

**COMMISSIONERS' REGULAR BOARD MEETING**  
***TABLED RESOLUTION(S)***  
***April 25, 2018***

**Resolution(s) Tabled:**

- #1 Resolution of the Richmond Redevelopment and Housing Authority Approving an Amendment to the Bylaws of the Richmond Redevelopment and Housing Authority

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 WEDNESDAY, APRIL 25, 2018

**In Attendance:**

**Board of Commissioners**

Robert J. Adams, Chairman  
Veronica G. Blount, Vice Chairman  
Marilyn Olds  
Samuel S. Young, Jr.  
Jonathan Coleman  
Robley Jones  
Heidi Abbott  
Neil Kessler

**Absent**

Elliott M. Harrigan

**RRHA Staff**

Orlando Artze, Interim Chief Executive Officer

The Chairman called the meeting to order at 5:37 p.m. with Cory Wolfe serving as Legal Counsel. A quorum was established.

**Guests**

Greg Bussink and Karen Greiner, *CliftonLarsonAllen*

**Minutes**

The Minutes from the *March 26, 2018 Regular Board of Commissioners Meeting* were approved.

***1 Motion: (Abbott/Kessler) Move to adopt the Minutes from the  
March 26, 2018 Regular Board of Commissioners Meeting.***

**Motion Carried**

**Absent: Harrigan, Blount**

*Note: Commissioner Blount arrived at 5:41 p.m., after the minutes were voted on.*

**Special Presentation**

On behalf of the Interim CEO and RRHA's Board of Commissioners, Chairman Adams presented the family of Annie Marie Turner Giles with the following Resolution of Appreciation:

**Richmond Redevelopment and Housing Authority  
Board of Commissioners  
Resolution of Appreciation**

**Annie Marie Turner Giles**

**WHEREAS**, the late Annie Marie Turner Giles, a minister's daughter and a resident of the Whitcomb Court Community for five decades, felt driven to help others overcome problems and challenges; and

**WHEREAS**, the late Annie Marie Turner Giles, was known as the Community Mother, volunteered and advocated to make the public housing community a better place; and

**WHEREAS**, the late Annie Marie Turner Giles, a Richmond native, pushed to ensure residents registered and voted, had enough to eat, secured the education they needed and worked with others to improve public safety; and

**WHEREAS**, the late Annie Marie Turner Giles started the former Parent-Tot Program that served her family and others and was ultimately adopted in six other public housing communities;

**NOW, THEREFORE BE IT RESOLVED** that the late Annie Marie Turner Giles is hereby posthumously recognized for her faithful service as the Whitcomb Court Tenant Council President for more than twenty years; and

**BE IT FURTHER RESOLVED** that this Resolution of Appreciation be executed and presented by the Chairman and Interim Chief Executive Officer on behalf of the Board of Commissioners of the Richmond Redevelopment and Housing Authority.

- April 25, 2018-

**Citizen Information Period**

*Earl Bradley* addressed the Board of Commissioners regarding the requirements for implementing HUD policies.

**Gilpin Court Lay Health Promoter Graduation**

*Ralph Stuckey* gave a powerpoint presentation on Gilpin's Lay Health Promoter Graduation. The following key points were discussed:

- The Lay Health Promoter Program is an educational initiative of CrossOver Ministry designed to improve health knowledge and practice by empowering people to take greater responsibility for their health and the health of others.
- Classes are taught throughout the Greater Richmond area offering volunteers forty hours of free instruction in which they learn about healthier life choices and early signs of illness.
- This free 10-week Lay Health Promoter Course was designed to strengthen the health of the community by improving health knowledge and practice.
- Twenty Lay Health Promoters graduated from the course in March 2018.

- Graduates receive a blood pressure cuff, stethoscope, and thermometer with training in their use.
- Participants learned how to stay healthy, recognize early signs of illness, access available resources and be a promoter of healthy living.
- The Lay Health Promoters conducted their first outreach project on April 12, 2018.

**CliftonLarsonAllen Audit Presentation:**

Greg Bussnick gave the following update on the 2017 Audit Results for RRHA.

