

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, April 25, 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, Witten

ABSENT: Commissioner Smith

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

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; David Bustamante, VP of Housing; Jessica Farmer, HCV Manager; Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Donald Jump, Jump, Perry and Company, LLP; Mark Loftis, Legal Counsel; Suzzette McCoy, Site Manager; Joel Shank, VP of Operations; 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 reported that RRHA received notification from the U.S. Department of Housing and Urban Development (HUD) that the partnership between RRHA and Star City Reads has been identified as a national model program for Public Housing Authorities (PHAs). Details of what that identification means have not yet been provided; however, the recognition is good news. HUD has partnered with the Campaign for Grade-Level Reading nationally and has identified some PHAs that have already engaged in partnerships with their local programs for grade-level reading. Star City Reads, Roanoke's local program, has also received national recognition for their program. Crystal Hall will be RRHA's contact person working with HUD to coordinate tools and resources, including a funding guide provided by HUD to help identify and leverage federal programs and support. Commissioner Burruss noted that this program complements many of the other RRHA programs and partnerships.

Mrs. Goh noted that she and Vice-Chair Karnes both attended the National Association of Housing and Redevelopment Officials (NAHRO) conference in Washington, D.C. in mid-April. Several topics of importance were addressed at the conference.

Mrs. Goh stated that a HUD offset of Section 8 reserves appears likely to occur in early 2017. Mr. Bustamante will be addressing this further when Resolution No.

3880 is presented to the Board. Mrs. Goh reported that HUD panel members at the conference said there has not been a final decision; however, the last time reserves were as high nationally as they are now there was an offset. The amount above which reserves were recaptured for PHAs the size of RRHA was 4% of annual budget authority. RRHA is working to ensure that reserves are being spent to serve eligible families in amounts that would result in reserves not exceeding that amount.

In response to a question from Chair Butler, Mrs. Goh clarified that the most recent HUD offset impacted Public Housing reserves. She also explained how Section 8 builds a reserve when funding is increased due to the period of time it takes to issue vouchers followed by a period for housing search by voucher holders. This process can sometimes take between three to six months to result in increased expenses, during which time the increased funding adds to reserves. This has been the case over the past two years. RRHA has been actively leasing up for the past two years and is approaching the total voucher allocation. Approximately \$20,000 of reserves is being spent per month at this time.

Commissioner Garner inquired if there is a concern about the Public Housing reserves. Mrs. Goh explained that Resolution No. 3873 approved by the Board in February 2016 allows RRHA to obtain a loan to develop public housing, with the debt service to be paid from Public Housing reserves.

In response to Commissioner Anguiano's question about having latitude to use Section 8 reserves, Mrs. Goh explained that Resolution No. 3880, which is on the agenda today for consideration, would allow RRHA to increase payment standards at times other than the once per year when HUD publishes Fair Market Rents. Payment

standards are generally revised annually, although they can be changed at other times. The resolution addresses effective dates for revisions to payment standards made at any time through the year.

Mrs. Goh stated that additional information was provided at the NAHRO conference regarding the proposal to re-federalize Central Office Cost Center fees. In response to Commissioner Garner's question, Mrs. Goh clarified that HUD has stated the intention to implement this change in 2017. HUD is planning to do a fee study this summer to determine appropriate levels for fees. Ms. Austin will provide more details about this during her presentation to the Board.

Mrs. Goh stated that the notice for PHAs to apply for the Moving to Work program is expected in the fall of 2016, with the selection to occur in spring or summer of 2017.

The final rule on smoke-free housing is expected in August or September 2016.

Mrs. Goh reported that new regulations reducing allowable blood lead levels in children from 20 deciliters to 5 deciliters in federally assisted housing programs will be published in June or July 2016. In response to Commissioner Garner's inquiry on the standard of blood lead level reporting, Mrs. Goh explained that when a child living in public housing is identified with a blood lead level that equals or exceeds the prescribed level, the Health Department is required to contact RRHA. RRHA is then required to report this finding to HUD and perform the necessary follow up to make sure that the housing is lead free. If RRHA determines that a child is living in housing that was built prior to 1978 when lead based paint could have been used, every effort is made to ensure the paint has been abated or that the family is moved to housing

where lead paint has not been used.

Commissioner Garner also inquired about the process of developing the standards and how it compares to normal lead levels in the blood. Mrs. Goh stated that the staff will research and send further information to the Board.

