

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, 2020, via electronic communication through live video and telephone conference due to the COVID-19 pandemic.

**I. CALL TO ORDER – ROLL CALL**

Chair Anguiano called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker, Witten
ABSENT:	None
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Jackie Austin, VP of Finance/CFO; Betsy Crow, VP of Human Resources and Administration; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations; Mark Loftis, Legal Counsel; Frederick Gusler, Director of Redevelopment and Revitalization; Erick Wood, HCV Manager; Crystal Hall, Community Support Services Director; Michelle Jackson, Executive Assistant

Chair Anguiano welcomed everyone to today's meeting.

**II. REPORTS**

1. Financial Report

Chair Anguiano asked if there were any questions pertaining to the financial

reports. There were none.

## 2. Executive Director's Report

Chair Anguiano asked for the Executive Director's Report.

Mr. Bustamante responded that in addition to his written report, he has attached the Coronavirus Aid, Relief, and Economic Security (CARES) Act, The Department of Housing and Urban Development (HUD) announced the first of the funding provided under the CARES Act, which was signed into law March 27, 2020.

HUD indicated it is making available \$3.064 billion through its Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with Acquired Immunodeficiency Syndrome (AIDS) programs. In addition to the CARES Act HUD issued Public and Indian Housing (PIH) notice 20-05 indicating numerous waivers that Public Housing Agencies (PHA) can apply for. We will be presenting a Resolution in today's meeting, giving the City of Roanoke Redevelopment and Housing Authority (RRHA) permission to go ahead and begin to identify those waivers that best fit the community we serve. Mr. Bustamante indicated that Ms. Richie and staff are working on submitting responses to 3 grants: 2020 Emergencies and Non-Presidentially Declared Disaster Funding that is currently available. HUD has allocated \$20 Million for this program and will make awards until the allocation is finished. *The Federal Emergency Management Agency (FEMA) COVID-19 Assistance Application and the Virginia Housing Development Authority (VHDA) COVID-19 Emergency Support Program.* These grants will help with the expenses that were incurred in preparation to deal with this emergency and thereafter.

Mr. Bustamante added that RRHA is in the process of trying to transfer 2 of our

tax credit developments into the Project Based Program. He mentioned that he and Ms. Richie participated in a Project Based Voucher (PBV) training this week and gathered some much needed information as to how to proceed. He explained that this will put RRHA in a very good position to at least learn the project based program and hopefully sometime within the next year or year and a half we can go after project basing Morningside Manor, which is one of RRHA's lowest financially functioning properties at this point. Mr. Bustamante finished by asking if there were any questions from the Board.

Commissioner Garner inquired about the CARES Act, he asked if there is anything specifically in CARES Act that we could look to maybe offset some of the cost that we are incurring in meeting our requirements that COVID-19 has imposed upon us and the rulings that have come down from the Governor as well as the President. Mr. Bustamante answered that the money from the CARES Act is mostly specific to programs. He went on to explain that the grants that we are applying for are emergency relief grants for states that have been declared under an emergency, which obviously with this pandemic, all of us have been declared under an emergency by the President. The money in the grant that we are applying for now will cover most of our expenses that we had to use in the beginning to get us through this emergency when the pandemic started. Mr. Bustamante informed the Board that we have kept our receipts and we have a very good idea of what we have spent out. He mentioned the amount of the grant is around \$20 million dollars. Mr. Bustamante stated that he is hopeful that if we get our application in early we will get a large enough percentage that will cover the majority of our expenses that we put out in the beginning. Commissioner Garner then

asked if this was a HUD grant. Mr. Bustamante responded yes, it is a HUD grant a FEMA grant and a VHDA grant.

Commissioner Burruss asked about the Emergency Solutions Grant Program (ESG), where it looks like the RRHA would receive \$525,434.00, is this correct. Mr. Bustamante responded that the City receives that amount. The City received approximately \$1.5 million in CDBG Cares Act funding and \$500k in ESG Cares Act funding. The ESG funds are being used to house any homeless individuals that may need to self-isolate while awaiting COVID-19 test results.

