to hold an on-site Career Readiness Class. Eight students enrolled in the class and worked on various aspects of digital literacy including keyboarding skills, document formatting and Internet and Operating System Basics. These skills are intended to bring the student closer to obtaining a GED or allow them to pursue other academic pathways through Piedmont Virginia Community College.

Commissioners toured CRHA sites on Thursday, June 18th and viewed interior units at Crescent Halls, South 1st Street, 6th Street, and Madison Avenue. This tour was conducted in preparation for CRHA's Capital Planning meetings.

Charlottesville City Council recently approved \$35,000 per year to fund CRHA's Modernization Coordinator/Maintenance Supervisor Position. Commissioners have suggested that the Capital Planning

process begin after this position is staffed so that project pricing can be readily available for discussions. A summary of Capital Fund expenditures for the years 2012, 2013, 2014, and 2015 will be available for those meetings. In addition to Commissioner work sessions, resident meetings will be planned for each of the large sites in early evenings.

Ms. Dunn reported that the Housing Authority has a number of job openings available and a flyer is available this evening listing the specific positions. Ms. Dunn said to remember to access real-time valuable information and announcements on CRHA's Facebook page.

Commissioner Oliver and Ms. Dunn discussed the FSS program. Ms. Dunn said she encourages dual enrollment in the City's FSS and CRHA's FSS program, which is governed by the CFR and has monetary advantages. The meetings are to be informative to the current participants. Commissioner Oliver said she is concerned the FSS program won't work for residents and wants to see what CRHA's FSS program. Commissioner Jones suggested visiting Hopewell, who has a strong FSS program.

Commissioner Jones offered thanks to the City for supporting the Modernization Coordinator/Maintenance Supervisor position.

Commissioner Woodard congratulated staff for increased REAC scores.

Commissioner Jones thanked CRHA staff for making the CRHA site tour for the Commissioners happen.

VII. PUBLIC COMMENTS

Joy Johnson, 802 Hardy Dr., spoke about the City and CRHA FSS program needs to have a list of service providers and wants the two programs to complement each other. She said the Maintenance Supervisor would help eliminate a lot of maintenance issues by conducting preventative inspections and maintenance.

Jennifer McKeever, 1602 Delmar Dr., said she is newly appointed to the Resident Services Advisory Committee and wants to see action toward the forming of the Redevelopment Committee. She would like to have the committee be appointed as soon as possible and wants there to be resident participation.

Annette Wilcox, 1400 Monticello Rd., said she likes the people at her church and enjoys the dance parties at Friday's after Five.

Deidre Gilmore, 613 Hinton Ave., thanked staff and maintenance for their hard work getting the sites ready for REAC. She said that the temporary maintenance staff are Section 3 people that live in public housing and that they could be permanent employees.

VIII. PHAR COMMENTS

Brandon Collins, 418 Fairway Ave., employee of PHAR, 1000 Preston Ave., said that he supports the Resident Services Committee's recommendations and wants meaningful and adequate resident participation language added to the resolution along with a MOU. He said a relocation plan is a priority.

Mr. Collins said he thought the Modernization Coordinator wouldn't be hired until later down the road and said there are capital improvement needs that need to be addressed now.

Mr. Collins stated that he would have liked more advance notice of the waitlist opening and wants an explanation as to why the list is not being opened for one bedroom floor plans. He said homeless should be given a priority.

Mr. Collins said he was excited to hear about the preventative maintenance measures. The resident survey results will be available soon and include items such as mold concerns, windows and stoves.

Commissioner Talbert requested a roof inspection schedule. Commissioner Oliver reported that her and her neighbor's roofs are leaking. She said there are lights blown out by the community center at S. 1st St. Commission Jones stated that a Modernization Coordinator is not holding up capital improvement needs.

Ms. Dunn said that lights are inspected monthly. Those that can be reached with ladders are replaced. Taller ones require the rental of a lift. Ms. Dunn said a supplemental lighting system would be helpful but there is an issue with the electrical capacity.