In response to Commissioner Burruss' question as to whether testing for lead is routine, Commissioner Witten explained that when entering elementary school, children living in specified census tracts receive testing. Mrs. Goh explained that peeling, flaking or chipping paint is a required aspect of inspection of any unit built prior to 1978 which would house a participant family with children age 6 or under in the Section 8 program. Mr. Shank clarified that the only lead that would be left in public housing may be in the glazing in some of the bathtubs, but all other lead paint has been removed. At this time, this is mostly a Section 8 program issue.

Mrs. Goh stated that HUD staff members provided information at the NAHRO conference regarding the Uniform Physical Condition Standard Voucher (UPCS-V) demonstration program. UPCS-V adapts the inspection standards currently used in Public Housing for application to the voucher program. The demonstration will begin this summer with approximately 200 agencies volunteering to participate. Mrs. Goh's understanding is that agencies have not been selected and still have the opportunity to volunteer.

Mrs. Goh stated that she has been asked to moderate a session on the study of the Choice Neighborhood Planning Grants at the Virginia Association of Housing and Community Development Officials (VAHCDO) Conference April 27 through 29. She has also been asked to participate in a panel regarding work force development,

specifically to talk about RRHA's Jobs-Plus Program. Mrs. Goh stated that Crystal Hall has provided information to assist Mrs. Goh in preparing for the panel discussion.

Commissioner Burruss inquired about the June 28 deadline of Choice Neighborhoods Implementation Grant and if RRHA had been successful in getting a grant writer. Mr. Gusler confirmed that a purchase order was issued last week for the Council of Community Services to write the People section of the grant application. Mr. Gusler will work with the City of Roanoke on the other sections of the grant application.

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

3. Staff Reports

Ms. Austin provided a report to the Board regarding the HUD proposal to re-federalize management, bookkeeping, and asset management fees that are currently being charged to Public Housing and Section 8 programs and recorded as fee income to support the Central Office Cost Center (COCC). This action is the result of an Office of Inspector General (OIG) audit report that was issued in June 2014. The OIG is concerned that HUD may not be ensuring that de-federalized fees paid for the Public Housing program are reasonable.

Mrs. Austin reported that HUD responded to the OIG 2014 audit report by sending a letter to Executive Directors on April 1. In that correspondence HUD stated that after a two year effort, they had reached a final resolution with the OIG on the management actions for this audit. HUD stated that no changes are required by PHAs at this time but that they wanted to make PHAs aware of this matter for

planning purposes.

Mrs. Austin reported that HUD stated in this correspondence that the OIG recommended that HUD eliminate the asset management fee, revise the asset management rules to re-federalize the fees paid into the COCC, and create policies and procedures for the assessment and monitoring of fees.

Mrs. Austin stated that, regarding the ability of PHAs to charge an asset management fee, HUD demonstrated the need for PHAs to continue to charge that fee. Specifically, HUD emphasized to the OIG that PHAs use the asset management fees to fund much-needed functions, including strategic planning, risk management, asset disposition, acquisition, and development. Ultimately, the OIG agreed not to pursue the recommendation to eliminate asset management fees.

Mrs. Austin noted that the letter went on to state that HUD will be initiating rulemaking to implement the re-federalization of fees collected by the COCC. This will mean that Section 8 (HCV) and Section 9 (Public Housing and Capital Fund) fees paid into the COCC will be limited to authorized Section 8 and Section 9 uses and eligible allowable uses, providing some flexibility to PHAs.

Any non-federal fees paid to the COCC will still be considered non-federal and remain subject to state, local and PHA rules of allowable uses, but will need to be tracked separately.

Mrs. Austin reported that HUD stated in the letter that the department understands that this will result in significant changes to how many PHAs account for their expenses; therefore, HUD will provide guidance and develop written procedures through the rulemaking process, which is to begin later this year.

Mrs. Austin noted that the letter stated that HUD, in working with the OIG, reached the best agreement possible to resolve the outstanding audit recommendations while preserving a degree of flexibility for PHAs. The final rule should be completed by December 2017.

In response to a question from Commissioner Burruss regarding the time anticipated for clarity and implementation of the changes, Ms. Austin stated that information is unknown at this point. HUD has until December 2017 to issue the rule and, if it is similar to the transition to Asset Management, RRHA had approximately one year to implement changes. Mrs. Austin stated that it will most likely be 2018 or 2019 before these changes are fully implemented.

Commissioner Burruss also inquired about the reasoning for this change, and Ms. Austin stated that the OIG believes there are too many dollars coming into COCCs that HUD is not monitoring adequately.

