

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 27, 2015, 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 Witten called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith and Witten
ABSENT:	None
OFFICER PRESENT:	Glenda Edwards Goh, Secretary-Treasurer
ALSO PRESENT:	Jackie Austin, VP of Finance/CFO; Christina Back, Human Resources and Executive Office Administrator; David Bustamante, VP of Housing; Nick Conte, Legal Counsel; Jessica Farmer, HCV Manager; Crystal Hall, Community Support Services Director; Donald Jump, Certified Public Accountant, Jump, Perry and Company, LLP; Angela Penn, TAP VP for Economic and Real Estate Development; John Prillaman, General Counsel; Lisa Reynolds, Site Manager; Joel Shank, VP of Operations; Desi Wynter, Director of Redevelopment and Modernization

Chair Witten welcomed everyone to today's meeting.

## II. REPORTS

### 1. Financial Report

Chair Witten stated that Mrs. Austin provided a Financial Narrative along with the Financial Report and asked if there were any comments or questions. There were none.

### 2. Executive Director's Report

Chair Witten asked for the Executive Director's report.

Mrs. Goh stated that she would share a few items in addition to her written report. As of today, the official approval letter was received from HUD for the Database Adjustment for the Real Estate Assessment Center (REAC) inspection of Hunt Manor, in which points were deducted due to ongoing work that was under contract. Those points were restored, and the inspection score for Hunt Manor has been adjusted upward from 73 to 81.

Mrs. Goh stated that HUD has awarded RRHA ten additional Veterans Affairs Supportive Housing (VASH) vouchers, effective May 1, 2015, bringing RRHA's total VASH vouchers to ninety.

Mrs. Goh stated that notification has been received from the Virginia Housing Development Authority (VHDA) stating that the RRHA Certified Management Agent application has been approved for a three year period into 2018. This is the first three year approval for RRHA. In the past, approvals have only been one year at a time.

Mrs. Goh stated that the Workforce Investment Board has recently chosen the provider for the One Stop Services and have opted not to continue with Goodwill as the provider for that service for the next year. The provider will be ResCare, and RRHA is

working through how that will impact the relationship relative to the Jobs-Plus Program grant, particularly as it relates to the location of the One Stop satellite center, currently at Goodwill. Crystal Hall has talked with the Workforce Investment Board Executive Director, and it appears that potential issues can be worked out by revising the MOA and working with the new provider.

Commissioner Butler stated that he spoke with the HUD regional representative from Philadelphia at the event for the Jobs-Plus Program grant announcement, and she emphasized that this was not just a case of this agency successfully completing the grant application and it being approved. They were looking for an agency that they have the utmost trust in to use the money in the most business like and constructive way possible. Commissioner Butler stated that it was much more than just a good job completing the application. HUD was placing a huge amount of confidence and trust in agencies to which these grants were awarded. He stated that he wanted to pass that along and commended the RRHA staff on a job well done.

Mrs. Goh thanked Commissioner Butler for sharing that information and complimenting the work of the RRHA staff.

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

### 3. Staff Reports

Chair Witten asked if there were any staff reports. There were none.

### 4. Committee Reports

Chair Witten asked if there were any committee reports.

Commissioner Garner stated that the Audit Committee had met earlier with

Donald Jump from Jump, Perry and Company, LLP, who will be providing a presentation today. This is the sixth year that the RRHA audit has been completed by Jump, Perry and Company, LLP. The audit has an Unmodified opinion and the Audit Committee is well satisfied with the financial reporting and outcome. Commissioner Garner commended the financial staff and stated that RRHA is very fortunate to have them.

5. Commissioner Comments

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

6. Residents or other community members to address the Board.

Chair Witten asked if there were any residents or other 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 23, 2015.

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

C-2 Monthly Operations Report for the month of March 2015.

RECOMMENDED ACTION: File as submitted

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

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

Smith, Witten

NAYS: None

Chair Witten thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Audit Draft Presentation

Chair Witten introduced Donald E. Jump, Certified Public Accountant with Jump, Perry and Company, LLP.

Mr. Jump stated that he met with the Audit Committee earlier today and a couple of weeks ago had a phone conference with the Audit Committee, in which Chair Witten, Commissioner Garner, Mrs. Goh, and Ms. Austin participated. Mr. Jump stated that today he will provide a quick overview and discuss the audit report.