The following key points were highlighted:

- Statement of Net Position.
- Significant Changes to the Statement of Net Position.
- Significant Changes to the Statement of Revenue, Expenses and Changes in Net Position.
- Significant Disclosures.
- Single Audit Report.
- Report on Closed Grants.
- Auditor Communication.
- Open Audit Items.

**New Business**

**Chairman's Comments** - Chairman Adams provided the following comments and/or updates:

- Chairman Adams and Interim CEO Artze accompanied the Mayor and the city's Chief Administrative Officer to a meeting with HUD's Deputy Secretary in Washington, DC on April 25, 2018. The meeting was very positive and well attended by HUD staff.
- HUD is concerned about the physical conditions of RRHA's housing stock, particularly the six large public housing communities.
- RRHA's Board has placed a priority on improving the living conditions for people living in RRHA's public housing communities. The goal is to work quickly to address these issues by using a wide variety of tools to do so.
- While no particular strategy was discussed during this meeting, HUD identified a number of resources that are available for RRHA's use to assist with addressing these issues.
- During the meeting, HUD communicated that RRHA staff will be able to get their attention more quickly and receive responses to requests more rapidly. In addition, HUD has committed to providing technical support in terms of financial analysis for redevelopment, revitalization and rehabilitation options. These resources will be available by mid-May.

- HUD is willing to do some innovative initiatives with RRHA. They discussed using pilot programs as the Authority move through strategies to reposition the housing stock.
- RRHA's Board have been invited to attend the RTO meeting on April 26<sup>th</sup>. All Commissioners were encouraged to attend this meeting.

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

- Progress continues on the heating repairs; 57 apartments remain to be completed.
- RRHA staff and Commissioners met with the staff of the Newport News Redevelopment and Housing Authority to tour and discuss their RAD projects.
- The 2016 Capital Fund Grant was successfully obligated by the April 12<sup>th</sup> deadline.
- Staff have implemented changes to RRHA's purchase order approval process.
- Within the next couple of weeks, RRHA will be entering into a partnership with the city's Department of Recreation and Parks for services at the Calhoun Center.
- The ChamberRVA InterCity was held on April 17-20, 2018 in Minneapolis; the visit was well attended.

**Discussion:** Commissioner Blount wanted to know the process that is required to use space at RRHA's communities for outside programs. Interim CEO Artze stated that there is a very specific process that an organization must follow to request space at one of RRHA's public housing communities. An organization must submit a proposal that explains all of the details of the event (who they are, what services they provide, their expected outcome and the hours that they need the space).

**1 Action Item:** Staff should prepare a summary that outlines the process that is required to use space at RRHA's communities for outside programs. The summary should also include a list of programs that have already been implemented in RRHA communities.

#### **Committee Reports**

Controller Stacey Daniels-Fayson reported that the *Administration and Finance Committee* met on April 16, 2018. The following items were reviewed and discussed:

- Effective July 1<sup>st</sup>, there will be a 17.4 percent increase in the health care benefits for RRHA employees. Employees will share 10 percent of the increase and RRHA will share the remaining balance.
- Due to platform issues, Global Express Services with RRHA will be permanently discontinued. Staff is looking at securing an alternate payment company to provide services to RRHA residents.
- A presentation was done on the capital fund grants.
- Financial reports were discussed; overall the agency is performing well.

**Property Management**

Chief Operating Officer Carol Jones-Gilbert stated that the *Property Management and the Assisted Housing Committee* met on April 11, 2018. The following items were reviewed and discussed:

- Creighton heat update.
- Update on the Emergency Response and Communications Committee.
- Proposed HUD budget.
- Corrective Action Plan.
- Capital Fund Grants presentation.

**2 Action Item:** Staff should provide Commissioner Adams with the amount of staff time that is required to update and implement tasks on the Corrective Action Plan.

