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, June 24, 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

Chair Boitnott called the meeting to order at 2:57 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Boitnott, Burruss, Butler, Karnes, Smith, Witten
ABSENT:	Commissioner Garner
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; Desi Wynter, Director of Redevelopment and Modernization; Crystal Hall, Resident Services Manager; Crystal Colston, Site Manager; Justina Megginson, Site Manager; Lisa Reynolds, Site Manager; Lisa Saunders, Site Manager; Christina Back, Human Resources Coordinator; Lanell Otey, Housing Choice Voucher Inspector; Rodney Price, Housing Choice Voucher Inspector; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel

Chair Boitnott welcomed everyone to today’s meeting.

II. REPORTS

1. Financial Report

Chair Boitnott 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

Chair Boitnott asked for the Executive Director's report.

Ms. Edwards referred to her written report in the Monthly Operations Report and stated that RRHA's management agreement for Eight Jefferson Place (8JP) terminated upon the sale of the building on May 31, 2013.

Ms. Edwards stated that RRHA's Vice President of Administration, Catherine Wells, will retire on December 5, 2013 after 9 years of service. Development of a transition plan is underway.

Ms. Edwards stated that the Leadership Development Program currently has 3 employees participating who were selected two years ago: Justina Megginson, Site Manager; Kathleen Beveridge, Compliance & Quality Assurance Supervisor; and Alicia Scott, Executive Assistant, Operations. Four additional employees have recently been selected to join the Leadership Development Program: Lisa Reynolds, Site Manager; Lyn Relf, Housing Choice Voucher Client Specialist; Suzzette McCoy, Assistant Site Manager; and Lisa Saunders, Site Manager. Ms. Reynolds has been employed with RRHA for 27 years, and Ms. Saunders served an Interim Director of Housing before David Bustamante was hired in April 2012.

Ms. Edwards referred to Ms. Austin's Financial Reports and stated that cost

cutting measures have been initiated in the Housing Choice Voucher (HCV) program. If expenses do not increase beyond current levels, the HCV program, using reserve funds, should be able to operate through the end of the 2013 calendar year without reducing payment standards or terminating participants from the program. Issuance of new vouchers has been suspended. Vouchers that had been issued but had not yet been leased up have been rescinded, and those 18 applicants have been placed back on the waiting list.

Ms. Edwards stated that Valley Metro held a design competition for the new Hurt Park bus shelter, and she distributed a photo to the Board of Commissioners of the winning submission.

Ms. Edwards stated that in November 2012 the Board of Commissioners approved a contract award for Architectural and Engineering (A&E) Services for design and construction administration for new scattered site public housing units, contingent upon HUD release of Replacement Housing Factor (RHF) funds for pre-development work. Multiple requests have been made to HUD to approve the release of RHF funds, but approval has not been received and the RHF obligation deadline is October 2013. RRHA sought and obtained HUD approval for a Capital Fund Program (CFP) budget revision to allow the pre-development work to begin. The A&E Services contract will be less than $100,000 and, therefore, does not require Board approval; however, Ms. Edwards stated that she wanted to inform the Board that, instead of RHF funds as identified in the resolution approved by the Board, RRHA will pay for the contracted services using CFP funds until such time as HUD approves release of the RHF funds.

Development Plans for construction of replacement housing using RHF funds have been submitted for HUD approval. RRHA staff participated in a conference call with the Richmond HUD Field Office, and RRHA was assured approval for release of pre-development funds would be received by July 2, 2013.

Ms. Edwards stated that after discussions with Commissioners she has drafted letters to Representative Robert Goodlatte, Senator Tim Kaine, and Senator Mark Warner. The letters ask the delegates to support a budget that does not further reduce funds for the public housing and Section 8 voucher programs and to support efforts to reduce regulatory burdens that increase the administrative costs of these programs. Ms. Edwards distributed the draft letters to the Board of Commissioners and stated that if they wanted to suggest modifications, they could let her know. Once Commissioners are satisfied with the content, all Commissioners may sign before the letters are mailed.