He explained that most of that money goes to the CDBG funding and we have already been in communication with the City to see if some of that money will come back to us. Mr. Gusler has indicated that the money has been ear marked for something else. Commissioner Burruss asked if this was new funding for the City or existing. Mr. Bustamante responded that this is extra CDBG funding. Commissioner Burruss pointed out that the CDBG funding is around 1 million dollars as well as the ESG and asked if both are additional funding associated with the CARES Act. Mr. Bustamante responded yes. Commissioner Burruss asked our City Council Liaison, Djuna Osborne to please keep us informed. Mr. Bustamante responded that he is sure that the City is trying to figure out what they can allocate this CDBG funding for. RRHA will continue to communicate with the City. Chair Anguiano, asked if we had an idea about how the funds that we hope to receive will be allocated or is it on first come first serve basis. Mr. Bustamante responded that they have not provided information on how the funds will be allocated but they do say that they will give every housing authority a percentage. Mr. Bustamante noted that the quicker we get our Request for

Proposal (RFP) in, the better chance that we have of getting some of that money back.

Commissioner Garner inquired as to whether or not we received the final budget for the fiscal year for the national budget. Commissioner Garner stated that he does not remember what the final findings were but he is aware that we were operating or at least making plans on a contingency basis, as far as looking at our budgets and so forth and asked for clarification. Mr. Bustamante answered that we did get some clarification before the pandemic that our budget was going to be a little higher with a two percent increase for public housing and another two percent for the Housing Choice Voucher Program (HCV). Once the pandemic hit, it all went into hold. As of now, we are working off of the money that was already allocated to us and we continue to receive that on a month to month basis. Mr. Bustamante noted that this may be subject to change, any increases that were awarded or that were approved earlier on this year before the pandemic. Commissioner Garner wanted to confirm whether or not we are operating under a continuing Resolution, he is trying to make sure that we did get a final HUD budget for our programs and that we are no longer operating under continuing Resolutions. Mr. Bustamante responded that is correct, we are no longer operating on the continuing Resolution.

Chair Anguiano had a question in review of the CARES Act, under the Housing Choice Voucher Program there is some language that says the new law allows HUD to identify new eligible activities that housing authorities can use administrative fees for including but not limited to activities to support or maintain the health and safety, etc. He asked if Mr. Bustamante can speak to what that is actually allowing us to do and if that is going to be a way of offsetting some of the costs that RRHA may be incurring?

Mr. Bustamante answered that it allows us to use some of our administrative fees to pay for things that are not solely under the HCV program. Mr. Bustamante explained that Administrative fees are solely allocated for HCV salaries or anything that has to do with the administration of HCV program. Under the CARES Act, it broadens the ability to use the money for other things that have to do with this pandemic, if you chose to use it for those reasons. Chair Anguiano asked if there is a downside towards allocating money for that. Mr. Bustamante responded that our administrative fees are not guaranteed but based on the amount of vouchers leased. Due to the pandemic we are having a difficult time with utilization. If that money were to reduce to a certain extent then that money is just not there. He pointed out that we have to be very careful that we always keep a substantial amount in our administrative fees to cover our salaries, to cover our administrative expenses, but if needed we could use a small percentage to offset some of cost associated with HCV and this pandemic.

3. Staff Reports

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

4. Committee Reports

Chair Anguiano asked if there were any Committee reports. There were none.

5. Commissioner Comments

Chair Anguiano asked if there were any Commissioner comments.

Commissioner Burruss apologized for missing the last meeting. Chair Anguiano gave a special thanks to everyone involved and their efforts in finding ways to deal with this challenge. Everyone in the organization is working hard just trying to find solutions and all of the work that everyone is doing is appreciated.

