

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, March 25, 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

Commissioner Garner called the meeting to order at 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Butler, Garner, Karnes, Witten

ABSENT: Commissioners Boitnott, Burruss, Smith

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Cathy Wells, VP of Administration; Jackie Austin, VP of Finance/CFO; Joel Shank, VP of Operations; David Bustamante, Director of Housing; Helen Champine, HCV Director; Desi Wynter, Director of Redevelopment and Modernization; Crystal Hall, Resident Services Manager; Angie Lamprinakos, Site Manager; Crystal Colston, Site Manager; Justina Megginson, Site Manager; Lisa Reynolds, Site Manager; Lisa Saunders, Site Manager; Terry Tucker, Resident Relations Coordinator; Gloria Charlton, FSS Coordinator; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel; interested citizen

Commissioner Garner welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Commissioner Garner stated that Ms. 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

Commissioner Garner asked for the Executive Director's report.

Ms. Edwards referred to her written report in the Monthly Operations Report and stated that RRHA had an IRS Compliance Review on March 5, 2013 and has since received a letter stating that no employment tax examination is needed. This was the first such review conducted at RRHA, and Ms. Edwards commended Ms. Austin and her staff.

Ms. Edwards stated that she attended the National Association of Housing and Redevelopment Officials (NAHRO) Legislative conference last week in Washington D.C. and stated that, nationwide, there is frustration and anger among housing authorities due to lack of funding coupled with increasing regulatory requirements. The NAHRO President asked the HUD Deputy Secretary to consider rolling back some of the newest regulations rather than continue to add more administrative regulations. The Deputy Secretary stated that he would take a look at the recently added regulations such as the Green Physical Needs Assessment.

Commissioner Garner thanked Ms. Edwards for her report and asked if there were any questions. There were none.

3. Staff Reports

Commissioner Garner asked if there were any staff reports.

Ms. Edwards stated that she had asked the Board of Commissioners at the last meeting for suggestions regarding areas of interest for staff reports. Youth services was a suggested topic, and Ms. Edwards asked Ms. Hall, RRHA's Resident Services Manager, to present a report to the Board of Commissioners.

Ms. Hall stated that in 2010, Resident Services conducted a needs assessment among persons served by RRHA, and one of the greatest needs mentioned in the survey was programming for children/youth. In RRHA's Public Housing program, 1,154 or 42% of the population is under 18 years of age and in the Section 8 program, 2,102 or almost 49% of the population is under 18 years of age, resulting in a total of 46% of the population RRHA serves comprised of persons under the age of 18. With almost half of RRHA's service population under 18, it is a continual challenge to make sure that children are receiving the services and opportunities they need to be happy, healthy and prepared for life.

Ms. Hall stated that part of the challenge is making sure that parents and their children are aware of the opportunities that exist in the community. RRHA has the opportunity to reach out directly to the families in Public Housing because they live in housing developments; however, families participating in Section 8 present a completely different challenge because they are spread throughout the Valley.

The same services are available to children served by RRHA that are available to all children in the Valley; however, there are a couple of barriers to participation such as lack of income impacting the ability to participate in programs that require a fee, and transportation, if the family lacks means to transport the child to participate in a program.

Some of the greatest needs exist in the areas of health and wellness, education, and mentoring. RRHA's partners help with onsite activities and events for children that help to meet some of these needs such as bike rodeos, block parties held by Straight Street, summer lunch program, fire safety programs conducted by the fire department, bullying prevention and home and neighborhood safety programs conducted by the police department, health screenings provided by Carilion, scout troops, and many more.

Family Service of the Roanoke Valley has received a grant for a Teen Outreach Program, and they will be providing RRHA teens with the opportunity to join their leadership program. Villages at Lincoln will be hosting a pilot summer science camp provided by the Virginia Science Museum and, if successful, they are prepared to expand to multiple sites in the future.

RRHA is working to secure funding to start an onsite afterschool program and Roanoke Valley Housing Corporation has received a \$4,000 grant from Freedom First Credit Union to help with this effort. RRHA is continuing to look for additional funding sources.

The Virginia Tech Alpha Phi Alpha chapter is scheduled to begin meeting with 10-16 year old boys for a monthly small group focusing on fostering self-confidence, self-esteem, academic success, and positive goal setting.

RRHA has some good opportunities for youth, both on and offsite; yet there is always more that can be done, and every year at the community meetings for the family sites, services for youth continues to be expressed as a need.

Commissioner Karnes asked if any RRHA youth residents are involved with the West End Center after school program. He stated that he had seen literature regarding the improved grade performance of those who attend and was impressed. Ms. Hall stated that she was not aware of youth attending. Ms. Edwards stated that, if parents enroll their children without assistance from RRHA, it is likely that RRHA would not know about those children attending.

Commissioner Garner stated that he was pleased that the Boy Scouts had a presence at Public Housing sites and asked about scout camp attendance. Ms. Hall stated that 29 residents attended a day camp last summer. Commissioner Garner stated that he was pleased that the Boy Scouts were still involved, and he is impressed with the partnership with RRHA.

Commissioner Butler asked whether the new Freedom First Credit Union being built on Patterson Avenue would provide financial workshops for adults. Ms. Hall stated that financial workshops would be provided for adults as well as the youth.