Mr. Jump stated that the Table of Contents is on page 2 and explained that the process consists of essentially two audits: the audit of the financial statements and the compliance audit. He referenced the Table of Contents, and noted that the report is divided into three sections. Pages 1 through 35 begins with the Independent Auditor's Report on page 1, followed by Management's Discussion and Analysis on page 4, and basic financial statements on page 10; this section comprises the financial statement audit. Pages 37 through 45 contain the details of the compliance audit. The last section is supplementary information required by HUD, predominantly the Financial Data Schedule which will be input into the REAC system.

Mr. Jump referred to the Independent Auditor's Report on page 1. The second section defines the responsibility of the management of the Authority. The primary responsible person would be Ms. Austin. The third section describes the auditor's

responsibility. The last statement in that section states that the audit evidence obtained is sufficient and appropriate to provide a basis for the audit opinions. Page 2 begins with the Unmodified opinion, stating that the financial statements present fairly, in all material respects, the financial position of RRHA as of September 30, 2014, and the respective changes in financial position, and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. The section titled Other Matters, describes the required supplemental information, including the Financial Data Schedule and the Schedule of Expenditures of Federal Awards. Other reporting required by Government Auditing Standards is described in the last paragraph, on page 3. On page 37, the compliance audit is described, including sections regarding Internal Control Over Financial Reporting and Compliance and Other Matters. The definition of a deficiency in internal control is listed in the middle of page 37. The last paragraph on that page states that no deficiencies in internal control were identified in RRHA's audit.

Mr. Jump stated that the second part of the report addresses compliance with government grants, regulations, laws and contracts. The first paragraph, last sentence, on page 38, states that the results of the audit tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. Mr. Jump noted that this statement constitutes the second opinion in the report, an Unmodified, good opinion. The major programs selected for audit rotate every year so that, in every two year cycle, all major programs are reviewed. Mr. Jump stated that the auditors review various HUD compliance requirements for the major programs selected. Mr. Jump stated that this portion of the audit is not limited to

the financial requirements, and the auditors review compliance aspects involving the Authority's operation of HUD programs. The auditors' responsibility is to test those various items of compliance. The summary section of the report contains a description of the components of the compliance review. For this audit, the major programs selected were in the Housing Choice Voucher program cluster. In the previous year's audit, Public Housing and Public Housing Capital Fund Program were selected as major programs. Mr. Jump noted that, on page 39, the report states that, in the opinion of the auditors, the Authority complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of its major programs. On page 40, the report addresses internal control over compliance for the major programs. The report includes a definition of what constitutes a deficiency and, once again, no deficiencies were identified.

Mr. Jump stated that there are two more pages which he would bring to the attention of Commissioners. On page 41, the Schedule of Expenditures of Federal Awards lists where funds came from and the amounts expended. Mr. Jump stated that page 43 contains a nice one page summary of everything that was just discussed. First, the Summary of Auditor's Results on the Financial Statement Section notes that the type of auditor's report is Unmodified, and there were no material weaknesses or significant deficiencies identified. The Federal Awards Section summarizes the compliance audit and notes that there were no material weaknesses or significant deficiencies identified, and the type of auditor's report issued on compliance for major programs is Unmodified. Mr. Jump stated that the audit resulted in no findings disclosed that are required to be reported in accordance with OMB Circular A-133

(section.510(a)), and RRHA is qualified as a low risk auditee. Mr. Jump stated that this concludes his presentation of the audit report, which is obviously good news. It reflects well on Ms. Austin and the financial management of the Authority, as well as management of Authority operations.

Commissioner Garner asked for the definition of a low risk auditee.

Mr. Jump stated that an organization with two consecutive annual audits with no findings is defined as a low risk auditee.

Commissioner Garner asked how long has it been for RRHA.

Mr. Jump stated that it has been six years.

Commissioner Burruss asked about the Mainstream program that is listed under Direct Awards on page 41.

Ms. Austin stated that it is a program under the Housing Choice Voucher/Section 8 program.

Mrs. Farmer stated they are vouchers for those who are disabled but not yet elderly.

Mr. Jump stated that they are very similar to the Housing Choice Vouchers, which is why they were grouped together when selecting major programs.

Chair Witten thanked Mr. Jump for the presentation of the Draft Audit Report and expressed appreciation to the staff for RRHA having an audit with no findings.