Commissioner Garner asked for clarity between federalized and non-federalized fees. Ms. Austin explained that fees currently coming into the COCC are not federalized, meaning that RRHA does not have to account to HUD for how those fees are spent. The changes will allow the fees to only be used for certain costs that are eligible for the Public Housing and Section 8 programs. The changes will most likely result in less money coming into the COCC.

In response to a comment from Commissioner Witten, Mrs. Goh gave some background about the transition to the Asset Management model. The Asset Management rule resulted from a study HUD commissioned Harvard to complete comparing operations of HUD's Public Housing and Multifamily housing programs.

The study resulted in a new formula for operating subsidy for Public Housing and recommended that HUD adopt the asset management model for Public Housing.

Commissioner Garner inquired as to whether the OIG audit was prompted by concern that excess fees were being charged or concerns with how the fees were being spent. Mrs. Goh stated that the concern appears to have been primarily about how fees were being spent. The five PHAs included in the audit performed by the OIG were not chosen on a random basis.

In response to questions by Commissioner Burruss and Vice Chair Karnes, Mrs. Goh confirmed that these changes will increase administrative costs.

In response to Commissioner Garner's comments about the amount of challenges with this change, Mrs. Goh explained that the original transition to Asset Management was a substantial overhaul of the accounting structure. She also explained that RRHA was an early converter to the Asset Management program in 2007 due to the fact that it was a Stop-Loss agency, which meant that RRHA would lose approximately \$1,000,000 per year in operating subsidy under the new formula, unless the agency converted to the asset management model at the first opportunity which would, in effect, stop the loss of operating subsidy. Therefore, RRHA has been operating under this model for more years than the average PHA.

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

4. Committee Reports

Chair Butler asked if there were any 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, March 28, 2016.

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

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

RECOMMENDED ACTION: File as submitted

Commissioner Garner introduced a motion to approve the Consent Agenda.

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

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

NAYS: None

Chair Butler thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA

1. Presentation of Audit Draft

Commissioner Garner introduced Mr. Jump, who presented the annual audit.

This audit has two components – a financial statement audit and an audit on

compliance with various HUD regulations and programs.

Mr. Jump stated that, once again, the financial statements are in accordance with generally accepted and governmental accounting principles. There were no issues identified in the financial statements.

Regarding the compliance audit, Mr. Jump reported that the system of internal controls and financial reporting was reviewed to ascertain that there were no material weaknesses or deficiencies in those areas. There were none found.

Mr. Jump stated that a third audit, looking at compliance with various major programs, was also performed. Major programs are rotated in a two-year period to ensure that all programs have been reviewed. This past year, the Public Housing Operating Program and the Capital Fund Program were reviewed on a sampling basis to ensure compliance with all HUD regulations. No issues of noncompliance or material weaknesses or deficiencies were found.

Mr. Jump noted that one new item regarding this year's audit was Governmental Accounting Standards Board (GASB) 68, a new regulation effective for years ending June 30, 2015, or later. GASB 68 is applicable to any governmental agency with a defined benefit plan and requires any unfunded liability for the plan to be recorded. RRHA's retirement plan is through the Virginia Retirement System (VRS), which hired a firm to create a report for every participating governmental entity in the Commonwealth of Virginia to advise them of the amount of unfunded liability. There were changes in accounting for the pension plans as well. In most cases, this resulted in an additional liability that had not been recorded for the current year; therefore, it was not booked as a charge to Operating Expense but as a change in

beginning net position, known as a Prior Period Adjustment. For RRHA, the pension liability was actually overfunded. Instead of having an additional liability recorded, the liability amount was reduced. There are not many governmental entities in that position. Mr. Jump explained to the Board that the VRS report will be updated each year, and either an increase or decrease in liability will be recorded.

Commissioner Garner asked whether Mr. Jump could offer any additional insight regarding insight to the proposed re-federalization of COCC fees. Mr. Jump reiterated the main points Ms. Austin presented earlier, and added that additional insight is not possible until HUD provides further information.

Commissioner Garner pointed out that page 46 of the Draft Audit Report distributed with the Board materials contained a concise summary of the audit findings. He also raised a question about changes in the Office of Management and Budget (OMB) Circular A133. Mr. Jump explained that these changes impact the auditors primarily, relative to how HUD requires auditors to approach the compliance portion of the audit. These changes are significant and will be in effect for the September 2016 audit.

Commissioner Garner also raised a question about the reports from the component units that are incorporated into the audit. Mr. Jump explained that a reference is made to separate audits of these entities that are conducted by a different auditor and based on a different fiscal year. They are shown in RRHA's audit report as discrete component units, which means that they are not blended in with the Authority's operations but are so related to RRHA that they must be shown. They are shown on the financial data schedule that is submitted to HUD.

