

**The Charlottesville Redevelopment and Housing Authority
Board of Commissioners Virtual Meeting**

Monday, August 23, 2021

Minutes

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter “CRHA” or the “Housing Authority”) held the Special Meeting at 6:00 p.m. on August 23, 2021, via Video Conference with Chair Betsy Roettger presiding.

I. Call to Order

Kathleen Glenn-Matthews called the Virtual Meeting of the Board to order at approximately 6:09 p.m. on August 23, 2021.

Reading of Code § 2.2-3708.2(A)(3)

Roll Call of Commissioners

	<u>Present</u>	<u>Absent</u>
Ms. Laura Goldblatt, Commissioner	X	
Ms. Lisa Green, Commissioner		X
Ms. Maddy Green, Commissioner	X	
Dr. A’lelia Henry, Commissioner	X	
Brigid Jackson, Commissioner	X	
Mayor Nikuyah Walker, Commissioner	X	

Staff Present:

John Sales, Executive Director

Moment of Silence

Mayor Walker called for a moment of silence.

General Announcements

Safety Committee Meetings: Every other Tuesday, Aug. 31st & Sept. 14th & 28th at 6:00 p.m.

Redevelopment Committee Meetings: Every other Thursday of the month at 4:00 p.m.

CRHA Regular Board Meeting: Monday, Sept. 27th at 6:00 p.m.

Board Work Session: Thursday, Sept. 9th at 5:00 p.m. – HUD Training, Delphine Carnes

Resident Services Committee: Every 2nd Tuesday of the month at 1:00 p.m.

II. Public Comments Followed by PHAR Comments

Shelby Edwards, Executive Director, PHAR, 1000 Preston Avenue Suite C, www.pharville.org, (434) 984-3255. Reminded those present that PHAR is the duly recognized and federally mandated public housing association. She reported that PHAR’s August activities focused on opportunities for resident engagement, i.e., Relief Space meetings and a joint construction and Tenant Association. PHAR has onboarded three new organizers and is hiring for a Housing and Redevelopment organizer. PHAR has heard from

several residents that the cameras would be helpful in holding residents accountable, so they are happy the camera policy was adopted. Residents enjoy that the cameras could help CRHA enforce policies and procedures and keep them in place.

Mayor Walker stated that she and Ms. Jackson met for the first Personnel Committee Meeting. They reviewed the CRHA employee handbook. Also, they met with Mary Lou and John Sales. She added that the Maintenance Committee meeting is scheduled to meet in September. And, she stated that she and Ms. Goldblatt met last Thursday to talk about the process for the executive director evaluation. She explained that it will be a “360 evaluation” meaning that staff, the Board, PHAR and the residents have an opportunity to provide input.

Dr. Henry stated that CRHA held its first annual team meeting on August 18th where they began planning for 2022-2023 and broached the top of the 5-Year Plan. She invited Kathleen Glenn-Matthews to comment. Ms. Glenn-Matthew stated that the Resident Advisory Board held its first meeting on. They discussed formatting and whether a consultant is needed. The next meeting is scheduled for Wednesday, September 15th.

III. Updates from Commissioners

A. Approval of Minutes

Meeting of the Board of Commissioners held on July 26, 2021

Ms. Goldblatt motioned to approve the minutes of the virtual Board of Commissioners held on July 26, 2021. Dr. Henry seconded. The motion passed. The “Ayes” and “Nays” were as followed.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Goldblatt	X			
L. Green			X	
M. Green	X			
Henry	X			
Jackson	X			
Walker	X			

IV. CRHA Resolution No.: 1429 – Execution of a Contract for Sustainability Study

Mr. Sales explained that resolution no. 1429 awards a contract to Northern Real Estate Urban Ventures LLC, a SWAM business to conduct a sustainability study for the purpose of CRHA determining the future of redevelopment and positioning of the Housing Authority assets.

Mayor Walker motioned to approve CRHA Resolution No. 1429. Dr. Henry seconded. The motion passed. The “Ayes” and “Nays” were as followed.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Goldblatt	X			
L. Green			X	
M. Green	X			

Henry	X
Jackson	X
Walker	X

V. **CRHA Resolution No.: 1430 Execution of a Contract for the Installation of Security Cameras**

Mr. Sales explained that the purpose of resolution no. 1430 is to award a security video surveillance contract to ELA Holding Corporation dba Turnkey Technology. He stated that an RFP was issued on March 8, 2021. He stated that since he became the executive director residents have consistently asked for cameras to assist in dealing with the violence, especially gun-related. The camera policy will direct utilization and roll out.