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

## 2. Resolution No. 3835

Mrs. Back requested adoption of Resolution No. 3835 approving a revised Personnel Policy regarding Bereavement Leave. The original date for Policy No. 316 regarding Bereavement Leave is December 20, 1996 and it was last revised on July 1, 2011. The proposed revisions to this policy include better defining the purpose and policy statements and adding the statement that separates policy from procedure. Revisions also include specifically defining family members as it pertains to Bereavement Leave and changing the timeframe for bereavement leave from three consecutive scheduled workdays to three scheduled workdays within seven calendar days of the date of death of a family member. Mrs. Back stated that the Personnel Committee supports and recommends approval of this policy revision to be effective May 1, 2015.

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

Commissioner Burruss introduced Resolution No. 3835 and moved its adoption as introduced:

### RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY REGARDING BEREAVEMENT LEAVE

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. 316 regarding Bereavement Leave, dated December 20, 1996, which was last revised on July 1, 2011, to better reflect current requirements and practices; 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. 316, Bereavement Leave is approved effective May 1, 2015.

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 Witten thereupon declared said motion carried and Resolution No. 3835 adopted as introduced.

3. Resolution No. 3836

Mr. Shank requested adoption of a resolution approval of a modification of contract number 269-1401-1-7 for new construction of seven single-family Scattered Site Public Housing Units. The change order is comprised of several items. The first two involve additional excavation required for the single-family homes to be built on Patterson Avenue, 1008 and 1024. The basements from previous structures were left, pushed over and covered up, requiring quite a bit of excavation to clean out, remove the old footers from the previous structures, and fill and compact dirt in order to build the new units. Electrical panels had to be relocated and disconnects added for four of the houses to meet code requirements. On Jamison Avenue, work was added along the property line to clean up an old fence row and remove old trees to improve the appearance of that site. There were a couple other small items, including a credit for removal of attic stairways and replacement with attic access panels and correction of an error of \$400 made when the original resolution for approval to award the contract was

presented to the Board of Commissioners. The work on Patterson Avenue comprises approximately \$23,000 of the modification total of \$26,620. Procurement policy states that for all contracts over \$100,000, Board approval is required for any change order exceeding \$25,000.

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

Commissioner Smith introduced Resolution No. 3836 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A MODIFICATION OF CONTRACT NUMBER 269-1401-1-7 FOR NEW CONSTRUCTION OF SEVEN SINGLE-FAMILY SCATTERED SITE PUBLIC HOUSING UNITS

WHEREAS, since 2007 RRHA has accumulated \$549,677 in Replacement Housing Factor (RHF) 1<sup>st</sup> increment funds and \$911,422 in RHF 2<sup>nd</sup> increment funds, for a total of \$1,461,099 for the development of new public housing units; and

WHEREAS, RRHA has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150113 in the amount of \$1,577,083.00; and

WHEREAS, a loan in the amount of \$850,000 from Freedom First Credit Union, for the development of public housing units, was approved by the RRHA Board of Commissioners by Resolution No. 3785 on April 24, 2014 and approved by the HUD Capital Fund Financing Program on September 26, 2014; and

WHEREAS, the Executive Director was authorized to execute a standard contract for construction of seven single-family scattered site units between Total Action Against Poverty and RRHA with a fixed amount of \$1,247,000, by the RRHA Board of Commissioners in Resolution No. 3789 on May 19, 2014; and

WHEREAS, RRHA staff have subsequently determined that conditions unknown at the time of receipt of bids must be addressed, including removal of underground concrete footers from previous structures; removal of buried trash and debris; furnishing and compaction of fill dirt for 1008 and 1024 Patterson Avenue building lots to provide suitable foundations for new structures; relocation of electrical panels and installation of electrical disconnects for four (4) houses to meet building code requirements; removal

of deteriorated fence, trees, and vegetation located at eastern property line for 716 Jamison Avenue to improve street appeal and future lawn maintenance; and

WHEREAS, additional modification of the contract is needed to correct a \$400 error in the original contract amount, which should have been \$1,247,400, and to provide a credit to the contract amount for installation of attic access panels instead of pull down stairways for four (4) houses; and

WHEREAS, Total Action for Progress was requested to provide a proposal addressing these additional work items and changes; and

WHEREAS, the amount of the change proposal submitted Total Action for Progress was \$26,620.00; and

WHEREAS, the amount of the change proposal submitted by Total Action for Progress was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimates developed by LMW, PC, project Architect, and based on R S Means Cost Data, for the change proposal; and

WHEREAS, review, evaluation, and confirmation of change proposal documentation has been completed, and has been found to be in all respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends the acceptance of Total Action for Progress' change proposal; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