**Real Estate**

Chief Real Estate Officer Marcia Davis stated that the *Real Estate Committee* met on April 11, 2018. The following items were reviewed and discussed:

- Staff and Commissioners visited the Newport News Redevelopment and Housing Authority to tour and discuss their RAD projects.
- The CHAP awards were received; studies are being conducted by Dominion Due Diligence.
- Closing on Fay Towers is expected to take place in June 2018; closing on the Baker School will take place in July 2018.
- Met with the superintendent and chief of staff to discuss the Highland Grove project.
- Staff is working with RAD's Recapitalization office.

**3 Action Item:** At the next board meeting, staff should provide expectations on the timeframe for the CHAP awards (i.e. RFP, selection of partners, etc.). A decision has to be made on the long term role that RRHA expects to play for the 550 units that are part of the next RAD conversion.

**Emergency Response and Communications Committee**

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

- Commissioner Abbott commended staff on the new process that is being used to notify key individuals about emergency situations in RRHA's communities.
- The Committee is discussing ways to vet the Smoke Free Policy.

**4 Action Item:** Staff should be prepared to communicate RRHA's plans to the Board on how the Smoke Free Policy will be enforced.

**Capital Improvement**

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

- Commissioner Kessler thanked staff for successfully obligating the 2016 Capital Fund Grants by the April 12<sup>th</sup> deadline.
- The 2014 Capital Fund Grant has to be expended by May 12<sup>th</sup>.
- The Committee is exploring options to assist staff with obligating and expending future capital fund grants.
- KCI will provide a list of priority items for the Big 6 communities that the Authority needs to respond to.

**CEO Search Committee**

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

- A kick off meeting was held with the search firm of Springsted Waters regarding the CEO search.
- The Commissioners provided Springsted Waters with suggestions on what the next CEO should look like.
- A subcontractor will be used to augment the services of Springsted Waters for recruiting a pool of candidates from a specific sector for the CEO search.
- The next committee meeting will be scheduled within the next week.
- Commissioners who are not able to attend the next Governance meeting were encouraged to contact the search firm to have a discussion with them about the CEO search.

**Discussion:** Commissioner Kessler stated that the Committee and staff should be prepared to explain why a subcontractor is being used to assist the search firm with hiring the next CEO. It was discussed that since each Commissioner is looking for a different quality in a CEO, a subcontractor would be secured to assist in developing a pool of candidates from a specific sector that may be interested in the CEO position.

Commissioner Blount expressed concerns about ensuring that the board committee meetings are scheduled in the evenings to allow residents the opportunity to participate in them. Chairman Adams stated that he will have a conversation with Commissioner Blount offline regarding this issue. In addition, it was suggested that Commissioners Abbott and Blount have a conversation regarding the schedule for the Emergency Response and Communications Committee meetings.

Resolution(s)

**Agenda Item No. 1** – Resolution of the Richmond Redevelopment and Housing Authority Approving an Amendment to the Bylaws of the Richmond Redevelopment and Housing Authority

(18-07) WHEREAS, by Resolution Number 94-73, the Richmond Redevelopment and Housing Authority (“RRHA”) adopted certain Bylaws on October 19, 1994; and

WHEREAS, by Resolution Number 11-32, the Richmond Redevelopment and Housing Authority (“RRHA”) adopted amended Bylaws on December 14, 2011; and

WHEREAS, by Resolution Number 14-16, the Richmond Redevelopment and Housing Authority (“RRHA”) adopted amended Bylaws on May 21, 2014; and

WHEREAS, by Resolution Number 16-18, the Richmond Redevelopment and Housing Authority (“RRHA”) adopted amended Bylaws on December 14, 2011; and

WHEREAS, RRHA has determined that Article IV, Sections 4, 7, 11, and 12, of the Bylaws of the Authority should include the proposed amendments, as shown below:

**Section 4. Open Meetings:** All meetings of the Board, and of its Committees, shall be open, provided that the Board of Commissioners, and its Committees, may, for the purposes provided for in the Virginia Freedom of Information Act, upon motion made, seconded and duly adopted, meet in a closed meeting. ~~The-Neither the~~ Board, nor its Committees, may *not* take any official action in a closed meeting, and if official action is required on any matter discussed in a closed meeting, that official action may be taken only by recorded vote of the Board, or by its Committees, in an open meeting.

