

MINUTES OF A REGULAR MEETING OF THE
COMMISSIONERS OF THE

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, March 28, 2016, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Chair Butler called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

ABSENT: None

OFFICER PRESENT: Mrs. Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; David Bustamante, VP of Housing; Betsy Crow, VP of HR and Administration; Jessica Farmer, HCV Manager; Crystal Hall, Community Support Services Director; Chenita Jackson, Site Manager; Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Sheila Senter, Clerical Assistant; Mia Stewart, Assistant Site Manager; Yvonne Thomas, Jobs-Plus Program Manager; Melissa Wills, Executive Assistant

Chair Butler welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Chair Butler stated that Ms. Austin provided a Financial Narrative along with a

Financial Report and asked if there were any comments or questions. There were none.

2. Executive Director's Report

Chair Butler asked for the Executive Director's report.

Mrs. Goh provided a follow up to the Choice Neighborhoods Planning and Action Grant application process from February. Due to technical problems in the online application submission process, the U.S. Department of Housing and Urban Development (HUD) is not recognizing that the grant application was received on time. Mrs. Goh explained that Frederick Gusler worked until midnight on the day of the deadline attempting to upload the application to the Grants.gov website. He contacted the Help Desk about the problem, and they assisted him the following morning. An email was received from Grants.gov confirming acceptance of the application. When HUD released the list of grant applicants, RRHA was not included. Mr. Gusler contacted HUD and was informed that this was because the application was not received on time. Because this was a technical issue that was out of RRHA's control, he has asked them to review the decision and has submitted supporting documentation of his interactions with the Grants.gov Help Desk. Mrs. Goh stated that she will inform the Board by email when further information is received from HUD.

Commissioner Burruss suggested that if HUD does not reverse the decision and accept the grant application, it may be helpful to contact the offices of Representative Bob Goodlatte, Senator Tim Kaine, and Senator Mark Warner to enlist their assistance.

Mrs. Goh informed the Board that the City of Roanoke has advised RRHA that

the Citizen Review Panel for Community Development Block Grant (CDBG) funding has recommended that RRHA receive \$250,000. A request was made for \$450,000 to be used for design work for the development of non-public housing on Salem Turnpike, to further the goal of creating a mixed income neighborhood. In response to a question from Chair Butler, Mrs. Goh stated that, although some of RRHA's HUD funding may be used for design of public housing units, additional funding will need to be identified to complete the design work for non-public housing.

Mrs. Goh stated that notification was received from HUD that the Resident Opportunities for Self-Sufficiency (ROSS) Service Coordination Grant has been renewed for another three-year term in the amount of \$373,296. This allows RRHA to continue to provide service coordinators at public housing sites to connect residents with community resources to help them achieve their self-sufficiency goals.

Mrs. Goh reported that HUD has responded to the request for a technical review of a Real Estate Assessment Center (REAC) inspection that took place in the fall of 2015. Mrs. Goh explained that a technical review is requested when it is believed that Uniform Physical Condition Standards (UPCS) were incorrectly applied during the inspection. In this case, RRHA requested review because a standard applicable to security fencing was applied to decorative fencing. Based on the technical review, HUD declined to restore the points for that inspection item.

Mrs. Goh stated that RRHA also requested a database adjustment, which does not involve questioning application of the standard but asserts that RRHA meets an allowable condition for points to be restored, such as modernization work in progress during the inspection. Mrs. Goh reported that contract work was in progress at one

site and heavy rains had caused erosion at another site at the time of the inspection. Of the approximately 25 points requested, HUD approved restoration of 17 points, resulting in scoring increases for Melrose Towers from 71 to 81 and Villages at Lincoln from 81 to 88. Mrs. Goh stated that the points are important because the physical inspection scores are one factor in RRHA's Public Housing Assessment System (PHAS) score. Mrs. Goh stated that she recently informed the Board that RRHA has achieved High Performer designation for the year ending September 30, 2015. She noted that this designation is important because it will make RRHA eligible to apply for the Moving to Work program when the opportunity is announced and it also allows RRHA to receive a Capital Fund bonus award. Mrs. Goh stated that the High Performer designation resulted in RRHA receiving approximately \$100,000 in additional Capital Funds this year.

Mrs. Goh also reported that REAC inspection scores of 98 and 99 resulted from the recent inspection of RRHA's newly constructed public housing units.