1. The change proposal submitted by Total Action for Progress in the amount of \$26,620.00 is accepted;
2. The Executive Director be and hereby is authorized and directed to execute a modification of contract number 269-1401-1-7, which by reference, is inclusive of Total Action for Progress' change proposals for removal of underground concrete footers from previous structures; removal of buried trash and debris; furnishing and compaction of fill dirt for 1008 and 1024

Patterson Avenue building lots to provide suitable foundations for new structures; relocation of electrical panels and installation of electrical disconnects for four (4) houses to meet building code requirements; removal of deteriorated fence, trees, and vegetation located at eastern property line for 716 Jamison Avenue to improve street appeal and future lawn maintenance; correction of \$400 error in the original contract amount; and providing a credit to the contract amount for installation of attic access panels instead of pull down stairways for four (4) houses, dated February 13, 2015 and March 17, 2015.

- (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 Witten thereupon declared said motion carried and Resolution No. 3836 adopted as introduced.

#### 4. Resolution No. 3837

Mr. Shank requested adoption of a resolution awarding a contract for Section 504 modifications to four community room kitchens under Capital Fund Program grant number VA36P01150114. A couple of years ago, a Physical Needs Assessment was completed and identified items that did not meet current section 504 standards for accessibility. The A&E firm under contract was requested to verify and provide more detail on how to correct those items. Mr. Shank stated that this project is a result of that study, and RRHA is currently in the process of doing quite a bit of work to be compliant with 504 accessibility regulations in public areas and in some apartments units as well. Standards have changed since back in the 1990's when the original work was done.

This is costly, requiring total replacement of cabinets and appliances. At Bluestone Park Community Room the kitchen wall had to be moved out to enlarge the kitchen as a whole in order to get the maneuvering space required. Two responsive bids were received with Russell Remodeling, LLC being the lower bid amount of \$111,268.74.

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

Vice-Chair Butler introduced Resolution No. 3837 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR SECTION 504 MODIFICATIONS TO FOUR COMMUNITY ROOM KITCHENS UNDER CAPITAL FUND PROGRAM GRANT NUMBER VA36P01150114

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (HUD) Capital Fund Program (CFP), grant number VA36P01150114 in the amount of \$1,753,413.00; and

WHEREAS, Section 504 Modifications for Common Area Accessibility for Villages At Lincoln, Jamestown Place, Morningside Manor, and Bluestone Park were included on the Annual Statement detailing the planned use of CFP grant number VA36P01150114, which was approved by the RRHA Board of Commissioners by Resolution 3804 on July 28, 2014; and

WHEREAS, RRHA needs a qualified contractor to complete Section 504 Modifications to Four Community Room Kitchens; and

WHEREAS, RRHA issued a Request for Quotation on January 30, 2015, with quotations being due on March 6, 2015; and

WHEREAS, RRHA received two (2) responsive quotations to the Request for Quotations, such quotations being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$111,268.74
G & H Contracting, Inc.	\$139,045.00

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 submitted the low quotation amount, therefore, the allowable HUD Section 3 preference is not a determining factor in the procurement; and

WHEREAS, the amount of the quotation 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, based on estimate created by project architect Martin and Co. Architects and R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of quotation 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 quotation and execute an appropriate contract.

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

3. The quotation submitted by Russell’s Remodeling, LLC be and hereby is accepted;
4. 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 \$111,268.74.
5. 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 Witten thereupon declared said motion carried and Resolution No. 3837 adopted as introduced.

5. Resolution No. 3838

Mr. Wynter requested adoption of a resolution authorizing the submission of a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development. This plan has been presented for Board approval previously, and there are no major changes. RRHA is requesting approval from HUD to sell five houses through fee simple sale. Eligible applicants will be Public Housing residents, Section 8 participants and, if there are not enough qualified buyers, then the application will be opened to families in the City of Roanoke. Income eligibility cannot exceed 35% of household income in order to be eligible for the purchase. Mr. Wynter stated that \$50,550 is 80% of the Area Median Income (AMI) for a family of four. Purchasers will be required to provide at least 1% of the sales price toward the down payment. RRHA also plans to apply for HOME funds to assist families with the down payment. Homes will be sold for appraised value. Mr. Wynter stated that HUD prefers for families to purchase homes that do not need capital improvements; therefore, RRHA will check roof structure, HVAC units, flooring, plumbing and electricity to ensure that all of those are in good condition. Program funding will come from RRHA 5(h) Homeownership program and the Homeownership Opportunity Program (HOP) sales proceeds. RRHA will be applying for block grant funding and HOME funding.