Commissioner Kepley stated that he would like to hear from Mr. Bustamante about some of the things that have been happening around the communities and some of the challenges that the residents have been facing. Mr. Bustamante responded that it has been difficult for everyone but overall everyone has been understanding of what the policies are and extremely concerned about their own well-being especially in the high rises. It is apparent that they have taken an interest in protecting themselves and their neighbors. Commissioner Kepley asked if Mr. Bustamante had any idea of the number of cases in the different communities or if anyone is tracking that. Mr. Bustamante responded that as far as we know we do not have any positive cases in any of our communities. He responded that Ms. Richie has been working with Carilion so he knows that it is factual that we have no positive cases at the high-rises. He went on to say that in the family units, he has not heard of any positive cases. Chair Anguiano asked if HUD has put any protocol into place if someone within one of the high-rises does test positive. Mr. Bustamante answered that it is pretty vague, but at the same time we have to remember that we need to protect their confidentiality. Basically, if they are not in the hospital, they will be sent back home to quarantine. The most that we can say is that someone in this building has tested positive for the Coronavirus. Ms. Richie added that we are following the Centers for Disease Control and Prevention (CDC) interim guidance as it associates with assisted living facilities as it does include public housing facilities for elderly persons. Chair Anguiano then asked if that has an impact on who can come into those facilities. Ms. Richie responded that is correct and we did have to implement additional protocols for the high-rise developments that we rolled out toward the middle of April so that we were in

compliance with the interim guidance. Chair Anguiano asked if there were any other questions for Mr. Bustamante. There were none.

6. City Council Liaison Comments or Discussion

City Council Liaison, Djuna Osborne spoke and advised that she will continue to be in communication about the funding that was awarded from federal level that Mr. Bustamante mentioned and that Commissioner Burruss urged the City to stay on top of. Ms. Osborne wanted to mention that prior to Coronavirus she had been in contact about the food dessert issue and at some point was to engage RRHA in that conversation. Since the coronavirus hit our area, that was put on hold. Lastly, she noted that City Council is here to support the efforts of RRHA. She then asked if there were any questions. There were none.

7. Residents or other community members to address the Board

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

**III. CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, March, 2020.

C-2 Monthly Operations Report for the month of March 2020.

RECOMMENDED ACTION: File as submitted

Vice Chair 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, Garner, Kepley, Smith, Witten, Burruss, Walker

NAYS: None

Chair Anguiano thereupon declared said motion carried as introduced.

#### **IV. REGULAR AGENDA**

1. Presentation of Audit Draft – Donald Jump, Jump, Perry and Company, LLP

Mr. Jump advised that there was an Audit telephone Committee meeting on April 15, 2020, Commissioner Garner, Commissioner Witten and Ms. Austin were present for the telephone conference. Mr. Jump began a brief overview of the contents of the draft audit by referring the Commissioners to the index page. He pointed out that there are several areas where we have auditor's reports. The first three pages are the Independent Auditor's report on financials; reports on internal controls with financial reporting, reports on Compliance for major programs and there is an agreed upon procedures report, he advised that he we would come back to those reports. Continuing to look at the index he made note that there is something called management discussion analysis, he highlighted that report as being one of the most informative areas in the financial package. Mr. Jump pointed out that Page 10 begins the basic financial statements which go all the way to page 40, which includes all of the footnotes. He explained that the rest of the report, Pages 46 to 63 are just required supplementary information. After completing the overview, Mr. Jump went back the first auditor's report, which is their report on the financial statements. He pointed out that there are sub headings where they identify what management's responsibilities are which is basically preparation of financial statements and presenting fairly and what RRHA's responsibility is, which is to obtain sufficient audit evidence in order to come up with an opinion as to whether or not those financials do represent the statement of

position at the end of the year as well as the activities for the year.

Mr. Jump went on to the next audit report on Page 41, which is the auditors opinion on internal control over financial reporting as well as compliance with basic laws, rules, regulations, and if RRHA had any internal control deficiencies this is where that information would be listed. Mr. Jump noted that they would identify the deficiencies, and bring to them to the attention of RRHA, as well as if RRHA had any non-compliance with any laws. He is happy to say that there were no deficiencies in internal control over financial reporting and there were no compliance issues.

Mr. Jump went on to speak about the third significant report which is a report on the major programs from HUD. He stated that they rotate each year when they do an audit to determine what the major programs are. He said that this past year they selected the low rent public housing program as well as the capital fund program, which combined were a little over in excess of 5 million dollars. The auditors tested various compliance requirements that HUD provides to you when they give you that money, but also whether or not you complied with those grant programs and also whether or not you had appropriate control over those grants. He pointed out again, that if RRHA had any deficiencies in internal control or any incidents of non-compliance this is where the auditors would disclose it, once again he is happy to say RRHA did not.