Commissioner Karnes referred to the second paragraph in the letters that states, “A growing number of authorities nationwide are simply giving the Section 8 program back to HUD because they no longer can afford it,” and asked what happens when the program is returned to HUD. Ms. Edwards stated that HUD would seek another agency to administer the vouchers; however, that may be difficult because the funding for the program is so uncertain.

Commissioner Karnes asked if there were any experienced agencies available to administer the vouchers. Ms. Edwards stated that there are some agencies that will contract to staff a particular site and administer the HCV program for a designated area. Ms. Edwards stated that last year the HUD Secretary reported that 13 agencies had

turned their HCV programs back to HUD. Locally, Total Action for Progress (TAP) has notified HUD that TAP will no longer administer the voucher program and asked HUD to approve transfer of the vouchers to RRHA.

Commissioner Butler asked Ms. Edwards if she had thought about turning RRHA's HCV program over to HUD. Ms. Edwards stated that she and other RRHA staff have discussed that possibility due to the heavy administrative burden for the program and the operating losses incurred due to the severe reductions in funding for administrative fees. Ms. Edwards stated that RRHA is continually exploring options to reduce administrative costs, such as transitioning to electronic records.

Commissioner Butler asked how much longer the HCV program could operate at a loss and make up the difference using reserve funds. Ms. Edwards referred the question to Ms. Austin. Ms. Austin stated that that the program could continue to operate 1 to 1 ½ years utilizing reserve funds if costs are contained.

Commissioner Butler asked if RRHA was not able to sustain the burden of supporting the HCV program a year from now, would RRHA consider the option of turning the program in to HUD. Ms. Edwards stated that RRHA would consider that option if necessary.

Chair Boitnott thanked Ms. Edwards for her report and asked if there were any other comments or questions. There were none.

3. Staff Reports

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

4. Committee Reports

Chair Boitnott asked for committee reports. There were none.

5. Commissioner Comments

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

6. Residents or other community members to address the Board

Chair Boitnott 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, May 20, 2013.

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

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

RECOMMENDED ACTION: File as submitted

Commissioner Karnes 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, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3746

Mr. Shank asked for approval of Resolution No. 3746 awarding a contract for repairs to brick veneer phase I for Melrose Towers under Capital Fund Program grant

numbers VA36P01150111 and VA36P01150112. Mr. Shank stated that only one bid was received, and he contacted other area contractors who did not respond to the invitation for bids. Some contractors stated that there is now more work in the area, and they had not rehired or expanded their staff. Contractors also reported that they were experiencing delays in completing contracted work due to the significant amount of rainfall this year.

Commissioner Karnes asked how old the Melrose Towers building was and whether the new brick would blend with the existing brick. Mr. Shank stated that Melrose Towers was built in 1971 or 1972 and, although the brick would not be an exact match, the brick should blend well with existing brick on the building.

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

Vice-Chair Smith introduced Resolution No. 3746 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPAIRS TO BRICK VENEER PHASE I FOR MELROSE TOWERS UNDER CAPITAL FUND PROGRAM GRANT NUMBERS VA36P01150111 AND VA36P01150112

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded Capital Fund Program (CFP) grant number VA36P01150111 in the amount of $1,868,485 and CFP grant number VA36P01150112 in the amount of $1,779,968 from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, regulations at 24 CFR 968.305 allow fungibility, which permits a Public Housing Authority (PHA) to substitute any work item from the latest approved Five-Year Action Plan to any previous approved CFP budget without prior HUD approval; and

WHEREAS, Masonry Repairs for Melrose Towers were listed in the Five-Year Action Plan included in the 2011 Annual Plan update to the 2010–2014 Agency Plan,

approved by the RRHA Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, RRHA used fungibility to move work item Masonry Repairs for Melrose Towers from the Five-Year Action Plan to CFP grant number VA36P01150111 and meets all regulatory requirements for doing so; and

WHEREAS, Masonry Repairs for Melrose Towers were included on the Annual Statement/Performance and Evaluation Report detailing the planned use of CFP grant number VA36P01150112, which was included 2012 Annual Plan update to the 2010 – 2014 Agency Plan, approved by the RRHA Board of Commissioners by Resolution No. 3701 on June 25, 2012; and

