

COMMISSIONERS' REGULAR BOARD MEETING
March 26, 2018

Resolution(s) Passed:

(18-06) Resolution of the Richmond Redevelopment and Housing Authority requesting authorization for the Disposition of Five (5) Parcels located in the Battery Park and Fulton Areas of the City of Richmond – 1711 Tyler Street, 1713 Tyler Street, 1724 Hickory Street, 914 State Street and 4901 Goddin Street

MOTIONS: Kessler/Jones

VOTE: Aye: Adams, Blount, Young, Coleman, Jones, Abbott, Kessler

ABSTAIN: None

ABSENT: Harrigan, Olds, Abbott

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS
OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
HELD IN THE OFFICES OF RRHA
901 CHAMBERLAYNE PARKWAY, RICHMOND, VIRGINIA
ON MONDAY, MARCH 26, 2018

In Attendance:

Board of Commissioners

Robert J. Adams, Chairman
Veronica G. Blount, Vice Chairman
Jonathan Coleman
Elliott M. Harrigan
Samuel S. Young Jr.
Marilyn Olds
Heidi Abbott

Absent

Elliott M. Harrigan
Marilyn Olds

RRHA Staff

Orlando Artze, Interim Chief Executive Officer

The Chairman called the meeting to order at 5:34 p.m. with Cory Wolf serving as Legal Counsel. A quorum was established.

Minutes

The Minutes from the *February 21, 2018 Regular Board of Commissioners Meeting* were approved.

1 Motion: (Abbott/Coleman) Move to adopt the Minutes from the February 21, 2018 Regular Board of Commissioners Meeting.

Motion Carried

Absent: Harrigan, Olds

Citizen Information Period

Earl Bradley addressed the Board of Commissioners regarding resident participation, Section 3 preferences and criteria, and economic opportunities.

Recognition of Staff

Chairman Adams recognized the following staff for their exemplary dedication and professionalism during the power outage that occurred at RRHA's Decatur Apartments.

- Aylett Hill, Maintenance Specialist
- Kevin Lewis, Senior Maintenance Specialist
- Diane Mosby, Property Manager
- Angelo Pascale, Maintenance Supervisor
- Kami Smith, Resident Services Coordinator
- Charles Williams, Director of Public Housing

He read the following statement: *On Friday, March 2, 2018, a windstorm that struck much of the Mid-Atlantic and the Northeast knocked out power to thousands of customers in Richmond. Among those affected by the storm was Decatur Apartments, an RRHA property that serves 24 senior and disabled residents. When the power went out at 11:00 a.m., RRHA placed the property on firewatch to make sure that residents remained safe in case of any emergency until power was restored. RRHA staff remained on watch for nearly 30 hours until the lights came back on at 5:00 p.m. on Saturday March 3rd. Being without electricity can be a major challenge to anyone, but especially for our senior and disabled residents.*

He stated that RRHA staff's commitment is evidenced by the letter that was received from a resident at Decatur Apartments: *"I'm writing this letter to commend and recognize Ms. Mosby, Ms. Smith, Mr. Lewis, Mr. Pascale, Mr. Hill and Mr. Williams. They stayed in our building during the whole ordeal cheering up the residents and letting them know that they were here for us, giving up their weekend and family for our safety in case of fire, emergencies or whatever happens. I'm asking you to put this letter in their files of record and if there are any kind of awards that they be granted. We have blind tenants, disabled tenants and heart patients".*

Commissioner Heidi Abbot is the Chairperson of the *Emergency Response and Communications Committee*. The following update was provided:

- The committee is comprised of commissioners, RRHA staff, tenant council presidents, tenant council members, residents and external community stakeholders.
- To date, this committee has held four meetings.
- Commissioner Abbott commended Interim CEO, Orlando Artze and Chief Operating Officer, Carol Jones-Gilbert for their efforts in putting together the Work Order Flowchart and the External Emergency Response Notification Process.
- The Work Order Flowchart will be used as a communications tool to show residents how the maintenance process works.

Discussion on the Work Order Flowchart:

Once a work order has been closed by maintenance staff, Commissioner Blount wanted to know if there is a process in place to ensure that additional parts are ordered and installed if needed, to show that a work order is truly complete. Chief Operating Officer, Carol Jones-Gilbert stated that maintenance should close the original work order and open a new work order if additional parts are needed.

Commissioner Young suggested that staff explore the option of having one phone number for residents to use to call in maintenance requests during and after business hours.

1 Action Item: Staff should add a section on the Work Order Flowchart to show the process that should be followed if additional parts are needed to complete a work order request.

