

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, July 27, 2020, via electronic communication through live video conference and telephone conference due to the COVID-19 pandemic.

I. CALL TO ORDER – ROLL CALL

Chair Anguiano called the meeting to order at 3:03 p.m. and declared that a quorum was present.

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

Commissioner Walker arrived at 3:12 p.m.

Commissioner Kepley arrived at 3:17 p.m.

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Betsy Crow, VP of Human Resources and Administration; Mark Loftis, Legal Counsel; Michelle Jackson, Executive Assistant; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations; Jackie Austin, VP of Finance, Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Djuna Osbourne, Roanoke City Council Liaison

Chair Anguiano welcomed everyone to today's meeting.

REPORTS

1. Financial Report

Chair Anguiano asked if there were any questions pertaining to the financial reports. Commissioner Garner commented that the report was very good and he appreciated the detail of the comments. Commissioner Burruss asked about the Fiscal Year (FY) 2021 Operating Budget where Mr. Bustamante indicates that the funding amount are estimates based on amounts included in the President's budget proposal and House funding bill. She noted that they are very different and asked if the numbers are based on more of the House proposed revenue or the President's proposal. Ms. Austin responded that the budgets are based on historical costs and for the operating subsidy it is based on what The Housing of Urban Development (HUD) is usually funding at. Ms. Austin went on to explain that to be conservative, it is pro-rated at 90% since the actual proration is usually unknown. Mr. Bustamante commented that what this means is that if RRHA is funded lower than the 90%, some of the extraordinary maintenance costs would not be done during the fiscal year in order to be able to fit it in with the approved budgets.

Commissioner Burruss asked for clarification about The Coronavirus Aid, Relief and Economic Security (CARES) Act funding and the Coronavirus (COVID) funding, noting that all of the expenses are attributed to administration except for a small amount under the CARES Act.

Responding to Commissioner Burruss, Ms. Austin explained that after attending a webinar, it was explained that any expenses could be used. In an effort to use the funds before the deadline, RRHA used payroll cost and utilities, she noted that this is the first month that this was started and pointed out that it is not for a complete month.

Commissioner Garner inquired about the admin subsidy, where it reports an unfavorable balance of approximately \$41,000 due to actual units leased being under the amount budgeted for leased units. He asked if there are actually units that are available for leasing that are not being leased, or if it has to do with the turnover and the time it takes to prep the units and to get them inspected and ready for another tenant. Ms. Austin answered stating that the difference is caused because there are units that are not leased according to last year's budget. She explained there are a lot vouchers out right now in an effort to get the units leased as soon as possible. She went on to say that the Section 8 staff has had multiple rounds of briefings and she is hopeful this will bring the numbers up.

Commissioner Garner asked what percentage RRHA is leased for Section 8. Mr. Bustamante responded that the Board report shows RRHA at 84% and the budget authority is closer to 98% expended. He noted that RRHA is right on track to utilize as many vouchers as possible. He explained that every year we predict how many vouchers will be utilized the following year and how much administrative fees we will be receiving from these leased vouchers. Given the pandemic the leasing did not occur for approximately 3 months. He advised the Board that briefings have started again.

Chair Anguiano, commented about the dwelling rental revenues, saying that looking at the numbers from October – June, it looks like they are tracking right as projected. He inquired as to the last few months of people being out of work with COVID and there being a misconception about being accountable for paying the rent, if there is a trend line or any red flags in the recent data that might cause concerns about financial health moving forward. Responding to Chair Anguiano, Ms. Austin stated that

what is showing on the dwelling rental revenues is that the rents are still being charged. The issue is more with collecting, she noted that this is going to be a challenge going forward. Ms. Austin advised the Board that the property managers have been getting the word out to the tenants that this rent is still going to be due. Chair Anguiano asked if this will be showing up under the accounts receivable. Ms. Austin answered, yes. Mr. Bustamante added that the eviction moratorium ended on July 24th as per HUD and they have not extended it. This means the property managers now have the ability to bring these tenants in and let them know the amount owed and give them the opportunity to enter into a repayment agreement. If they chose to enter into a repayment agreement, the agreement will be accommodated. If they chose not to, then the tenant will be taken to court. Mr. Bustamante further explained that the problem is that some of our existing court dates have been moved back further than anticipated. The date is around August 24th. He states that RRHA is on the right track. Chair Anguiano commented that he wanted to make sure that there is a plan. He noted that he understands that part of it is balancing the financial needs in order to carry out the mission versus a lot of tenants that are using this housing as their last resort, and that RRHA wants to be attentive to the tenant needs and work with them as much as possible.

2. Executive Director's Report

Chair Anguiano asked for the Executive Director's Report.

Mr. Bustamante advised the Board that the Family Self-Sufficiency program and the Jobs Plus program was asked by HUD to present on July 28th between 2:00 – 4:00 p.m. to 44 of the Jobs Plus cities who have the Jobs Plus program. He noted that the

Assistance Secretary, Mr. Kurtz will be in attendance as well. Mr. Bustamante highlighted that they chose RRHA because RRHA has excelled in the job development and placement and retention efforts at Lansdowne Park doing our Jobs Plus program. Mr. Bustamante acknowledged Ms. Hall and Ms. Thomas for their work in the program and also advised that Ms. Thomas will be giving the presentation. He added that RRHA will tape the presentation and will post it on Facebook.

Mr. Bustamante stated that RRHA was also notified by HUD that there is another opportunity for RRHA to obtain VASH vouchers. He and Ms. Richie have been in contact with the Veterans Association and the VA is going to send RRHA a letter stating that they are willing to request 10 extra VASH vouchers. Mr. Bustamante stated that as soon as the Salem Veterans Association provides the letter of recommendation, RRHA will submit the request to HUD.