Mr. Jump then went to the last report; Pages 64 and 65 and explained that it is just quite simply what it says, an agreed upon procedures report. He said that we are looking at the financial data schedule which goes on HUD's Real Estate Assessment Center (REAC) system saying that we have provided or performed certain procedures to satisfy that those numbers do agree with the financial statements. Mr. Jump explained

that basically, there is not very much new this year in terms of the financial statements. There was some new debt that we did incur, just a little over 1.5 million dollars and that was a part of the operating fund financing program that HUD rolled out, part of the loan was to modernize some public housing units for better accessibility for tenants with disabilities and also to construct 8 units in the Hurt Park area. He then opened the forum for questions. Commissioner Burruss asked about Page 4 under financial highlights and noted that the total liabilities increased approximately 1.4 million dollars, and asked if those were the HUD loans that were referenced. Mr. Jump responded yes.

Commissioner Garner asked Mr. Jump if he could provide some insight on how RRHA compares financially in comparison to other housing authorities our size. Mr. Jump responded that we are very strong compared to other housing authorities our size, he stated that RRHA's net position, outside of our infrastructure, is 15 million dollars, which is very solid. He went on to explain that if you added the infrastructure, the net position is 52 million dollars. He stated that for the size of RRHA, the organization is very strong financially and has very strong internal controls in place. RRHA has a very experienced and solid accounting department and over the years that Donald Jump, Jump, Perry and Company, LLP have audited the organization, RRHA has had a very experienced staff in dealing with all of the compliance rules that HUD puts down for the various housing programs, some of which can be very complex. Mr. Jump stated that he would deem extremely favorable.

Commissioner Burruss inquired about Page 6 under current liabilities, accounts payable HUD increase \$182,000.00 due to unspent Section 8, Commissioner Burruss explained that she is aware that in the past we had a problem with HUD allocating that

money so late that we were not able to use it and asked if that is what the \$182,000.00 was. Mr. Jump responded yes, that is correct. Mr. Jump explained that the statement of financial position is of one day in time, September 30, 2019. Commissioner Kepley asked about the 1.5 million in debt that we have taken on and noted that RRHA had an increase in cash flow and if that will offset the loan amounts that we are covering. Mr. Jump responded that we got the cash in for that but we are going to spend that money to modernize some of those units, as well as build some other units. Mr. Jump advised that the details can be found on Page 31 of the financial statement in terms of when you have to pay it back. Commissioner Kepley responded that he is trying to understand the debt that we have taken on, how much of it is going to be offset by the rents from these additional eight units? Mr. Jump responded that he is not sure if anyone within RRHA has done the analysis on that and that he would need to consult with Ms. Austin on that subject. Commissioner Garner asked for further clarification on Page 6, under the total net position portion, the restricted net position change from 2019. Mr. Jump responded that this was public housing reserves that were restricted and HUD rolled out a debt program and that rolled over to debt.

Commissioner Garner pointed out that Mr. Jump mentioned in the audit committee meeting, some changes that might be coming down from the government accounting standards and asked if Mr. Jump could give a brief overview of those changes. Mr. Jump replied, there are really only four coming up in next couple of years, one of the changes is the Gatsby 84 which deals with control over fiduciary type assets, that if we had such control we would have to include them in our statement of financial position but that is not going to impact RRHA. There is also Gatsby 90, that would be

effective for 2020 and that deals with any majority equity interest that RRHA might have in other investments and at this time, also would not impact RRHA. He went on to talk about two Gatsby's that are out there, that could potentially impact RRHA but wouldn't happen until 2021. One is on leases which requires you to capitalize what might be operating leases, we haven't really looked to see the impact that would have on RRHA, but it could have an impact in the 2021 fiscal year and also if RRHA has construction going on. There are some new rules regarding capitalization of construction interest that would be impacted in 2021. Mr. Jump finished by saying that those are the only governmental auditing standard pronouncements out there right now that would impact RRHA.

Commissioner Kepley asked Mr. Jump what he saw as challenges for RRHA going forward. Mr. Jump responded, it's always budgetary, because we are never certain what HUD is going to provide RRHA, RRHA is a one source revenue so if HUD decides to cut back on low rent public housing in particular, or in housing choice vouchers then that leaves RRHA in a bit of a spot, that is something we have been putting up with forever as all housing authorities do. Mr. Jump went on to say that he believes RRHA has the ability to weather a storm. Chair Anguiano thanked Mr. Jump and Ms. Austin for her work on this.

