

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, December 16, 2013, 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

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

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

ABSENT: Commissioners Boitnott, Smith

OFFICER PRESENT: Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Christina Back, Executive Assistant; Kathleen Beveridge, Compliance & QA Manager; David Bustamante, VP of Housing; Gloria Charlton, FSS Coordinator; Crystal Colston, Site Manager; Nick Conte, Legal Counsel; Jessica Farmer, Executive Assistant; Dawn Fields, HR Director; Crystal Hall, Resident Services Manager; Lisa Saunders, Site Manager; Helen Shampine, HCV Director; Joel Shank, VP of Operations; Desi Wynter, Director of Redevelopment and Modernization

Vice-Chair Witten welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Vice-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

Vice-Chair Witten asked for the Executive Director's report.

Mrs. Goh introduced Christina Back to the Board and stated that she moved from Human Resources to the Executive Office and will be assisting with the Board meetings and providing support to the Board as part of her duties.

Mrs. Goh introduced Dawn Fields and stated that she previously worked as the Human Resources Director for Goodwill Industries and joined RRHA as the Director of Human Resources effective November 25.

Mrs. Goh provided an update regarding the Housing Choice Vouchers transfer from TAP. She stated that it appears that HUD will approve the Housing Choice Voucher transfer effective February 1, 2014. There have been many phone calls and discussions between RRHA staff and HUD relative to the prospective transfer. HUD requested TAP to send the files to Richmond for an audit. The HUD Richmond Field Office has audited all of the files and TAP will be making corrections. Due to the number of corrections needed, it was determined that February 1 was more viable. If the transfer were to happen on January 1, the amount of reserves transferred would have been about \$22,500. Given the amount of deficit that the program is running each month, it is anticipated that a February 1 effective date will bring that amount to approximately \$20,000 in reserve funding available for transfer. HUD has indicated that

the funds for making February payments to Landlords will be redirected to RRHA prior to the February 1. RRHA has not received a written document from HUD finalizing the approval of the transfer; however, HUD staff have verbally communicated their intention to approve the transfer effective February 1.

Commissioner Butler asked if there will be a physical inspection of the properties to ensure there will be no issues that may be problematic after February 1.

Mrs. Goh stated that the audit was only the records, including rent calculations and the data reported into HUD's Voucher Management System (VMS). Physical inspections will not occur prior to the transfer. Mrs. Goh asked Helen Shampine and David Bustamante to confirm her understanding that inspections are not required by HUD prior to transfer.

Mrs. Shampine stated that HUD requires the tenants' regularly scheduled annual inspections to occur as they become due.

Mr. Bustamante stated that if an annual inspection is scheduled for February, then an inspection will occur at that time. All other inspections will occur based on the tenants' regularly planned annual inspection schedule.

Commissioner Butler asked if RRHA is confident that TAP has inspected the properties with the same level of scrutiny as RRHA.

Mrs. Goh stated that enough information has not been received to be able to express confidence. HUD's audit will provide documentation of the condition of files at the time of the transfer; however, the inspection process is not part of HUD's pre-transfer audit. If it is found that upon inspection by RRHA that the property fails to meet Housing Quality Standards (HQS), then the path for RRHA would be the same as

anyone else in the program. The landlord will have an opportunity to make the repairs and, if repairs are not completed within the allotted timeframe, RRHA will authorize the family to move elsewhere and stop payments to the Landlord. All agencies administering the HCV program are required to inspect according to HQS. Therefore, RRHA would be correctly making payments to the landlord based on the last inspection completed by TAP until the next annual inspection is due.

Commissioner Butler stated that he recalled a situation with lead-based paint a few years ago in which the resident involved the media and his questions are related to trying to avoid such issues.

Mrs. Goh stated that there is no way to completely eliminate the risk. The only other option would be to say no to the transfer which would put these families in a very precarious position since TAP has stated that they will not continue to administer the vouchers and HUD Richmond is not staffed at a level to be able to administer the vouchers even short term. RRHA has been diligent in asking the questions, getting reassurances from HUD, having the audit completed and getting the results documented. HUD will not do per-transfer inspections of the units and, if issues arise, there is no guarantee that the bad press will not be focused to RRHA. However, issues that might arise regarding the condition of the property will relate back to the last inspection completed by TAP until an inspection is completed by RRHA.

Commissioner Butler asked if inspections will not be completed until the time of required annual inspections.