Mr. Bustamante advised the Board that the Governor through an Executive Order and through The Department of Labor issued The Emergency Temporary Standards of Infectious Disease Prevention which is a policy that everyone will need to implement. The implementation date was Friday, July 24th. The policy gives sixty days to train RRHA employees and to set the policies that govern these actions. Under this particular policy, it is very detailed in that it allows you to mark who is a low level exposure risk, who is mid-level and who is high level. Thankfully we do not have any high level risk employees but there are a lot of mid-level. RRHA has to develop certain policies and procedures to cover those job descriptions. Mr. Bustamante stated that Ms. Crow and Mr. Shank are working diligently to get the policies and procedures in place and RRHA should meet the sixty day deadline.

Mr. Bustamante advised the Board that the Strategic Planning Sessions ended last week. He noted that it was a great process. He hopes to have the plan submitted next month for the Board Meeting.

Commissioner Garner inquired about the baseline policing for RRHA, asking how public housing is doing in comparison to the community. Mr. Bustamante responded that in most of the public housing areas the crime rate is somewhat stable and by nature they are not very low crime areas, for example, Lansdowne, Hunt and Lincoln Terrace, while they are not extremely high crime areas, they are prone to more crime than Morningside Manor. In those particular areas, the patrols have been increased because there have been a lot more situations or shootings in the surrounding area. He further explained that a lot of it has to do with the fact that there have been a lot of people home during the pandemic which creates sort of a pooling of people within the developments. He noted that for a about a month RRHA was unable to access to our above base line police officers because they were pulled to do other duties as far as the pandemic was concerned. He said that in general they are out there and RRHA is working with them to reduce the crime in these areas to the best of our abilities. Commissioner Garner confirmed that based on the report there was a spike within the last couple of months, but overall things are stable. Mr. Bustamante answered, yes.

Chair Anguiano asked if there were any other questions for Mr. Bustamante. There were none.

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 commended Mr. Gusler saying with some frequency she has inquired about 427 Gilmer Ave., and she is pleased to see the report this month has an update that looks promising. Basically, the proposal that the City has endorsed of turning the property over to the Gainsboro Neighborhood Association, they will have two years to bring it up to code and if they have not achieved that within the two years, the City will have the option to demolish the property. While she would hate to see the Gainsboro Neighborhood Association lose another property, she noted that this has been a very difficult situation and she commends all who have worked on this and said it is good to see this kind of progress.

6. City Council Liaison Comments or Discussion

Ms. Osbourne thanked the Board for the opportunity to be present for the meeting. Ms. Osbourne advised the Board that the City is preparing for their strategic retreat. She stated that this year they are doing something a little different where they are having strategic plan focus groups. They will have two citizens per council member. Each council person has selected two citizens to address each of the seven strategic areas which include education, community safety, human services, infrastructure, good government, livability and economy. The meetings will be conducted via zoom between now and the end of August. All of the conversations will be compiled and they will use them to inform the discussion for the strategic retreat which will be held on the August 27th and 28th. She is excited for the opportunity to hear from our community and

citizens as to whether or not their input will have an impact on the reallocating of the seven priorities.

Commissioner Garner asked if there was an update about the City establishing a task force on violence. He asked Mr. Bustamante if RRHA is able to participate in the task force and if RRHA is receiving any updates on the status of the task force. Ms. Osbourne advised the way the task force was established was that the members were appointed to participate and there was not a specific representative of RRHA that was asked to participate. Ms. Osbourne stated that she will get more information for distribution to the Board. Mr. Bustamante responded that on behalf of RRHA, Ms. Thomas is on the task force.

Chair Anguiano commented on the Strategic Planning process as a Commissioner saying it was really interesting to see what good work the staff does by laying the ground work and the depth of knowledge. He thanked Ms. Osbourne for her attendance. Chair Anguiano suggested providing an overview of the Strategic Plan in one of the upcoming meetings. Mr. Bustamante agreed.

7. Residents or other community members to address the Board

Chair Anguiano asked if there were any questions from community members or residents. There were none.

CONSENT AGENDA

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

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

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, Garner, Kepley, Smith, Walker
Witten

NAYS: None

Chair Anguiano thereupon declared said motion carried as introduced.

II. **REGULAR AGENDA**

1. Executive Session

Commissioner Burruss moved that the RRHA Board of Commissioners reconvene in closed session for the purpose of discussing the investigation of complaints made against an RRHA employee and potential disciplinary action, and for consultation with legal counsel retained by RRHA regarding these matters and requiring the provision of legal advice by such counsel, which discussion and consultation are exempt under Virginia Code Section 2.2-3711 (A)(1) and (8).

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

The Board of Commissioners entered into Executive Session at 3:35 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 Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Kepley, Smith, Witten
Commissioner Walker left at 4:44 p.m. during the closed session.

NAYS: None

The Board reconvened into open session at 4:46 p.m.

II. ADJOURNMENT

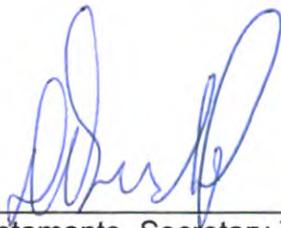
There being no further business to come before the Board, Vice Chair Smith moved that the meeting be adjourned.

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

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

NAYS: None

Chair Anguiano declared the meeting adjourned at 4:48 p.m.



David Bustamante, Secretary-Treasurer



Andrew Anguiano, Chair