2. Resolution No.4039

Ms. Crow presented Resolution No. 4039, asking for approval to ratify several policies that were put in place on April 1, 2020 as a response to the Families First Coronavirus Response Act called the (FFCRA). Ms. Crow stated that there are three new policies that we are asking the Board to ratify, they are emergency policies that

were part of the state of emergency so that RRHA can remain legally compliant and provide assistance to employees in following federal and state guidelines during the pandemic. The new policies include Policy No. 325, which is an expansion to the Family Medical Leave Act (FMLA) and the emergency paid sick leave policy and it specifically addresses the leave requirements under the FFCRA which are related to people who have children who are at home and not at school. The policy also adds additional leave, called the emergency paid sick leave which is eligible for any employee based on very specific criteria in the law. This policy will be effective through December 31, 2020. Ms. Crow noted that RRHA has placed signs on all of the employee bulletin boards as mandated by the FFCRA. Ms. Crow went on to explain the other two policies, Policy No. 713 and Policy No. 714, which deal with telecommuting and telework policies as well as a temporary flexible work scheduling policy which allows RRHA the ability to accommodate employees in the work place as necessary and will aid in social distancing during the pandemic.

Chair Anguiano asked if there were any questions for Ms. Crow regarding any of these policies. Commissioner Garner asked if RRHA is concerned at all about the productivity of people when they are teleworking, how does RRHA monitor this and how does RRHA take that into consideration as far as supervision and evaluation subsequently when determining employee work status or how well they have done. Ms. Crow answered that it was very much a part of the decision in terms of who would qualify under the policies, each of the managers submitted a list of jobs where the essential functions could be done from home we require that all of their essential functions be able to be met at home otherwise they needed to apply for a flexible work

schedule or some other kind of flexible arrangement so that we wouldn't lose productivity. The employees had to apply for telework and those ultimately were reviewed by Ms. Crow, in regards to IT, did they have the proper equipment to do their job at home do they have the tools to remain private and confidential, do they have a phone to take calls from the public rather than use their own personal phone. There were a lot of different things that played into the technological aspects and, the manager also had to sign off to deem that the job was actually a telecommuting job. She pointed out that Mr. Bustamante had the ultimate sign off as to whether those would be approved. She went on to explain that there were several employees that their jobs just were not telework jobs. She stated that many of those employees also had children at home but they did have the expanded Family Medical Leave Act (FMLA) leave so many for many of those employees we worked out a flexible arrangement, which actually was more than what was required under the Covid Act. She noted that RRHA does not have a way for our teleworkers to clock in and out but we have started the purchasing process to update our time clock system to include a cloud base where they can clock in and out. Chair Anguiano mentioned that in this environment that we are in, we have to trust that people are going to their best in these circumstances and get the job done.

Commissioner Garner asked if we are incurring any additional cost to ensure that the system is secure. He asked if there any additional challenges that we have come across or are aware of. Ms. Crow responded that we had already purchased laptops for all of the directors and the executive leadership so that they could work from home and had already set up a server, she mentioned that we worked with our Information Technology (IT) services team and they made sure RRHA system is secure.

Commissioner Burruss inquired about the expanded the FMLA leave, she asked if that is essentially expanding criteria for which someone can access FMLA based on child care needs is that correct. Ms. Crow responded yes. Commissioner Burruss then asked about the emergency paid sick leave, if that providing an additional 80 hours for childcare purposes. Ms. Crow answered for us is 75 hours, it is up to 80 hours according to the law, in a two week time span we only work 75 hours which accounts for our 80 hour work week. Ms. Crow pointed out that is an addition to all of the paid time off (PTO). The first two weeks of the expanded FMLA has to be taken unpaid so they can chose if they want to use the emergency paid sick leave for that or they can save it in case they need it for themselves at some point during the pandemic. Ms. Crow noted that two thirds of the pay is for emergency paid sick leave, the employee does not get their full pay, if it is for care of a child or care for someone else. She explained this is why we allow them to supplement those 15 hours to be able to come in and do some flexible work schedule, which is above what the law called for but is allowed by the law and allowed us to be more generous to our employees. Chair Burruss is glad we are doing this for the employees that have child care needs.