Mrs. Goh stated that changes will be made next month to the Public Housing section of the Monthly Operations Report in an effort to present information in a more concise fashion. Information will be consolidated and formatted differently on some reports, and information no longer included in PHAS scoring will be provided quarterly. Mrs. Goh requested that, after reviewing the revised reports, Board members provide feedback regarding the changes as well as any information they would like to have added.

Commissioner Burruss inquired about the Moving to Work program. Mrs. Goh explained that Moving to Work is a HUD demonstration program that does not provide

additional funding, but allows increased flexibility regarding use of funding and program policies designed to best address local housing needs. Mrs. Goh stated that the appropriations bill for 2016 expands the Moving to Work program by 100 agencies over the next 7 years, and HUD has indicated that the first opportunity will come later this year. Only housing authorities with High Performer designation will be eligible to apply for the program, and some slots are reserved for housing authorities of certain sizes.

Chair Butler asked if there were any other comments or questions. There were none.

3. Staff Reports

Crystal Hall gave the Board an update on the Jobs-Plus program. RRHA was awarded this demonstration grant in 2015 and is approaching the one-year anniversary.

Ms. Hall stated that the Jobs-Plus program is somewhat unique in that it does not adopt a one size fits all approach to services. The program focuses on determining the needs of the residents and their families and providing services to meet those needs. Ms. Hall stated that some residents will receive job skill training to move forward to a self-sufficiency wage while others will focus on meeting their immediate need of gaining employment.

Ms. Hall stated that HUD required a partnership with the Workforce Investment Board (WIB) as part of the Jobs-Plus application process. At the time of the application, Goodwill Industries was the WIB's contracted operator for Workforce Investment Opportunities Act (WIOA) programs, and RRHA worked with Goodwill

Industries on the grant application. Ms. Hall reported that, soon after the grant was awarded, the WIB awarded the contract for operating WIOA programs to ResCare. As a result, RRHA established a required partnership with ResCare, and Goodwill is now a contracted provider for employment and training services. Ms. Hall stated that these changes have presented some challenges and required some adjustments in the first year of the Jobs-Plus program, but the staff remain focused on meeting the needs of residents who enroll in Jobs-Plus. Ms. Hall stated the program is designed to be fluid, with adjustments made as needed to best serve residents.

Commissioner Garner inquired about outcomes and goals for the four-year program. Ms. Hall stated that employment numbers for this year are not where they need to be in relation to the four-year process, but this is being addressed through program adjustments. Mrs. Goh stated that Jobs-Plus monthly reports provided to the Board will be modified to include the goals for reference.

Chair Butler asked if there were any other questions or comments. There were none.

4. Committee Reports

Vice-Chair Karnes reported that the Personnel Committee met earlier and discussed the medical and dental coverage renewal that will be presented for Board consideration in a resolution at today's meeting.

Commissioner Garner reported that the Audit Committee will meet on Tuesday, April 5, 2016, at 12:00 p.m. to review the preliminary draft of the audit. The audit will be presented to the Board at the April meeting.

Chair Butler asked if there were any other committee reports. There were none.

5. Commissioner Comments

Chair Butler asked if there were any Commissioner comments. There were none.

6. Residents or other community members to address the Board

Chair Butler asked if there were any residents or community members who would like to address the Board. There were none.

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, February 22, 2016.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

C-2 Monthly Operations Report for the month of February 2016.

RECOMMENDED ACTION: File as submitted

Commissioner Smith introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA**1. Resolution No. 3876**

Ms. Crow requested approval of Resolution No. 3876, which is a proposed revision to Personnel Policy No. 022 regarding the Americans with Disabilities Act. This revision, which is outlined in Attachment No. 1 to the Resolution, adds the statement that the Board has established the policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Ms. Crow stated that Victor Cardwell from Woods Rogers also reviewed the proposed policy revision.

Chair Butler asked if there were any comments or questions. There were none.

Commissioner Burruss introduced Resolution No. 3876 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY
REGARDING AMERICANS WITH DISABILITIES ACT**

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and is proposing revisions to Personnel Policy No. 022 regarding Americans with Disabilities Act, dated December 20, 1996, previously revised on February 19, 2008, and previously reviewed on February 1, 2015; and

WHEREAS, the proposed revised policy No. 022 regarding Americans with Disabilities Act has been reviewed by RRHA's legal counsel and determined to be in compliance with legal requirements applicable to RRHA; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised policy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 022, Americans with Disabilities Act, is approved effective April 1, 2016.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3876 adopted as introduced.