Commissioner Burruss asked what is the process and how does the homeowner

identify a place of interest or does the agency identify possible homes.

Mr. Wynter stated the plan is to do a marketing strategy based on the priority application groups. First a mass email will be sent to all public housing residents to inform them of this homeownership opportunity. Those who are interested will apply, and applicants will be screened for eligibility based on the eligibility criteria established for the program. Then, RRHA will market remaining homes to Section 8 participants and, lastly, anyone in the City who meets the eligibility criteria. This can be done through email blasts and working with other nonprofit organizations in order to get applicants into the program.

Mrs. Goh stated that RRHA has identified the five units to be sold in the program.

Commissioner Burruss asked about the location of the five units to be sold.

Mr. Wynter stated they are located on Dupree, at 501 21<sup>st</sup> Street, and two on Melrose.

Commissioner Burruss asked if most residents have email.

Mr. Wynter stated that he thinks many do not, and RRHA tends to use newsletters, flyers, etc. for outreach to public housing residents.

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

Vice-Chair Butler introduced Resolution No. 3838 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SUBMISSION OF A REVISED SECTION 32 HOMEOWNERSHIP PLAN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority (RRHA) approved Resolution No. 3626 on December 20, 2010 to authorize the Executive Director to execute documents and provide required certifications to submit a Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the RRHA Board of Commissioners approved Resolution No. 3710 on July 23, 2012 and Resolution No. 3752 on July 22, 2013 to authorize the Executive Director to execute documents and provide required certifications to submit revised Section 32 Homeownership Plan applications to the U.S. Department of Housing and Urban Development; and

WHEREAS, following additional consultation with HUD, RRHA received recommendations from HUD and determined that further revision of the application was needed; and

WHEREAS, the RRHA Board of Commissioners received a briefing and summary report on the overall unit count and building type, method and terms of sale, rehabilitation standards, and purchaser eligibility and selection and other criteria specific to submission of a homeownership plan in accordance with the Quality Housing and Work Responsibility Act (QHWRA) which permits Public Housing Authorities, through Section 32 of the U.S. Housing Act of 1937 (the Act), to make public housing dwelling units available for purchase by low-income families as their principal residence; and

WHEREAS, RRHA included a plan to submit a revised Section 32 Homeownership application to HUD in the 2014 Annual Plan to update the 2010-2014 Agency Plan approved by the RRHA Board of Commissioners by Resolution No. 3788 on May 19, 2014, submitted to HUD on May 23, 2014, and approved by HUD on September 30, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute documents and provide required certifications to submit a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development to make five (5) public housing units available for purchase by low-income families as their principal residence.

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

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

NAYS: None

Chair Witten thereupon declared said motion carried and Resolution No. 3838 adopted as introduced.

6. Executive Session

Commissioner Garner moved that the Commissioners enter into Executive Session for the purpose of consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of RRHA in accordance with Virginia Code Section 2.2-3711 (A)(7).

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

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

NAYS: None

The Board of Commissioners entered into Executive Session at 3:29 p.m.

The Board reconvened into open session at 4:14 p.m.

Commissioner Garner introduced a motion stating that the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

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

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

Smith, Witten

NAYS: None

V. **ADJOURNMENT**

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

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 Witten declared the meeting adjourned at 4:15 p.m.

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Timothy Witten, Chair

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Glenda Edwards Goh, Secretary-Treasurer

## **BEREAVEMENT LEAVE**

### **I. PURPOSE**

To establish uniform guidelines for providing paid time off to employees for absences related to the death of a family member.

### **II. SCOPE**

This policy applies to all regular employees.

### **III. POLICY**

It is the policy of RRHA to provide a means for employees to secure limited time off when time is needed for bereavement for the death of a family member.

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.

### **IV. PROCEDURES**

A. When Bereavement Leave May Be Taken. A regular employee may be allowed paid bereavement leave due to the death of the following family members:

- Immediate Family – Spouse, child, sibling or parent.
- Legally Adopted Relatives – Adopted brother, sister, son, daughter or adoptive parents.
- Natural Relatives – Grandson, granddaughter, grandfather, grandmother.  
*The term “great” as related to relatives will be limited to natural relatives as defined above.*
- Step Relatives – Stepfather, stepmother, stepdaughter or stepson.
- In-Laws – Mother-in-law, father-in-law, brother –in-law, sister-in-law, son-in-law, daughter-in-law, grandmother-in-law or grandfather-in-law.
- Other Relatives – Half-sister, half-brother.