WHEREAS, RRHA needs a qualified contractor to repairs to the brick veneer at Melrose Towers, AMP 206; and

WHEREAS, RRHA issued an Invitation for Bid on May 19, 2013, with bids being due on June 11, 2013; and

WHEREAS, RRHA received one (1) responsive bid to the invitation which was opened for consideration, such bid being as follows:

Bidder	Bid Amount
Thompson Masonry Contractor, Inc.	$245,000

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, because the one (1) responsive bid received by RRHA in this procurement was not submitted by self-certified Section 3 Business Concern, 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 Thompson Masonry Contractor, Inc. 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 Thompson Masonry Contractor, Inc.; 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 Thompson Masonry Contractor, Inc. 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 Thompson Masonry Contractor, Inc. and RRHA for the fixed price of $245,000.

(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 Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott thereupon declared said motion carried and Resolution No. 3746 adopted as introduced.

2. Resolution No. 3747

Mr. Shank asked for approval of Resolution No. 3747 awarding a contract for site improvements for Melrose Towers under Capital Fund Program grant numbers VA36P01150111 and VA36P01150112. Mr. Shank stated that some of the improvements included a pathway to the post office next to Melrose Towers and a covered sitting area which will replace a shaded area where a tree will be removed.

Commissioner Burruss asked if the bid amount was within the estimated cost of the improvements. Mr. Shank stated that the bid was within the percentage amount of the cost estimate defined as reasonable in the RRHA Procurement Policy.

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

Commissioner Burruss introduced Resolution No. 3747 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR SITE IMPROVEMENTS FOR MELROSE TOWERS UNDER CAPITAL FUND PROGRAM GRANT NUMBERS VA36P01150111 AND VA36P01150112

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded Capital Fund Program (CFP) grant number VA36P01150111 in the amount of $1,868,485 and CFP grant number VA36P01150112 in the amount of $1,779,968 from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, Site Accessibility, Improve Parking Areas, and Site Lighting Improvements for Melrose Towers were included on the Annual Statement/Performance and Evaluation Report detailing the planned use of CFP grant number VA36P01150111, which was included in the 2011 Annual Plan update to the 2010 – 2014 Agency Plan approved by the RRHA Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, Site Accessibility, Improve Parking Areas, and Site Lighting Improvements for Melrose Towers were included on the Annual Statement/Performance and Evaluation Report detailing the planned use of CFP grant number VA36P01150112, which was included in the 2012 Annual Plan update to the 2010– 2014 Agency Plan approved by the RRHA Board of Commissioners by Resolution No. 3701 on June 25, 2012; and

WHEREAS, RRHA needs a qualified contractor to make site improvements at Melrose Towers, AMP 206; and

WHEREAS, RRHA issued an Invitation for Bid on May 19, 2013, with bids being due on June 11, 2013; and

WHEREAS, RRHA received one (1) responsive bid to the invitation which was opened for consideration, such bid being as follows:

Bidder	Bid Amount
Paul R. Shively, Inc.	$299,895

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, because the one (1) responsive bid received by RRHA in this procurement was not submitted by self-certified Section 3 Business Concern, 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 Paul R. Shively, Inc. 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 Paul R. Shively, Inc.; 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 Paul R. Shively, Inc. 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 Paul R. Shively, Inc. and RRHA for the fixed price of $299,895.

(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 Vice-Chair Smith and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott thereupon declared said motion carried and Resolution No. 3747 adopted as introduced.

3. Resolution No. 3748

Ms. Wells asked for approval of Resolution No. 3748 authorizing the renewal of commercial insurance policies currently held by the Virginia Municipal League Insurance Programs. Ms. Wells stated that the contract is for a not to exceed amount of $268,000 and reflects a $7,000 decrease in the 2013-14 renewal rate.

Chair Boitnott stated that a decrease in the amount of the contract was very good and asked if there were any other comments or questions. There were none.