2. Resolution No. 3877

Ms. Crow requested approval of Resolution No. 3877 to authorize the Executive Director to execute necessary documents to continue participation in a Cooperative Agreement for employee medical and dental insurance coverage. RRHA participates in The Local Choice Health Benefit Program. Ms. Crow stated that the annual renewal includes a rate increase of 5.6%, which is deemed favorable and competitive in the market for healthcare. This was reviewed by the Personnel Committee.

Chair Butler asked if there were any comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3877 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE NECESSARY DOCUMENTS TO CONTINUE PARTICIPATION IN A COOPERATIVE AGREEMENT FOR EMPLOYEE MEDICAL AND DENTAL INSURANCE COVERAGE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority's (RRHA) employee medical and dental insurance contract expires June 30, 2016; and

WHEREAS, HUD procurement procedures allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, The Local Choice Health Benefit Program was created exclusively to provide health benefits for local governments, authorities, school divisions and constitutional officers and is managed by the Commonwealth of Virginia's Department of Human Resources; and

WHEREAS, The Local Choice Health Benefit Program fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program; and

WHEREAS, The Local Choice Health Benefit Program has provided satisfactory service to RRHA; and

WHEREAS, The Local Choice rate increase of 5.6% is favorable in comparison to the market; and

WHEREAS, staff recommends continuing RRHA's participation in The Local Choice Health Benefit Program.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute necessary documents to continue RRHA's participation under the Local Choice Health Benefit Program for the period of July 1, 2016 through June 30, 2017 for an amount not to exceed \$775,000.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3877 adopted as introduced.

3. Resolution No. 3878

Mr. Shank requested approval of Resolution No. 3878 to award a contract for electrical upgrades for Melrose Towers under Capital Fund Program (CFP) grant numbers VA36P01150114 and VA36P01150115. Mr. Shank explained that this will be an extensive project to replace main electrical panels and distribution panels within the building. The equipment that is currently in place is original to the building, which was built in 1971. Replacement parts are no longer being produced and used parts must be found when a repair is needed. Mr. Shank stated that the work will also involve moving the emergency generator outside of the building and upsizing the service for future demand. The heating system will also be added to the emergency system in case of a power outage. Mr. Shank stated that there were two responsive bids to the invitation. Because of the bid amounts, the bid alternate for work that was desired but not necessary for the project was removed to reduce the Russell's Remodeling bid amount by approximately \$55,000. Another \$30,000 was saved by reusing some of the electrical panel boxes and replacing the internal components. In response to a question from Commissioner Witten, Mr. Shank stated that work will be staged so that disruption of power will be minimal and only during the day. The contract will include a requirement that no one will be without power overnight. Chair Butler asked Mr. Shank whether the large difference in the bid amounts was a concern. Mr. Shank stated that both bids were substantially higher than his independent cost estimate for the job, which resulted in the need to remove the bid alternate and engage in value engineering discussions with the low bidder. Commissioner Garner asked whether the second bid was also considered relative to

removal of the bid alternate item. Mr. Shank stated that both bids included a separate price for the bid alternate and comparison of both bids was conducted after removal of the bid alternate.

Chair Butler asked if there were any comments or questions. There were none.

Commissioner Burruss introduced Resolution No. 3878 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ELECTRICAL UPGRADES FOR MELROSE TOWERS UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBERS VA36P01150114 AND VA36P01150115

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded grants from the Department of Housing and Urban Development (HUD) Capital Fund Program (CFP), grant number VA36P01150114 in the amount of \$1,753,413 and grant number VA36P01150115 in the amount of \$1,921,376; and

WHEREAS, electrical upgrades for Melrose Towers, Asset Management Project (AMP) 206, were included on the Annual Statements detailing the planned use of CFP grant number VA36P01150114, which was approved by the RRHA Board of Commissioners by Resolution 3788 on May 19, 2014, and VA36P01150115, which was approved by the RRHA Board of Commissioners by Resolution 3840 on May 18, 2015; and

WHEREAS, RRHA needs a qualified contractor to complete electrical upgrades for Melrose Towers; and

WHEREAS, RRHA issued an Invitation for Bid on February 7, 2016, with bids being due on March 1, 2016; and

WHEREAS, RRHA received two (2) responsive bids to the invitation which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$700,000

Shively Electrical Co., Inc.