Commissioner Garner noted that RRHA received a high ranking from Mr. Jump who audits authorities throughout the Commonwealth and nationally. This is due in part to the way monthly financial information is reported. Mr. Jump commended Ms. Austin and the Finance Department and noted that there are very few year-end adjustments needed because of their diligent work throughout the year. Mr. Jump also noted that, because there is a rotation of the major programs each year, the audit team also has interaction with other RRHA staff. Mr. Jump stated that they do an excellent job staying up to date on HUD regulations and documenting required information. Chair Butler and the entire Board congratulated Ms. Austin and her staff on the report.

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

2. Resolution No. 3879 - REVISED

Mrs. Goh noted that Board members had received a revised copy of Resolution No. 3879 at the beginning of today's meeting. The revision was to add several additional properties that were identified by Mr. Shank and Mr. Gusler for possible acquisition options. Mr. Gusler requested the approval of Resolution No. 3879 - REVISED which includes fifty-six parcels of land for possible acquisition in conjunction with the Choice Neighborhoods Implementation Grant application. It is highly unlikely that RRHA will acquire all fifty-six parcels. With the exception of a few, RRHA has made contact with the property owners and has confirmed their interest in selling the listed parcels.

The amount of the options has been set at an average of \$1,000 per parcel,

anticipating that amounts will vary based on negotiations. The two options executed based on Resolution No. 3872, approved by the Board on February 22, 2016 were half that amount.

Mr. Gusler also noted that, unlike options negotiated for the last Choice Neighborhoods Implementation Grant application, the timeframe for expiration of the options will not be tied to notification of the grant decision. Development on some of the lots will likely move forward even if the grant is not received, as replacement housing is an important part of the Choice Neighborhoods Transformation Plan.

In response to a question raised by Commissioner Garner, Mr. Gusler confirmed that each of the fifty-six lots is residentially zoned and none appear to have any industrial history. Fifteen of the lots on Centre Avenue, which were also subject of options in the previous application period, adjoin industrial property; so there is a small chance that hazardous material could be present on those lots. There is also a grouping of five adjacent lots resulting in enough land that it could be beneficial for a possible rezoning to allow more density. Mrs. Goh confirmed that all lots are either in the Choice Neighborhoods area or in areas of the city where the poverty rate is no greater than twenty percent.

Mr. Gusler noted that there are a few lots on the list that are not cost-effective to develop due to the main sewer and water lines not reaching the parcels. RRHA has been talking with the Western Virginia Water Authority and the City of Roanoke about providing some incentives to allow infill development on these parcels. This may not be completed in time to help with the Choice Neighborhoods Implementation Grant application, but may be beneficial for long term development.

Commissioner Burruss inquired about the \$56,000 total amount that is authorized for negotiated options on the properties. Mr. Gusler explained that the owner of the land is paid the negotiated amount at the time the option is executed and, if the property is purchased, that amount is applied to the sale price.

In response to a question from Commissioner Burruss regarding the expectation of one-for-one replacement, Mrs. Goh explained that RRHA is required to show site control for any property that is proposed for development as part of the grant application.

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

Commissioner Burruss introduced Resolution No. 3879 - REVISED and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF OPTION AGREEMENTS FOR ACQUISITION OF CERTAIN PROPERTIES IN CONJUNCTION WITH THE CHOICE NEIGHBORHOODS IMPLEMENTATION GRANT APPLICATION

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has developed, with residents and other stakeholders in the Loudon-Melrose / Shenandoah West neighborhood, a Transformation Plan for the neighborhood, addressing housing, people, and neighborhood needs and goals; and

WHEREAS, on March 31, 2016, the U.S. Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability for Choice Neighborhoods Implementation Grants; and

WHEREAS, Choice Neighborhoods Implementation Grant applications must present a plan to revitalize a severely distressed public and/or HUD-assisted multifamily housing project located in a distressed neighborhood into a viable, mixed-income community; and

WHEREAS, RRHA plans to submit a Choice Neighborhoods Implementation Grant application by the scheduled submission deadline of June 28, 2016; and

WHEREAS, RRHA's application must address one-for-one replacement of all Public Housing units that would be demolished at Lansdowne Park, as well as foster development of mixed-income neighborhoods; and

WHEREAS, RRHA has identified several potential sites for replacement housing and has contacted owners of these parcels regarding possible acquisition of the properties; and

WHEREAS, RRHA must demonstrate site control of any property proposed for replacement housing in order to meet HUD's requirements for the Choice Neighborhoods Implementation Grant application.