[...]

**Section 7. Public Comment.** Members of the public may address the Board of Commissioners, and any Committee of the Board of Commissioners, to present comments and information to the Board, or to such Committee. Any member of the public desiring to present any matter concerning the Authority’s services, policies, and affairs shall be allotted time to address the Board or such Committee, not to exceed three (3) minutes at any one meeting. Each member of the public desiring to present a matter to the Board or such Committee as herein specified shall, no later than 12:00 noon on the date of the meeting at which such member of the public desires to speak, supply the Board or Committee with a description of the topic to be addressed, their full legal name and address (including street name and zip code), and home and business telephone numbers, if applicable. No person who refuses to provide any of the information required by this section shall be permitted to speak during the Public Comment period. An individual may appear before the Board or any of its Committees during ~~the~~ such Public Comment period no more than four times per year and no more than once within a three-month period.

[...]

**Section 11. Telephonic or Electronic Meetings.** No meeting of the Board, or of one of its Committees, shall be held or conducted, nor shall any action be taken, through the use



of telephone or other electronic communication, except as provided herein, or otherwise permitted by applicable statute.

**Section 12. Remote Participation in Meetings. A member of the Board, or of one of its Committees, may participate in a meeting of the Board or of such Committee from a remote location by electronic or telephonic means, if, on or before the day of such meeting, the member so requests by notifying the Chairman of the Board or of such Committee that the member is unable to attend the meeting due to a personal matter, and identifies with specificity the nature of the personal matter, and the remote location from which the member will participate, which shall be recorded in the minutes of the meeting. Upon specifying the personal matter causing the absence and the remote location from which participation is proposed, the member's request shall be approved by a majority vote of the members of the Board or of the Committee who are physically in attendance at the meeting, provided the request comports with the policies contained herein.**

**Any member who so remotely participates in a meeting may exercise all powers of their office as if they were physically present at the meeting, except that they will not be considered in attendance for the purpose of establishing a quorum of the Board or of the Committee, which must be physically assembled at the primary or central meeting location.**

**Notwithstanding the foregoing, no member of the Board, or of any of its Committees, shall be permitted to so remotely participate in more than two such meetings in any calendar year.**

NOW, THEREFORE, BE IT RESOLVED by the  
Commissioners of RRHA that the Bylaws are approved and adopted as  
amended.

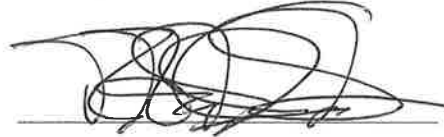
**Discussion:** The two major changes that are being proposed to the Bylaws are: (1) ) the Board's open meeting policy is being revised to allow members of the Board or one of its Committees to participate in meetings remotely by electronic or telephonic means. A quorum has to be physically assembled in the room for a Board member to participate remotely. The member cannot participate remotely more than twice in a calendar year. (2) The Public Comment is being codified to allow a public comment period at the Committee meetings as well as at the Board meeting. Both updates requires a written change to the Bylaws and policy.

It was suggested that staff change the language in Section 7 of the Bylaws to read as follows: *Each member of the public desiring to present a matter to the Board or such Committee as herein specified shall, no later than 12:00 noon on the date of ~~the meeting~~ or the date prior to the meeting at which such member of the public desires to speak, supply the Board or Committee with a description of the topic to be addressed, their full legal name and address (including street name and zip code), and home and business telephone numbers, if applicable.*

After a brief discussion, it was recommended that the resolution and Bylaws be tabled until May.

Adjournment

There being no further business, the meeting adjourned at 7:47 p.m.

A highly stylized, cursive handwritten signature in black ink, consisting of several overlapping loops and flourishes.

Chairman

A cursive handwritten signature in black ink, appearing to start with a large 'C' and ending with a long horizontal stroke.

Interim Chief Executive Officer/Secretary