Commissioner Garner introduced Resolution No. 4039 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO RATIFY PERSONNEL POLICIES RELATED TO COVID-19.**

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, particularly as it relates to the Families First Coronavirus Response Act (FFCRA); and

WHEREAS, RRHA has implemented three new policies related to the FFCRA.

As such, RRHA is now asking to ratify those emergency policies that were put in place as part of the state of emergency and in an effort to be legally compliant and provide assistance to employees in following Federal and State guidance during the pandemic. The new policies include Personnel Policy No. 325, the FMLA Leave Expansion and Emergency Paid Sick Leave Policy which specifically addresses the leave requirements required under the FFCRA. This policy, in part, is an extenuation of Policy #324, Family and Medical Leave last revised on April 12, 2019. The new policy also adds an additional leave called Emergency Paid Sick Leave. The policy will be effective through December 31, 2020 as required by the FFCRA. The other policies, Policy #713, Temporary Telecommuting/Telework Policy and Policy #714, Temporary Flexible Work Scheduling Policy, are aimed at providing the ability to accommodate employees in the workplace as necessary under the FFCRA as well as aid in social distancing as requested.

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of these revised and additional policies.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policies, Policy #324, Family and Medical Leave, Policy #713, Temporary Telecommuting/Telework Policy and Policy #714, Temporary Flexible Work Scheduling Policy is ratified effective immediately.

The motion was seconded by Vice Chair Smith and upon roll call the following vote was recorded.

AYES: Commissioners Anguiano, Burruss, Kepley, Garner, Smith, Walker,  
Witten

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4039 adopted as introduced.

3. Resolution No.4040

Ms. Crow introduced Resolution No. 4040, asking for approval to authorize the Executive Director to execute the necessary documents to continue participation under the local choice health benefit program for the period of July 1, 2020 through June 30, 2021 for an amount not to exceed \$850,000.00 and includes estimated cost to the

agency of \$547,300.00. Ms. Crow explained that in the 2019 plan year RRHA saw a decrease in participation from 61 employees selecting medical, dental and vision to 48 employees and that has something to do with the number of temporary employees who don't qualify for benefits currently and because we have so many temporary employees waiting to be hired and unfilled positions we are asking for the same contract amount as last year to allot for full staffing. The medical and dental contracts will expire June 30 2020. Chair Anguiano asked if there were any questions for Ms. Crow, there were none.

Vice Chair Smith introduced Resolution 4040 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, 2020; 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 7% 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, 2020 through June 30, 2021 for an amount not to exceed \$850,000.

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker,  
Witten

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4040 adopted as introduced.

4. Resolution No.4041

Ms. Crow introduced Resolution No. 4041, is in regard to RRHA's current contract for maintenance office and residents services staff as a temp to hire recruitment source. Ms. Crow pointed out that when first we made this contract RRHA split the contract funds between Action Personnel and Elwood Staffing. The Action Personnel portion of the contract has been reached early. This is mainly because RRHA contracted most of the temporary staff with maintenance workers and Elwood Staffing was not able to fill those positions, they can only fill administrative positions. Originally the amount was split between them because of that increase and in addition to the fact that RRHA has an increase in temporary hires. RRHA is asking for the original amount of the contract for Action Personnel to be increased to \$150,000.00 for

a total of \$340,530.00 for the entire temporary services contract to cover the remainder of the contract and the fixed mark-up rates as quoted for each of the job categories.

There is still \$88,000.00 left in the Elwood Staffing contract so we are not asking for an increase on that side. Commissioner Burruss asked if this was through September 30, 2020. Ms. Crow responded yes.

Commissioner Garner asked if RRHA can anticipate utilizing the \$88,000.00 that is remaining on the contract for Elwood Staffing. Ms. Crow responded that the problem has been that there are several issues with the temporary staffing, first, we already increased our temporary staffing due to our staffing needs for the last couple of years. Normally when a contract issued it is based on what projection from the previous year, and last year was nothing like past years. Ms. Crow stated that she does not anticipate that this year will be either. While RRHA has some job openings, and with unemployment going up, we would think that we would have more opportunities to hire people directly but that has not been the case so far.

