

# CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

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**Residents *FIRST!***

To: Chairperson Roettger, Vice-Chair Oliver, Treasurer Talbert, Commissioner Walker, Commissioner Goldblatt, Commissioner Osteen, and Commissioner Slaughter

From: Kathleen Glenn-Matthews, Interim Director of Operations

Subject: Interim Director's Report

Date: 27- January - 2020

Dear Commissioners:

Attached hereto please find the Interim Director's Report for the period of December 12, 2019 to January 27, 2020. The following information is intended to provide summary data concerning the key initiatives and activities of the Housing Authority during the reporting period. These have included:

- Facilities Manager hired and began work on 1/13/20 and is working on challenges of greatly reduced maintenance staff.
- Transitional planning
- 2020-2021 Annual Plan was submitted on time; thanks to a great partnership with PHAR and Legal Aid.
- Working with HUD to improve performance of agency: Timely report submission, staff training, updating policies and procedures, regular meetings, etc.
- Working on draft of Annual Budget and Capital Fund
- Planning for redrafting Admissions and Continued Occupancy Policy "ACOP" with staff, board and community partners.

Redevelopment activities will be increasing in their scope and demand effort as we move closer to the start date for Crescent Halls renovations. We are committed to giving relocation activities and planning the attention and focus it requires. As the Relocation Coordinator is needed to assist with agency management, an Assistant Relocation Coordinator was hired after interviews were conducted by CRHA staff with the help of PHAR staff and interns. The new coordinator started on 1/13/20.

The items included within the report below are intended to summarize certain key activities and events transpiring during the reporting period. While the report is a summary, it may enable the Commissioners to understand the manner in which resources and staff time were deployed during the reporting period.

CRHA staff continues to be grateful for the opportunities presented by putting in the time to have positive and meaningful engagement with residents, PHAR and the community. The transitional management team is committed to increasing communication with residents, staff and community partners. This investment may take the form of individual meetings and activities involving residents, meetings and activities involving



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resident stakeholder groups, interactions with on-site service and program providers, and coordination with others having vested interests in our residents and communities.

Listed below are just some of the meetings and activities undertaken/conducted during the reporting period in support of our Resident, PHAR and Community Engagement Activities.

- Individual resident engagement.
- Participating in and supporting work of CRHA Redevelopment Committee.
- Relocation planning – Hired Relocation Assistant.
- On-going coordination with HUD Field Office concerning operations: Meetings in Richmond and Charlottesville with HUD staff.
- Working with HUD and HSF to review procurement strategies.
- Working with HSF consulting concerning fiscal management of agency.
- Working with Rental Office to update policies and practices.
- Meetings with members of City Council, City Management and staff.
- Working with Community members on issues of sustained low-income housing.
- Contract extension with HSF.

Summary of Contractual Activities/Procurements and service status notes:

We are in the process of finalizing Independent Cost Estimates for the following:

- Colonial Webb
- Intrastate Pest Control
- W.E. Bowman
- Security Services, Dumpster, and Integrated Pest Management RFP all in process of being drafted

Commissioners, I thank you very much for the opportunity to serve our residents and community. I welcome your advice and guidance concerning strategies by which we can better serve our residents and improve our organization.