Vice-Chair Smith introduced Resolution No. 3748 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE VIRGINIA MUNICIPAL LEAGUE INSURANCE PROGRAMS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by Section 13 of the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD) to procure adequate insurance for its public housing properties to protect the RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR PART 85 - Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, VML provided a $7,000 decrease in the 2013-14 renewal rate for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Workers' Compensation, General Liability, and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to renew Automobile, Automobile Excess, Property, Crime, Boiler & Machinery, General Liability, and Miscellaneous Coverage policies from Virginia Municipal League Insurance Programs for the term of July 1, 2013 through June 30, 2014, for a not to exceed contract amount of $268,000.

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott thereupon declared said motion carried and Resolution No. 3748 adopted as introduced.

4. Resolution No. 3749

Ms. Wells asked for approval of Resolution No. 3749 approving a revised Personnel Policy regarding Selection and Hiring. Ms. Wells stated that changes to the policy include defining roles of management in the hiring process and improved structuring of the applicant screening process. The standard statement included in all updated RRHA policies was added regarding establishment or modification of procedures for implementation of the policy being the responsibility of the Executive Director.

Commissioner Witten referred to section IV.9 of the Selection and Hiring policy and asked if hiring managers are really required to interview 10 candidates for a

position. Ms. Wells stated that in the past hiring managers would interview all applicants that met the minimum qualifications even if there were 27 qualified applicants. Commissioner Witten stated that interviewing 10 applicants is more reasonable than 27, but managers should generally be able to evaluate applicants' qualifications to a degree that would result in fewer interviews. Ms. Wells stated that positions that are administrative in nature may receive 125+ applications and other positions may only receive 14 applications which is manageable.

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

Vice-Chair Smith introduced Resolution No. 3749 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY REGARDING SELECTION AND HIRING

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) has a Selection and Hiring Policy, was last revised September 17, 2001; and

WHEREAS, RRHA has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has determined that it is prudent and in the best interest of RRHA to revise Personnel Policy No. 020, Selection and Hiring, in order to better reflect current practices; and

WHEREAS, the proposed revised policy has been reviewed by RRHA's legal counsel and determined to be in compliance with legal requirements applicable to RRHA; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised policy;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy No. 020, Selection and Hiring, is approved effective July 1, 2013.

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott thereupon declared said motion carried and Resolution No. 3749 adopted as introduced.

5. Resolution No. 3750

Ms. Edwards asked for approval of Resolution No. 3750 approving the 2013 Annual Plan update to the 2010-2014 Agency Plan for submission to HUD. Ms. Edwards stated that an update had been made to the Capital Fund budget and distributed a copy of the update to the Board of Commissioners. The final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke. The Plan must be submitted to HUD with the City's certification by July 18, 2013.

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

Vice-Chair Smith introduced Resolution No. 3750 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2013 ANNUAL PLAN UPDATE TO THE 2010-2014 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) receives operating funds from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual (1) Year and a Five (5) Year Plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Joint Resident Council, Inc. and all active resident councils and have conducted community meetings at all public housing sites and with participants and landlords in Section 8 programs to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft Annual Plan in April 2013, and the Plan and Attachments have been revised to reflect additional input and information received and updated with the year ending September 30, 2012 audit accepted by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, RRHA gave 45 days public notice and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on May 20, 2013; and

WHEREAS, this Plan meets the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2013 Annual Plan update to the 2010-2014 Agency Plan to HUD by July 18, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the 2013 Annual Plan update to the 2010-2014 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.

The motion was seconded by Commissioner Burruss and upon roll call the

following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott thereupon declared said motion carried and Resolution No. 3750 adopted as introduced.

6. Executive Session

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

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

The Board of Commissioners entered into Executive Session at 3:31 p.m.

The Board reconvened into open session at 3:35 p.m.

Vice-Chair Smith 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 Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

3.

V. **ADJOURNMENT**

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

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Smith, Boitnott

NAYS: None

Chair Boitnott declared the meeting adjourned at 3:35 p.m.

_____

Adam Boitnott, Chair

_____

Glenda Edwards, Secretary-Treasurer

PROPOSED REVISED POLICY NO. 020

Policy No. 020
Date: December 20, 1996
Revised: 9/17/01
Revised: July 1, 2013

SELECTION AND HIRING

I. PURPOSE

To establish the authority and responsibility of RRHA's personnel in recruiting and selecting employees; to maximize RRHA efforts and resources in selecting the best employees available.