External Emergency Response Notification Process

- The External Emergency Response Notification Process was created to ensure that stakeholders are notified if an emergency incident happens. This process will be used in emergency situations in which five or more apartments are impacted.
- It identifies the appropriate groups that should be notified about the incident as well as the time frame as to when RRHA should send the notification.
- RRHA's Emergency response plan is integrated with the City of Richmond's emergency plan.
- Residents from the senior and Big 6 communities will be designated to receive emergency training. The Resident Tenant Officers will identify the residents that should attend the City's survival training on April 21st.
- Shortly after April 21st, the City's Emergency Management office will schedule a special training for designated RRHA residents.
- A meeting was held on March 23rd with the Emergency Response and Communications working group to discuss the process for communicating emergency items to selected groups. The working group looked at the types of items that should be communicated as well as the means and methods of communicating such items.
- The committee decided to use the implementation of the upcoming HUD mandated Smoke Free policy as a template to communicate this change to the residents.
- Commissioner Abbott will explore the option of scheduling day and afternoon meetings of the Emergency Response and Communications Committee to ensure that residents have an option to participate.

Presentation on Housing Opportunities Made Equal (HOME) Mobility Program

Heather Crislip, President and CEO and Brenda Hicks, Director, Center for Housing Counseling and Education for HOME provided information on the Housing Mobility and Small Area Fair Market Rents. The following key points were discussed:

Move to Opportunity Program.

- The Housing Mobility Program is designed to assist housing choice voucher holders to increase housing choice and secure decent and affordable housing in areas of opportunity.
- The goal is to change lives while deconcentrating poverty.

Mobility Services:

- Mobility counseling and education provides assessment of housing choice voucher holder housing needs and desires, financial assessment, budgeting and money management counseling, guidance, coaching and advocacy throughout the rental and moving process, housing search assistance in areas of opportunity,

educate on rights and responsibilities of tenancy, assistance with reasonable accommodations submissions, and post move counseling and support for twelve months.

- Landlord Outreach and Recruitment.
- Landlord Liaison Activities.

Move to Opportunity Serves:

- Housing choice voucher households currently living in areas with a poverty rate above 20%.

Barriers:

- Lack of funds for security deposit.
- Poor credit.
- Limited affordable housing in areas of opportunities.
- Landlords not accepting housing choice vouchers.
- Limited housing search times.

Small Area Fair Market Rents:

- HUD released the SAFMR rule in 2016.
- Bases subsidies (payment standard) on rents in zip codes instead of city-wide.
- Available to be adopted by local PHA, no HUD permission is required.
- Would increase the number of available rental units in high opportunity areas.
- It would provide an attractive new approach to recruit landlords to the program.

Next Steps:

- HOME will visit Baltimore, collect data, run assumptions for RRHA and provide an update to the RRHA Board in six months.
- Interim CEO Artze and Heather Crislip will schedule a meeting to discuss the next steps for the Mobility program. Any commissioner that would like to participate in this meeting should let Chairman Adams know.

2 Action Item: At the April board meeting, Interim CEO Artze should provide an update on the next steps for HOME's Mobility program.

New Business

Chairman's Comments

Chairman Adams provided the following comments and/or updates:

- Commissioner Adams thanked staff for their efforts in restoring heat in the units at various RRHA communities.
- A special session/retreat of the Board will be scheduled for mid-April/May to discuss a strategy for RRHA's public housing communities.
- A meeting was held with the Mayor on March 14th to discuss various RRHA items. Starting in April 2018, the Calhoun Center will be opened on the weekends for use by residents and community groups.

- Efforts continues on trying to set up community gardens in as many RRHA public housing communities as possible.
- Options are being explored to get air conditioners donated for seniors living in RRHA public housing communities that do not currently have air conditioning.
- Staff is working with the health department on a childhood asthma pilot initiative.
- A resident eviction prevention program is being explored by staff.

Interim CEO's Comments

Interim CEO Artze provided the following comments and/or updates:

- Work continues on the installation of baseboard heaters in Creighton Court; 73 of the 78 apartments are now complete.
- There were 333 apartments with partial heat in other RRHA communities,. To date; heat has been fully restored to 229 of those apartments. The remaining units will require more extensive work; staff anticipates completing those units by mid April.
- New leadership at RRHA was mentioned; Ralph Stuckey is the new Director of Resident Services and Kerry James is the Interim Director of Procurement.
- The closing on Phase 1A and 2B at the Armstrong site is anticipated to occur in April 2018.
- Interim CEO Artze thanked staff and commissioners for the opportunity that he has had to work with them over these last two months.