Commissioner Karnes asked if credit counseling workshops would also be offered. Ms. Hall stated that credit counseling would also be offered.

Commissioner Garner thanked Ms. Hall for her report and asked if there were any other comments or questions. There were none.

#### 4. Committee Reports

Commissioner Garner asked for committee reports.

Commissioner Karnes stated that the Personnel Committee had reviewed the Driver Policy to be brought before the Board at next month's meeting, and the committee continues to review policies for consideration at a later date.

Commissioner Garner stated that the Audit Committee will meet in April and a draft audit report should be available by the April 22, 2013 Board Meeting.

5. Commissioner Comments

Commissioner Garner asked if there were any Commissioner comments. There were none.

6. Residents or other community members to address the Board

Commissioner Garner 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, February 25, 2013.

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

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

RECOMMENDED ACTION: File as submitted

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

AYES: Commissioners Butler, Garner, Karnes, Witten

NAYS: None

Commissioner Garner thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3736

Ms. Wells asked for approval of Resolution No. 3736 authorizing the Executive Director to execute necessary documents to continue participation in a Cooperative Agreement for employee medical and dental insurance coverage. Ms. Wells stated that RRHA had anticipated a 10%-12% policy increase; however, the increase in premium this year is 4% increase. There will be no change to the percentage of the premium employees pay.

Ms. Edwards asked for the specific amount the contract increased. Ms. Wells stated the increase amount of the contract is \$51,064.00.

Commissioner Garner stated that the premium increase of only 4% was excellent.

Commissioner Garner asked if there were any comments or questions. There were none.

Commissioner Butler introduced Resolution No. 3736 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, 2013; 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 4.0% 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, 2013 through June 30, 2014 for an amount not to exceed \$713,644.

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

AYES: Commissioners Butler, Garner, Karnes, Witten

NAYS: None

Commissioner Garner thereupon declared said motion carried and Resolution No. 3736 adopted as introduced.

2. Resolution No. 3737

Mr. Shank asked for approval of Resolution No. 3737 awarding a contract for bathroom renovations for forty-seven Scattered Sites units under the Capital Fund Program (CFP) Grant Number VA36PO1150111.

Commissioner Butler stated that all bidders were Section 3 Business Concerns, and asked how points were awarded or if the contract was determined by the lowest bid. Ms. Shank stated that, if all bidders are Section 3 Business Concerns, the

preference does not apply and the award is made to the lowest responsive and responsible bidder. In other situations, the preference is a percentage of the lowest bid, and the percentage decreases as the contract amount increases. Ms. Edwards stated in an Invitation for Bids process, the preference takes the form of a percentage or dollar amount, while in a Request for Proposal (RFP) process, the preference takes the form of points included in the rating criteria.

Commissioner Garner asked if there were any other comments or questions.

There were none.

Commissioner Butler introduced Resolution No. 3737 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR BATHROOM RENOVATIONS FOR FORTY-SEVEN SCATTERED SITES UNITS UNDER THE CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36PO1150111

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 VA36PO1150111 in the amount of \$1,868,485; and

WHEREAS, bathroom renovation for Scattered Sites, was included on the Annual Statement detailing the planned use of CFP grant number VA36PO1150111, which was approved by the RRHA Board of Commissioners by Resolution No. 3701 on June 25, 2012; and

WHEREAS, RRHA needs a qualified contractor to renovate the bathrooms at VA11-12 Scattered Sites, AMP 210; and

WHEREAS, RRHA issued an Invitation for Bid on February 3, 2013, with bids being due on February 26, 2013; and

WHEREAS, RRHA received three (3) responsive bids to the invitation which were opened for consideration, such bids being as follows:

Bidder

Total Bid Amount

Russell's Remodeling, LLC (Self-certified as Section 3 Business Concern)	\$338,400
South End Construction, Inc. (Self-certified as Section 3 Business Concern)	\$477,951
Trad Construction and Trading, Inc. (Self-certified as Section 3 Business Concern)	\$369,000

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, the three bids received by RRHA in this procurement were submitted by self-certified Section 3 Business Concerns; and

WHEREAS, because the lowest responsive bid received by RRHA was submitted by a self-certified Section 3 Business Concern, Russell's Remodeling, LLC, the amount of the preference provided to Section 3 Business Concerns is not a determining factor in the procurement; and

WHEREAS, the amount of the bid 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 RS Means Cost Data, for the project; and

WHEREAS, the Director of Redevelopment and Modernization 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 bid and execute an appropriate contract.

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

- (1) The bid submitted by Russell's Remodeling, LLC be and hereby is accepted;
- (2) 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 \$338,400.

- (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 Karnes and upon roll call the following vote was recorded:

AYES: Commissioners Butler, Garner, Karnes, Witten

NAYS: None

Commissioner Garner thereupon declared said motion carried and Resolution No. 3737 adopted as introduced.

3.

V. **ADJOURNMENT**

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

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

AYES: Commissioners Butler, Garner, Karnes, Witten

NAYS: None

Commissioner Garner declared the meeting adjourned at 3:29 p.m.

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Adam Boitnott, Chair

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Glenda Edwards, Secretary-Treasurer