II. SCOPE

This policy applies to the selection and hiring of full time, part time, and temporary employees for all positions.

III. POLICY

When a vacancy occurs, the hiring manager will initiate a recruiting and selection effort designed to identify the most suitable individual for the position.

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

IV. PROCEDURE

As a newly created or replacement position becomes available, the hiring manager should:

1. Obtain the necessary approvals from the Department Director and the Division Vice President on replacement positions.

2. Obtain the necessary approvals from the Department Director, the Division Vice President and the Executive Director on newly created positions.

3. Determine if the position will be posted internally only or if external candidates will also be considered.

4. Advise the Human Resources department to begin the recruitment process which includes sourcing via internal job posting and ads as directed.

5. Screen all applicants as to the minimum qualifications required for the position.

6. Review the personnel file on all applicants who are former RRHA employees.

7. Review the personnel file and attendance records on all internal candidates.

8. Seek prior approval from Human Resources to interview former employees (if any).

9. Select those applicants for interview who meet the minimum qualifications required for the position. All candidates who meet the minimum qualifications required for the position should be interviewed; however, if the number of qualifying candidates is greater than ten (10), the hiring manager may reduce the number by conducting a second level of screening for preferred qualifications.

10. Script behavioral interview questions based on the skill requirements of the position. All candidates will be interviewed utilizing the same interview questions and scoring grid.

11. Select a hiring panel. The hiring panel must be approved by the Department Director and the Division Vice President.

12. Take all exempt vacant positions through a 2-step interview process before a job offer is extended. The hiring manager has the discretion to make a job offer after one interview for non-exempt vacancies.

13. Forward all screening and interview documents to HR for review with the hiring manager's recommendation for hire.

The Human Resources department will:

1. Review the documents to ensure hiring policies and procedures have been handled fairly and consistently.

2. Confirm starting pay rate and first day of work.

3. Process a job offer letter contingent on successful completion of all pre-employment screening requirements, which include drug testing, review of DMV record (for positions that require driving on agency business), reference checks and review of a criminal background check.

4. Request that the hired applicant provide proof of eligibility to work in the U. S. and complete the I-9 form within three (3) business days from the date of hire.

FOLLOW UP AND DOCUMENTATION

The Human Resources department will notify all unsuccessful candidates.

REDLINED POLICY
NO. 020
SHOWING PROPOSED CHANGES

Policy No. 020
Date: December 20, 1996
Revised: 9/17/01
Revised: July 1, 2013

SELECTION AND HIRING

I. PURPOSE

To establish the authority and responsibility of RRHA's personnel in recruiting and selecting employees; to maximize RRHA efforts and resources in selecting the best employees available. ~~(Also see Policy No. 021, Equal Employment Opportunity.)~~

II. SCOPE

This policy applies to the selection and hiring of full time, part time, and temporary employees for all positions.

III. POLICY

When a ~~personnel~~ vacancy occurs, the ~~appropriate supervisor and the Human Resources Director~~hiring manager will ~~conduct~~initiate a ~~joint~~ recruiting and selection ~~program~~effort designed to identify the most suitable individual for the position~~, including considering those from within RRHA~~.

The Board of Commissioners has established this policy and delegates responsibility for establishing or modifying procedures for implementation of the policy to the Executive Director. Current procedures are detailed below.

IV. PROCEDURE

~~A. Pre-Employment Drug Screening~~

~~1. RRHA's Selection and Hiring Policy prohibits the hiring of any applicant who uses illegal drugs. In addition, pre-employment drug screening will be conducted at RRHA's expense.~~

~~2. Prospective employees who refuse to submit to a drug screening test, or who fail such a test, excluding certified medical situations, will not be offered employment with RRHA.~~

~~3. Each applicant for employment with RRHA will be advised of RRHA's above employment policy and consent in writing to drug screening as a part of the employment process.~~

~~B.~~ As a newly created or replacement position becomes available, the ~~supervisor~~hiring manager should:

1. ~~1. Complete the Employment Requisition Form (copy following) when an opening arises;~~ Obtain the necessary approvals from the ~~Division~~Department Director and the Division Vice President on replacement positions.