Mr. Sales clarified that the amount of the contract is \$186,000, which includes the cameras, infrastructure, and electrical wiring for Westhaven, 6th Street and South First Street. Additional services provided include a 5-year maintenance plan, 24-hour response to outages – repair or replace. Dr. Henry voiced concerns about footage capturing behavior that residents might not want record.

Since the software is cloud-based, CRHA will have access to the footage. If subpoenaed, CRHA would have to provide footage to the police department. Ms. Goldblatt

The Board turned to the discussion of support and criticism of the installation of cameras. A discussion ensued where questions were asked and answered.

Ms. Goldblatt motioned to approve CRHA Resolution No. 1430. Ms. Maddy Green seconded. The motion passed. The “Ayes” and “Nays” were as followed.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Goldblatt	X			
L. Green			X	
M. Green	X			
Henry		X		
Jackson	X			
Walker		X		

VI. **Executive Director Update**

Mr. Sales highlighted key activities:

- HUD will conduct REAC inspections of AMP 3 (6th Street, South First Street) and AMP 4 (Riverside Ave., Michie Dr., Madison Ave., and the scattered sites) next Tuesday-Thursday. Maintenance Preparing each unit, had a firm complete exterior work, Michie was completed over the weekend.
- CRHA is moving forwarding with two lawncare contractors for the upkeep of the grounds. Mr. Sales stated that he had anticipated the Maintenance Department performing the work, but it was short of staff and the equipment was durable. CRHA is working with Delores Adams to create an RFP for a 5-year contract.

- The Housing Authority received a notice for Westhaven REAC inspections to be conducted in September.
- The financial reports were not available.

Several commissioners expressed interest in having the Finance Director available to present the financial reports. Mr. Sales explained that the industry standard is to have all the department report, however they were not completed in time for the meeting. The COVID executive order only mandated COVID-related discussions around the Board. Ms. Goldblatt asked if the financial report could be presented during the Board work sessions.

Ms. Goldblatt motioned to add presentation of the financial reports to the Executive Director report as an essential agenda item. Ms. Jackson seconded. The motion passed. The “Ayes” and “Nays” were as followed.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Goldblatt	X			
L. Green			X	
M. Green	X			
Henry	X			
Jackson	X			
Walker	X			

Mary Lou Hoffman reported that the finance department has been working hard to bring the finances current. She stated that CRHA has nearly \$270,000 of additional revenue that was not budgeted and is not related to operations, that is going to fall to the organization’s bottom line. Also, the HA still has \$200,000 of Payroll Protection Plan (PPP) still available. She explained that the spend down deadline started at and has through the end of September. Ms. Goldblatt asked what the Payroll Protection Plan deadline (spend/loose). She explained that the spend down period is 24 weeks from the start of use and that CRHA intends to apply for loan forgiveness.

VII. Redevelopment Update

Jeff Meyer

Crescent Halls – we know that we are at a critical juncture in terms of revising our redevelopment approach. Ever since the water leak, we have been working to reworking the relocation and redevelopment plan. We have switch from a floor-by-floor approach to a tower-by-tower (side by side) approach to redeveloping Crescent Halls. We have completely turned over the East wing of the building and working on the West wing. We have added the replacement of pipes to the scope of work for the contractor. We were able to raise additional capital through LIHTC and Virginia Housing & Community Development.

Estimated additional \$1.4 million in financing for all these change orders.

South First Street Phase I – anticipated completing on time and on budget. Hope to be able to lease up in spring and summer 2022.

Pursuing a LIHTC application in March 2022 for the redevelopment of the Sixth Street community.

VIII. Public Comments

None.

IX. Adjournment

Dr. Henry called for a motion to adjourn the virtual CRHA Board meeting. *Commissioner Jackson* to adjourn the virtual meeting of the CRHA Board of Commissioners. *Commissioner Mayor Walker* seconded. The motion passed. *Dr. Henry* adjourned the meeting at 7:33 p.m.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Goldblatt	X			
L. Green			X	
M. Green	X			
Henry	X			
Jackson	X			
Walker	X			

The Charlottesville Redevelopment and Housing Authority Board of Commissioners approved the August 23, 2021, Meeting Minutes on _____.

Mr. John Sales, Executive Director

Date

Recorded by:

Leslie Deane, Administrative Assistant

Date