Mrs. Goh confirmed that the plan is to complete inspections as annual inspection dates occur.

Commissioner Garner asked if this could be expedited and what information on the units is known.

Mrs. Goh stated that RRHA is not allowed access to the files until the transfer is formally approved by HUD, and does not have access to information regarding the units at this time.

Commissioner Butler asked if the transfer could have been made on the condition that the dwellings meet standards defined in HUD regulations. The concern is whether TAP has personnel who are adequately trained and able to do the inspection process at the same level as RRHA personnel.

Mrs. Goh stated that she cannot speak to the quality of TAP's inspections; however, TAP's staff is required to have the same level of training as RRHA's staff before conducting HQS inspections. The same form is used to document that a unit has passed HQS. RRHA does not have sufficient inspection personnel to complete inspections on all of the units prior to accepting the transfer, and HUD does not do pre-transfer unit inspections.

Commissioner Burruss asked how many units are there.

Mrs. Goh stated that there are 63 units that are under lease. TAP has an allocation of approximately 83 vouchers, but 63 of them are under lease at this point.

Commissioner Burruss asked why the other 20 were not leased.

Mrs. Goh stated that there was not sufficient funding. There remains a funding deficit at 63, and TAP has been reducing the numbers, as RRHA has, over the past several months.

Commissioner Burruss asked if RRHA is expecting to have to reduce the 63

further.

Mrs. Goh stated there is currently a \$2500 a month deficit and in order to close the deficit the number will likely have to reduce further.

Commissioner Burruss asked whether the reserves will cover approximately 8 months of the funding deficit at the current level.

Mrs. Goh confirmed that is correct and stated that the goal will be to reduce expenses to the level of funding before the reserves are depleted. RRHA will be working with estimated funding for at least the first month or two of the year. If the budget compromise that has been approved in the house is approved and finalized, the actual funding will be known sooner than in the last few years which will be helpful in managing the situation. The estimated amount allocated to the TAP vouchers for funding is a little higher than last year; however, the actual number for funding for 2014 is not yet known.

Commissioner Burruss stated that what she appreciates from this Agency is the willingness to take on the risk and unknowns as a tradeoff for keeping people housed.

Mrs. Goh stated that RRHA has put a lot of energy into trying to mitigate the financial risk because it will create a massive problem should funding be insufficient when it comes time to write the checks to landlords. The initial amount of \$6,700 in reserves which was communicated to RRHA by HUD, caused major concerns. One of the purposes of the pre-transfer audit is to ensure that the rental assistance amounts are accurate so that RRHA would know the actual financial deficit to anticipate each month. A reserve of 3 months or less is not enough to feel confident that RRHA could reduce expenses sufficiently to close the gap before reserves are depleted. Most of the

RRHA's energy was focused on the financial questions involved in the transfer, rather than the physical conditions of the properties.

Vice-Chair Witten asked in the fiscal year if these vouchers will roll into RRHA's vouchers.

Mrs. Goh confirmed that the vouchers will roll into RRHA's vouchers in the next calendar year.

Commissioner Garner asked if there were any other agencies that have similar situations like this that are involved in the voucher payments other than TAP.

Mrs. Goh stated that TAP is the only other agency in this area. She stated that the 83 TAP vouchers were originally Roanoke County vouchers but over time the mobility feature of the voucher program and the fact that people can choose their housing wherever a Landlord is willing to rent to them has blurred that line.

Commissioner Burruss stated the VA has some sort of HUD vouchers.

Mrs. Goh stated that RRHA administers the HUD-VASH Vouchers. The VA makes the referrals and provides the case management services. Those vouchers will not be affected by the TAP voucher transfer.

Mrs. Goh stated that last month a question was raised with regard to whether the Board is required to meet every month. Although the Bylaws require monthly meetings, the Board may change the Bylaws should they wish to do so. Nick Conte was asked to follow up regarding whether the monthly meeting requirement comes from a source other than the Bylaws as well as why RRHA owned 2 floors in the Wells Fargo Tower parking garage.

Mr. Conte stated the Board is required to meet monthly. There is no requirement

on how often the committees need to meet so that may be something worth considering. RRHA owns three floors, 4, 5, and 6, of the Wells Fargo Tower garage. RRHA was used to acquire the land; the City then used its funds to build out the roads and sidewalks, and another party who initially owned the tower built out part of the structure. It is a three party arrangement, and the 3 floors are still owned by RRHA.