Ms. Dunn explained that there is a sufficient pool of applicants for one bedrooms and CRHA will not be opening that particular waitlist for that reason.

IX. BOARD DISCUSSION REGARDING NEXT STEPS TO REDEVELOPMENT

Ms. Dunn said the Alexandria Redevelopment and Housing Authority (ARHA) proposal was included. She said ARHA estimated the cost to do a portfolio analysis and corrective action plan would be \$17,000 to \$18,000. This expense would be paid for out of unrestricted funds and then ask City Council for support. There is concern that the City would take longer than the Board would desire. ARHA's references are included in the proposal. Ms. Dunn clarified that this proposal is simply for a portfolio analysis and corrective action plan and not specific redevelopment action. Commissioner Jones said there would be resident input on the broader projects but this narrowly defined proposal is just a step.

Mayor Huja motioned to approve Resolution #1345 Authorizing Contract with Alexandria Redevelopment and Housing Authority for Redevelopment Consulting Services. Commissioner Jones seconded the motion. All present voted in favor except Commissioner Talbert abstained.

There was Board discussion about creating the Redevelopment Committee as an ADHOC committee and not require a change in the By-Laws unless changed to a standing committee. The Redevelopment Committee would serve as an advisory committee to the CRHA Board of Commissioners. Vision would be an advisory committee that is committed to assisting and redeveloping the properties in ways that respect Residents' Bill of Rights and CRHA's commitment to obtain financial viability and also engage residents in the process. Process would be three different groups with different purposes and find ambassadors to engage other community members that would encourage different aspects of the redevelopment process. The advisory committee would be chosen by a three member ADHOC committee, consisting of Joy Johnson, Julie Jones and Kathy McHugh, who will develop and accept applications. Commissioner Jones motioned. Mayor Huja seconded. All voted in favor without abstention.

X. COMMITTEE REPORTS

1. Resident Services Committee

Ms. Johnson gave the Resident Services Committee Meeting report and the minutes are included in the Board Meeting Packet.

2. Finance Committee

Ms. Munson gave the Finance Committee Meeting report and minutes are included in the Board Meeting Packet. Commissioner Oliver said she wants to see how much CRHA collects from repayment agreements monthly.

XI. OTHER BUSINESS

No other business to discuss.

XII. COMMITTEE MEETING DATE CHECK-IN

- Resident Services Advisory Committee Work Session will be held at the Office of Human Rights, 106 5th St., NE, on Monday, July 6, 2015, at 5:00-6:30 p.m.
- Resident Services Advisory Committee Meeting will be held at Westhaven Community Center on Thursday, July 9, 2015, at 4:30 p.m.
- Finance Committee Meeting will not be held in July due to staff training.
- Board of Commissioners Meeting will be held at City Council Chambers on Monday, July 27, 2015, at 6:00 p.m.

XIII. PUBLIC COMMENTS

Karen Shephard said she wonders if CRHA could partner with the City for using their lifts.

Joy Johnson, 802 Hardy Dr., said there are lights burned out at Westhaven. She said the sites are looking good and agreed with earlier comments about the Section 3 temporary workers being considered for permanent employment. She would like there to be a trip planned for ARHA.

Commission Talbert asked if lights are tracked and if there is analysis as to which lights go out more frequently and Ms. Dunn confirmed.

Commissioner Oliver said she wants the Chair to find out if Commissioner Curley is going to continue with the Personnel Committee.

Commissioner Oliver said she would like to see units before they are turned and looking pretty. She said the Board needs to know the ugly too.

Ms. Dunn reported that staff has taken training to help protect themselves from getting and transporting bedbugs.

XIV. ADJOURNMENT

Commissioner Jones motioned to go into closed session. Mayor Huja seconded. All voted in favor without abstention.

Commissioner Woodard adjourned the meeting at approximately at 8:05 p.m.