\$830,676

WHEREAS, HUD regulations at 24 CFR 135.1 state that “section 3 of the Housing and Urban Development Act of 1968 (12 U. S. C. 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to business concerns which provide economic opportunities to low- and very low-income persons.”; and

WHEREAS, Russell’s Remodeling, LLC self-certified as a Section 3 Business Concern and submitted the low bid; and

WHEREAS, the allowable HUD Section 3 preference is not a determining factor in the procurement; and

WHEREAS, through deduction of a bid alternate and the process of value engineering the amount of the bid submitted by Russell’s Remodeling was revised to \$615,000; and

WHEREAS, the revised amount of the bid submitted by Russell’s Remodeling, LLC was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate provided by project architectural and engineering firm and R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell’s Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Russell’s Remodeling, LLC; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA’s Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The bid submitted by Russell’s Remodeling, LLC be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Russell’s Remodeling, LLC and RRHA for the fixed price of \$615,000.

- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3878 adopted as introduced.

V. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Garner moved that the meeting be adjourned.

The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

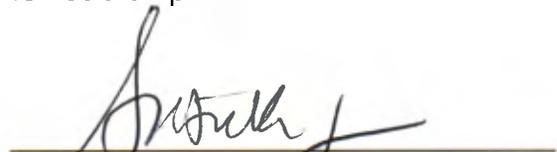
AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler declared the meeting adjourned at 3:38 p.m.



Glenda Edwards Goh, Secretary-Treasurer


Gilbert Butler, Chair



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Policy No. 022
 Date: December 20, 1996
 Revised: 02/19/08
 Reviewed: 02/01/2015
 Revised: 04/01/2016

AMERICANS WITH DISABILITIES ACT

I. PURPOSE

To comply with the Americans with Disabilities Act.

II. SCOPE

This policy applies to all employees and applicants of RRHA.

III. DEFINITION

Disability. An individual is "disabled" if he or she meets at least any one of the following tests:

1. He or she has a physical or mental impairment that substantially limits one or more of his/her major life activities;
2. He or she has a record of such an impairment; or
3. He or she is regarded as having such an impairment.

IV. POLICY

RRHA is committed to complying fully with the Americans with Disabilities Act as amended and other applicable Federal, state and local laws to ensure equal employment opportunities for qualified persons with disabilities. RRHA makes every effort to reasonably accommodate qualified individuals with a disability, and is committed to ensuring that all employment practices and activities are conducted on a non-discriminatory basis, RRHA will provide reasonable accommodations to such individuals, to the extent that any such accommodations exist, that do not cause an undue hardship to the Agency and the employee does not pose a direct threat of safety to themselves and others..

Under the ADA, a qualified individual with a disability is an applicant or employee who can perform the essential functions of the job in question with or without reasonable accommodation. The job related skills and experience of all applicants and employees will be evaluated without regard to disability or any reasonable accommodations that may be necessary.

RRHA prohibits retaliation of any kind against any employee for requesting or otherwise indicating a need for an accommodation.

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

V. PROCEDURE

1. Employees in need of an accommodation to assist in performing the essential functions of the job, should speak directly with the Hiring Manager, their manager or supervisor or Human Resources. RRHA will engage in the interactive process with an employee to determine what, if any, reasonable accommodations may enable the employee to perform the essential functions of the job. As a part of this process, RRHA will take into consideration an employee's suggested accommodation, but ultimately has the final say on what it considers reasonable in light of all the circumstances without creating an undue hardship on the

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Agency.

2. If an employee believes that he/she has been discriminated or retaliated against for requesting or indicating a need for an accommodation, he/she should notify Human Resources without fear of reprisal. The complaint will be reviewed and investigated in as confidential a manner as possible. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including immediate termination of employment.

Approved by the Board of Commissioners: (03/28/2016)

Policy No. 022
 Date: December 20, 1996
 Revised: 02/19/08
 Reviewed: 02/01/2015

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1. He or she has a physical or mental impairment that substantially limits one or more of his/her major life activities;
2. He or she has a record of such an impairment; or
3. He or she is regarded as having such an impairment (regardless of whether the person is in fact disabled).

IV. POLICY

- A. It is the policy of RRHA to comply with the provisions of the Americans with Disabilities Act, as amended, which protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, benefits, classification and other aspects of employment on the basis of disability.
- B. It is our policy to allow and assist all such employees to continue work as long as they are able to perform their job satisfactorily, with or without reasonable accommodation, and do not pose a direct threat of safety to themselves and others.
- C. Qualified employees or prospective employees with disabilities may request accommodations in order to perform essential functions of their job or gain access to the hiring process. Such requests should be made to the Hiring Manager, the Human Resources Office, or the employee's manager or supervisor.
- D.
- E. RRHA will reasonably accommodate the known physical or mental limitation of an otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on its business operation.

Approved by the Board of Commissioners: (03/17/08)