Should employees wish to have time off due to the death of any other relatives and/or friends, they may use any available Personal Time Off.

B. How Much Leave May Be Taken. An employee may be granted up to three (3) scheduled workdays, within seven (7) calendar days of the date that the death of a family member occurred. Any additional time needed for bereavement leave may be requested and will be charged against available Personal Time Off. If an employee does not have any leave time available, additional leave time will be leave without pay.

C. Duty to Notify Supervisor. Employees will make every effort to notify the appropriate Supervisor of the employee’s intent to utilize bereavement leave.

D. Misrepresentation of facts as to the event of the death in question, identity of the deceased, may result in disciplinary action.

E. Bereavement leave will only be granted in accordance with guidelines as described above and as with all types of leave is subject to approval by the employee’s Supervisor and/or the division Vice President.

Policy No. 316

Date: December 20, 1996

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Revised: 05/23/11 – Effective 07/01/11

## **FUNERAL LEAVE**

### **FUNERAL LEAVE**

#### **I. PURPOSE**

To provide a means for employees to secure limited time off when such time is needed for bereavement and/or attendance at funeral/memorial services for the death of a family member.

#### **II. SCOPE**

This policy applies to all regular employees.

#### **III. POLICY**

A. It is the intent of this policy to provide time off from work to enable employees to:

1. Travel to and from distant places to attend the funerals of family members, or
2. Attend the funerals of family members and non-family members locally, or
3. Make or aid in the making of necessary arrangements required by the death of family members.

#### **IV. PROCEDURES**

- A. When Funeral Leave May Be Taken. A regular employee may be allowed paid funeral leave due to the death of the following family members: spouse, child, brother, sister, parents, grandparents, parents-in-law, step/foster, grandchild. Should employees wish to attend the last rites of any other relatives and/or friends, they may use any available Personal Time Off.
- B. How Much Leave May Be Taken. An employee may be granted up to three (3) consecutive scheduled workdays, in which one of these days will include the day of last rites and for the purpose of attending the funeral. Any additional time needed for funeral leave may be requested and will be charged against available Personal Time Off. If an employee does not have any leave time available, additional leave time will be leave without pay.
- C. Duty to Notify Supervisor. Employees will make every effort to notify the appropriate Supervisor of the employee's intent to utilize funeral leave. A Request for Leave form shall be completed by the employee indicating specific dates and times.
- D. Misrepresentation of facts as to the event of the death in question, identity of the deceased, time and place of last rites, etc., may result in disciplinary action.
- E. Funeral leave will only be granted in accordance with guidelines as described above and as with all types of leave is subject to approval by the employee's Supervisor and/or Director.

## Section 32 Homeownership Program Revised Application Summary

**Program Term:** 5 years

**Number of Units:** 5 – Annual Contribution Contract (ACC) units converted to homeownership

### **Program Description:**

All units will be sold through a direct sale fee simple transaction by RRHA to eligible participants.

### **Eligible Participants**

Existing Public Housing residents, Section 8 participants, and qualifying low-income individuals or families in the City of Roanoke.

Purchasers are required to attend homeownership education classes.

### **Income Eligibility & Downpayment Assistance**

Purchasers must meet the following income criteria:

- Purchasers are required to meet the debt to income ratio of a private lending institution but not to exceed 35% of their income.
- Maximum purchaser income amount and percentage of AMI: \$ 50,550 = 80% (family of four)

Down payment criteria & assistance:

- Purchaser is required to provide at least 1% of sales price of purchaser's own funds towards their down payment.
- RRHA may also apply to the City of Roanoke for HOME funds as a source of down payment assistance for families.

### **Terms of Sale**

The homes will be sold for the appraised price, which will vary depending on house size and location.

Purchasers are required to obtain a mortgage from a private lending institution.

### **Rehabilitation Standards**

- Provide units for sale that are safe, in physically sound condition and with all systems performing their intended design function;
- Rehabilitate the units in compliance with the U.S. Department of Energy's Home Performance with Energy Star program; and

- Units will be rehabilitated so that they can be efficiently maintained at a reasonable operating cost to the purchaser.

**Funding**

Current 5(h) Homeownership funds and funds from RRHA's Homeownership Opportunity Program (HOP). Funds will be used to rehabilitate the houses in preparation for sale.

RRHA will apply for CDBG and HOME funds and other sources of funding to subsidize program expenses.