~~1.~~2. Obtain the necessary approvals from the Department Director, the Division Vice President and the Executive Director ~~and forward it to Human Resources~~on newly created positions.

3. ~~2.~~ ~~Provide~~Determine if the position will be posted internally only or if external candidates will also be considered.

~~2.~~4. Advise the Human Resources department ~~with a current job description, including essential responsibilities and minimum job requirements~~to begin the recruitment process which includes sourcing via internal job posting and ads as directed.

5. ~~3. Review applications submitted by Human Resources~~Screen all applicants as to the minimum qualifications required for the position.

6. Review the personnel file on all applicants who are former RRHA employees.

7. Review the personnel file and ~~notify~~attendance records on all internal candidates.

8. Seek prior approval from Human Resources ~~of the~~to interview former employees (if any).

~~3.~~9. Select those applicants ~~to~~ for interview who meet the minimum qualifications required for the position. All candidates who meet the minimum qualifications required for the position should be interviewed ~~and the times available for the interviews~~; however, if the number of qualifying candidates is greater than ten (10), the hiring manager may reduce the number by conducting a second level of screening for preferred qualifications.

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~~Revised 9/17/01~~

~~4. Prepare a list of questions and rating criteria for the interview or ask for assistance in preparing a list from Human Resources.~~

10. ~~5. Interview candidates screened by the~~ Script behavioral interview questions based on the skill requirements of the position. All candidates will be interviewed utilizing the same interview questions and scoring grid.

11. Select a hiring panel. The hiring panel must be approved by the Department Director and the Division Vice President.

12. Take all exempt vacant positions through a 2-step interview process before a job offer is extended. The hiring manager has the discretion to make a job offer after one interview for non-exempt vacancies.

13. Forward all screening and interview documents to HR for review with the hiring manager's recommendation for hire.

The Human Resources department ~~and conduct a valid, job related employment interview. For each applicant, determine whether there is~~ will:

~~a) no further interest; and~~
~~b) possible further interest: hold pending interviews with other candidates.~~

~~C. Upon receipt of the Employment Requisition Form, the VP Human Resources will:~~

~~1. Discuss with the supervisor all possibilities of promotion or transfer from within the organization.~~

~~2. Place job posting forms on RRHA bulletin boards in the Central Office and send to all employees via electronic mail system.~~

~~3. Activate appropriate outside recruiting source(s). Ensure that employment flyer is sent to all Site Managers and is posted on RRHA web site.~~

~~4. Screen incoming applications or resumes to identify candidates who are generally qualified.~~

~~5. Attend each interview and have prospective employees complete an application for employment. See form following.~~

~~6. Arrange interviews between the most qualified applicants and the appropriate supervisor.~~

~~7. Conduct reference checks on applicants upon request by supervisor.~~

~~8. Make a final selection recommendation to the supervisor and advise on appropriate starting salary.~~

~~9. Confirm oral job offer in writing and arrange for beginning work.~~

1. ~~10.~~ Review the documents to ensure hiring policies and procedures have been handled fairly and consistently.

2. Confirm starting pay rate and first day of work.

3. Process a job offer letter contingent on successful completion of all pre-employment screening requirements, which include drug testing, review of DMV record (for positions that require driving on agency business0, reference checks and review of a criminal background check.

~~1.~~4. Request that the hired applicant ~~furnish~~provide proof of eligibility to work in the U. S. and complete the I-9 form within three (3) business days from the date of hire.

~~V.~~ FOLLOW -UP AND DOCUMENTATION

The Human Resources department will notify all unsuccessful candidates.

~~Solicited applications and related material, including interview notes for all interviewed candidates will be maintained in the human resources department for one year.~~

The City of Roanoke Redevelopment and Housing Authority's 2013 Annual Plan update to the 2010-2014 Agency Plan is a separate document, available online at www.rkehousing.org, RRHA's administrative office, and at all public housing sites.