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

1. The Executive Director or her designee is authorized to negotiate and execute acquisition option agreements with owners of the following properties (collectively, the "Properties"):

a) Vacant Parcels by Tax Map Numbers:

3170335-46:	Twelve lots on the 200 block of Princeton Avenue, NE
3250110:	One lot on the 2600 block of Bluestone Ave, NE
3061007-12:	Six lots on 1000 block of Mohawk Avenue, NE
3221915-6:	Two lots on the 1800 block of Purcell Avenue, NE
2322907-8:	Two lots on the 2100 block of Moorman Avenue, NW
2322904:	One lot on the 2100 block of Moorman Avenue, NW
2210101-2:	Two lots on the 1800 block of Moorman Avenue, NW
2420601-10:	Ten lots on Centre Avenue, NW
2420612-15:	Four lots on Centre Avenue, NW
2420618:	One lot on Centre Avenue, NW
2340905:	One lot on the 1300 block of 22nd St, NW
2330113:	One lot on the 1600 block of Syracuse Ave, NW
2232414:	One lot on the 1100 block of Staunton Ave, NW
1213410-11:	Two lots on the 1300 block of Chapman Avenue, SW
3121914-6:	Three lots on the 900 block of Mason Mill Road, NE
3121901:	One lot on the 2100 block of Hollins Road, NE
3121911:	One lot on the 2100 block of Hollins Road, NE
3250604:	One lot on the 2500 block of Radford Road, NE
3250607:	One lot on the 2500 block of Radford Road, NE
3060205-6:	Two lots on the 900 block of Kyle Avenue, NE

b) Parcels with dwellings – single family

2420611:	2742 Centre Avenue, NW
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2. The total amount authorized for negotiated options on the Properties is \$56,000.
3. Approval of the Board of Commissioners will be required prior to RRHA exercising an option to purchase any of the Properties.

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

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

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3879 - REVISED adopted as introduced.

3. Resolution No. 3880

Mr. Bustamante requested approval of Resolution No. 3880 to approve a revised Chapter 16 of the Administrative Plan for the Section 8 Housing Choice Voucher (HCV) Program. This change relates to effective dates for changes to payment standards. As discussed earlier in the meeting, RRHA generally revises payment standards annually, after HUD publishes updated Fair Market Rents (FMRs). HUD regulations allow RRHA to adjust payment standards between 90-110% of the FMRs, without HUD approval.

Mr. Bustamante explained that the need for affordable housing is great in our community. In 2015 the waitlist was opened for Section 8 and there were 2,352 applications submitted, and there are currently 907 individuals remaining on the waitlist. Because RRHA has been issuing vouchers for an extended period, the area has been saturated with vouchers. Mr. Bustamante stated that one of the benefits of allowing RRHA to change the payment standard between the annual FMR updates, is

to entice additional landlords to participate in the program, which should also help with RRHA's deconcentration of poverty goal. The last benefit of the change is that it allows RRHA to expend HCV reserves for assistance to participants in this community, reducing the amount that may be recaptured by HUD.

Mrs. Goh noted that the only change in Chapter 16 is highlighted on page 4.

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

Commissioner Garner introduced Resolution No. 3880 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO APPROVE A REVISED CHAPTER 16 OF THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984 and 985; and

WHEREAS, the current Administrative Plan for the RRHA Section 8 HCV Program, dated December 21, 2015, was approved by the RRHA Board of Commissioners by Resolution No. 3865; and

WHEREAS, RRHA has drafted policy revisions to Chapter 16 of the Administrative Plan for the Section 8 Housing Choice Voucher program to provide for

effective dates when changes to payment standards are determined necessary at times other than HUD's annual publication of Fair Market Rents.

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

1. The attached Revised Chapter 16, establishing effective dates for changes to payment standards determined necessary at times other than HUD's annual publication of Fair Market Rents, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

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

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

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3880 adopted as introduced.

V. ADJOURNMENT

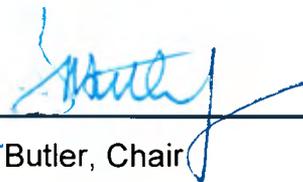
There being no further business to come before the Board, Commissioner Garner moved that the meeting be adjourned.

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

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

NAYS: None

Chair Butler declared the meeting adjourned at 3:55 p.m.



Gilbert Butler, Chair



Glenda Edwards Goh, Secretary-Treasurer



Attachment to Resolution No. 3880 is not included due to size of the attachment.

Attachment to Resolution No. 3880 is retained in the Official Executive Office Board
Meeting Files.