Ms. Crow noted that projecting those numbers is really difficult. Ms. Crow stated that she does not think RRHA will meet the maximum of what the Elwood Staffing contract by the end of the contract. Ms. Crow said that RRHA would prefer to hire someone directly but unfortunately with low unemployment we had a little bit of trouble filling those positions and now with high unemployment she believes we are going to have the same issues. Ms. Crow said that believes the increase will help RRHA on the Action Personnel contract and not on the Elwood Staffing contract. Chair Anguiano asked if there were any additional questions for Ms. Crow. There were none.

Vice Chair Smith introduced Resolution 4041 and moved its adoption as

introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING A MODIFICATION TO THE CONTRACT FOR TEMPORARY EMPLOYMENT SERVICES WITH ACTION PERSONNEL AND ELWOOD STAFFING

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) utilizes temporary employment agencies for Maintenance, Office, and Resident Services Staff as a temp-to-hire recruitment source and on project work or when meeting performance measurement requiring additional temporary staffing; and

WHEREAS, funding for these services is provided through the operating budgets of cost centers where temporary staffing is utilized; and

WHEREAS, temporary services can act in partnership with the Agency to provide more opportunities and work more closely to help the Agency exceed their Section 3 goals; and

WHEREAS, the total contract amount for Temporary Staffing was for \$381,260.00 and was approved on July 13, 2018. The amount was split between two vendors; Action Personnel and Elwood Staffing at \$190,630 each; and

WHEREAS, the Action portion of the contract has been reached and the Elwood Staffing contract has \$88,000 remaining; and

WHEREAS, the Agency turnover has increased and staffing needs have required a greater reliance on temporary services and more of a need to use Action personnel for Maintenance Staffing than Elwood.

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

- 1) The original amount of the contract for Action Personnel be increased \$150,000 (for a total of \$340,530.00) to cover the remainder of the contract and the fixed mark-up rates as quoted for each job category for a total contract amount not to exceed \$531,259.09;
- 2) 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 Burruss and upon roll the following

vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker, Witten

NAYS: None

Chair Anguiano thereupon declared said motion carried and Resolution No. 4041 adopted as introduced.

5. Resolution No. 4042

Mr. Bustamante introduced Resolution No. 4042, requesting the Boards approval to allow the housing authority to implement the HUD allowed waivers as per Notice 20-05 based on our tenants, employees and our community needs. Mr. Bustamante noted that he has attached the Notice for review and that the Notice has a substantial list of availabilities of waivers. Mr. Bustamante explained that RRHA wants to be able to identify which waivers best fit our community and then establish the necessary self- certifications that go along with those waivers and then come back and provide the documentation that HUD requires for the implementation of those waivers. Mr. Bustamante stated that if and when this Resolution is approved, RRHA will come back next month and list the waivers that we have approved with the necessary information and why we approved them. He went on to say that there are some waivers that he is aware that RRHA is going to partake in. He explained that he feels it is best to share them all at once. He pointed out that these waivers will go through December 31, 2020, with the possibility of being extended if the pandemic continues.

Commissioner Burruss asked which waivers RRHA plans to make use of. Mr. Bustamante responded that keeping the same Section Eight Management Assessment Program (SEMAP) score and the Public Housing Assessment Score (PHAS) as last year, since we were a high performer last year, we should carry them over for this year.

Mr. Bustamante went on to say that in addition to that, there are some waivers that allow us to accept self-certification from tenants that they have either lost their income and or gained income without having to verify income to a third party. The same rules apply, they would have to turn in a sheet of paper that says that this is what they are certifying and we would have to verify that information through our The Enterprise Income Verification (EIV) system within three months, so if they are committing any type of fraud we will know within three months. It reduces a lot of the administrative work, specifically now since we have these social distancing policies that we need to adhere to. Mr. Bustamante went on to explain that there are others that apply to the financial department. He pointed out that we had the ability to extend our Annual Plan and our Five Year Plan and noted that we are not going to utilize that waiver since it has already been completed. RRHA will our have our public hearing next month so we are in good standing. Mr. Bustamante would like to take a good look at it and discuss it with the Vice Presidents before he comes back and present anything to the Board.