Committee Reports

Controller Stacey Daniels-Fayson reported that the *Administration and Finance Committee* met on March 19, 2018. The following items were reviewed and discussed:

- CliftonLarsonAllen, RRHA's external auditor did a presentation on the 2017 Audit.
- Overall, RRHA's agency budget is favorable.
- Financials for ROI will no longer flow through RRHA.
- The 2013 grant, 2015 Safety Grant and several ROSS grants were closed.
- There was one single audit finding for the Housing Choice Voucher Program.
- Installation of the Mosby security camera project is complete.

Chief Operating Officer Carol Jones-Gilbert stated that the *Property Management and the Assisted Housing Committee* met on March 14, 2018. The following items were reviewed and discussed:

- As per a HUD mandate, RRHA is required to go smoke free by July 31, 2018.
- This mandate affects public housing residents only.
- Staff has prepared a timeline to assist in implementing this HUD mandate.
- Notices about the smoke free policy will be included in the rent statements for the next few months.

Chief Real Estate Officer Marcia Davis stated that the *Real Estate Committee* met on March 13, 2018. The following items were reviewed and discussed:

- Work on the Highland Grove plan continues to move forward.
- Staff continues to work with Richmond Public Schools to get approval for the neighborhood school project for Highland Grove.
- The RFQ for developers to build affordable houses in Highland Grove was issued thirty days ago. Responses to the RFQ are due by April 2, 2018.

Commissioner Neil Kessler is the Chairman of the *Capital Improvements Committee*. The following items were reviewed and discussed:

- The committee has met several times over the last few months.
- Rich Slowski with VCU has been invited to serve on the Capital Improvements Committee.
- The committee is in the process of prioritizing capital needs for the various RRHA communities.
- Staff continues to work towards meeting the April 12, 2018 obligation deadline for the 2016 capital fund grant.

Commissioner Samuel Young is the Chairman of the *Governance Committee*. The following items were reviewed and discussed:

- The next meeting with the Governance Committee will be held on March 27, 2018 to review the RFQ for the search firms.
- The selected candidate will be notified by the second week in April.
- A kick-off meeting will be held shortly thereafter with the selected vendor.
- The Governance Committee will schedule a follow up meeting with the vendor to finalize the next steps.

Resolution(s)

The following resolution(s) were presented for consideration:

Agenda Item No. 1 – Resolution of the Richmond Redevelopment and Housing Authority requesting authorization for the Disposition of Five (5) Parcels located in the Battery Park and Fulton Areas of the City of Richmond – 1711 Tyler Street, 1713 Tyler Street, 1724 Hickory Street, 914 State Street and 4901 Goddin Street

(18-06) WHEREAS, the Board of Commissioners has reviewed the Recommendation Memorandum dated March 20, 2018 requesting Authorization for Disposition of Parcels at 1711 Tyler Street, 1713 Tyler Street, 1724 Hickory Street, 914 State Street and 4901 Goddin Street, located in the Battery Park and Fulton areas of the City of Richmond.

THEREFORE, BE IT RESOLVED BY THE RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY THAT THE BOARD OF COMMISSIONERS:

- (i) Authorizes the Interim Chief Executive Officer, or his designee, to execute documents necessary for the disposition of the following parcels.

- 1711 Tyler Street; Parcel N0000364006
- 1713 Tyler Street; Parcel N0000364007
- 1724 Hickory Street; Parcel N0000364009
- 914 State Street; Parcel E0002024018
- 4901 Goddin Street; Parcel E0001792016

2 Motion: (Kessler /Jones) Move to approve Resolution 1

Motion Carried

Absent: Harrigan, Olds, Abbott

Note: Commissioner Abbott left at 6:10 p.m. before the resolution were voted on.

Closed Session

At 7:40 p.m., Commissioner Jones asked to go into closed session and read the following motion:

I move that we go into closed meeting to consult with legal counsel and staff regarding actful or probable litigation specifically including the pending agreement to settle claims related to excess utilities payments as permitted by Section 2.2-3711(A)(7) of the Virginia Freedom of Information Act

3 Motion: (Jones/Young) Move to go into Closed Session.

Motion Carried

Absent: Harrigan, Olds, Abbott

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Commissioners of the Richmond Redevelopment and Housing Authority (the "Board") convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to

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which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Adjournment

There being no further business, the meeting adjourned at 8:17 p.m.

A highly stylized, cursive handwritten signature in black ink, consisting of several overlapping loops and a long horizontal tail.

Chairman

A cursive handwritten signature in black ink, starting with a large initial letter and ending with a long, sweeping horizontal line.

Interim Chief Executive Officer/Secretary