Mrs. Goh stated that this property is on the list for consideration to determine if it can be conveyed to the City at this point.

Mrs. Goh stated that the Annual RRHA Holiday Luncheon will be held on December 17. This event recognizes staff for service and other contributions to RRHA's success and will be held at the Holiday Inn on Ordway Drive. Commissioners are invited to attend if their schedules allow.

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

### 3. Staff Reports

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

### 4. Committee Reports

Vice-Chair Witten asked for committee reports. There were none.

### 5. Commissioner Comments

Vice-Chair Witten asked if there were any Commissioner comments.

Commissioner Garner asked if the auditors arrived last week and if the audit process was on schedule. Mrs. Austin stated the auditors did arrive and all went well. Vice-Chair Witten asked if the draft will be available in April. Mrs. Austin stated more than likely yes; the field work was completed last week, and the report will be put

together over the next couple of months, including the note disclosures which take a little time due to being detail oriented.

6. Residents or other community members to address the Board  
Vice-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, November 18, 2013.

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

C-2 Monthly Operations Report for the month of November 2013.

RECOMMENDED ACTION: File as submitted

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

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

NAYS: None

Vice-Chair Witten thereupon declared said motion carried as introduced.

### IV. **REGULAR AGENDA**

#### 1. Resolution No. 3773

Mrs. Goh asked for approval of Resolution No. 3773 to change the dates of 3 of the Board meetings. The Bylaws state that meetings are on the fourth Monday or, if the fourth Monday falls on a holiday, it is on the following Tuesday unless dates are

changed by the Board Resolution. In last month's discussion, the Board agreed to change the meeting dates for May, November, and December due to those dates falling during holiday weeks. The proposed change was to move meetings in those months to the prior Monday, resulting in meetings on the third Monday. A resolution has been prepared for Board consideration in order to change the dates of the meetings.

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

Commissioner Garner introduced Resolution No. 3773 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS DESIGNATING A DIFFERENT DATE FOR CERTAIN 2014 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS**

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2 of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and

WHEREAS, it is in the best interest of RRHA to designate different dates for certain regular meetings of the Board of Commissioners in 2014.

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

- (1) The regular meeting of the Board of Commissioners for the month of May 2014 shall be held on Monday, May 19, 2014 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia.
- (2) The regular meeting of the Board of Commissioners for the month of November 2014 shall be held on Monday, November 17, 2014 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia.

- (3) The regular meeting of the Board of Commissioners for the month of December 2014 shall be held on Monday, December 15, 2014 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia.

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

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

NAYS: None

Vice-Chair Witten thereupon declared said motion carried and Resolution No. 3773 adopted as introduced.

2. Resolution No. 3774

Mr. Bustamante asked for approval of Resolution No. 3774 to approve the revised Chapter 14 of the Admissions and Continued Occupancy Policy for the Public Housing Program. Last month, the Board was asked to approve the revisions of the remaining chapters. Chapter 14 requires a thirty-day notice to tenants. The notice was provided to tenants, and no comments were received.

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

Commissioner Burruss introduced Resolution No. 3774 and moved its adoption as introduced:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED CHAPTER 14 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM**

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

WHEREAS, the United States Department and Housing and Urban Development has authorized Public Housing Agencies (PHA) to administer a Public Housing Program, through the use of its Admissions and Continued Occupancy Policy (ACOP); and

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

WHEREAS, a PHA is required to revise its ACOP as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 902, 903, 945, 960, 965 and 966; and

WHEREAS, the ACOP of the RRHA, with the exception of Chapter 14 - Grievances and Appeals, was last revised and approved by the Board of Commissioners by Resolution No. 37sixty-three on October 28, 2013; and

WHEREAS, each household in RRHA's Public Housing program has been provided notice of proposed revisions to the Grievance Procedure and a 30-day period to submit comments, as required by HUD, and no comments were received.

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

1. The attached revised Chapter 14, Grievances and Appeals, of the RRHA Admissions and Continued Occupancy Policy for the Public Housing Program, are approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

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

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

NAYS: None

Vice-Chair Witten thereupon declared said motion carried and Resolution No. 3774 adopted as introduced.

#### V. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner

Garner moved that the meeting be adjourned.

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

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

NAYS: None

Vice-Chair Witten declared the meeting adjourned at 3:25 p.m.

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Duane Smith, Chair

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Glenda Edwards Goh, Secretary-Treasurer