Commissioner Witten pointed out that they mentioned an energy audit, and asked about the energy expenses for April for increased energy usage. Mr. Bustamante responded that April is usually not a big energy usage month for us, and he does not anticipate a lot of usage. Chair Anguiano asked if there any other questions for Mr. Bustamante there were none.

Vice Chair Smith introduced Resolution No. 4042 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO IMPLEMENT HUD WAIVERS PER PIH

## NOTICE 20-05 AS NEEDED

WHEREAS, The U.S. Department of Housing & Urban Development (HUD) issued PIH Administrative Notice 20-05 on Friday April 10<sup>th</sup>, 2020;

WHEREAS, The Notice covers a variety of waivers and administrative exceptions that HUD is willing to grant to all Public Housing Authorities to address the requirements of social distancing for the duration of any federal, State, or local directives or Executive Orders that call for minimization of public contact and public interactions;

WHEREAS, The Notice contains language that addresses administrative activities related to applicants and existing program participants for both the Low-Income Public Housing (LIPH) Program and the Housing Choice Voucher (HCV) Program; procedures or covers verification of household eligibility and income data; and unit inspections;

WHEREAS, The Notice requires a Public Housing Authority to opt in by July 31, 2020 to those waivers that it elects to implement (some waivers are deemed “short term” and terminate July 31, 2020, while others are deemed “long term” and terminate December 31, 2020);

WHEREAS: Most of the key administrative relief granted in the Notice is the ability of the Public Housing authority to rely on self-certifications where 3<sup>rd</sup> party or actual physical inspections or meetings were previously required (subject to post-audit actions and enforcement actions for false certification);

WHEREAS AND FURTHERMORE, Administrative flexibility is required to allow the City of Roanoke Redevelopment and Housing Authority (“RRHA”) to respond to rapidly changing circumstances and to allow its executive staff to make decisions on a situation-by situation basis; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of RRHA hereby authorize the Executive Director to:

1. Implement any waiver or exception listed in PIH Administrative Notice 20-05, or not, based on a balancing of the best interest of the public, the RRHA employees, the program participants and Program Integrity and compliance requirements.
2. Design and implement all required self-certification forms that meet the HUD minimum requirements as well as RRHA needs in order to maintain program integrity and support a vigorous post-audit process on applicants, program participants and HCV Landlords.
3. Maintain the information that HUD requires as to which waivers or exceptions are implemented and a list of the households that benefited from the waivers as well as a list of any HCV units subject to initial lease-up, HAP renewal or program

participant complaint about unit physical compliance that benefited from the waivers or exceptions.

Authority for implementation of all identified waivers is retroactive to April 13, 2020.

This Resolution is subject to the requirement that, upon implementing and waiver or exception permitted under the terms of this Resolution, the Executive Director shall report such action to the Board of Commissioners at its next regularly-scheduled meeting.

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker  
Witten

NAYS: None

6. Executive Session

Commissioner Burruss moved that the Commissioners enter into Executive Session for the purpose of consultation with legal counsel retained by RRHA regarding specific legal matters requiring the provision of legal advice by such counsel and discussion of specific personnel matters of RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1), and (8).

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker,  
Witten

NAYS: None

The Board of Commissioners entered into Executive Session at 4:03 p.m.

Certification

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 Witten and upon roll call the following vote was recorded:

AYES: Commissioner Anguiano, Burruss, Garner, Kepley, Smith, Walker,  
Witten

NAYS: None

The Board reconvened into open session at 4:29 p.m.

#### **V. ADJOURNMENT**

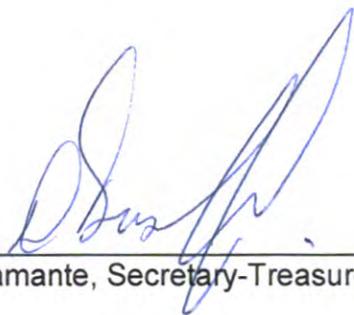
There being no further business to come before the Board, Commissioner Garner moved that the meeting be adjourned.

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

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Walker,  
Witten

NAYS: None

Chair Anguiano declared the meeting adjourned at 4:30 p.m.



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David Bustamante, Secretary-Treasurer



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Andrew Anguiano, Chair