

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 22, 2021, via electronic communication through live video conference and telephone conference due to the COVID-19 pandemic.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Anguiano, Burruss, Garner, Chair Smith, Vice Chair Kepley, Walker

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Evangeline Richie, VP of Housing; Joel Shank, VP of Operations; Jackie Austin, VP of Finance; Rachel Tobin, VP of Human Resources; Frederick Gusler, Director of Redevelopment and Revitalization; Stephanie Moon Reynolds, City Council Liaison; Melanie Reid, Director of Community Support Services

Chair Smith welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Chair Smith asked if there were any questions regarding the financial reports.

Ms. Austin stated that since Commissioner Witten is no longer on the Board, RRHA has an opening on the Audit Committee and invited those interested to sign up through herself or Mr. Bustamante. Mr. Bustamante clarified this is in addition to Commissioner Garner. Commissioner Anguiano accepted the position on the Audit Committee. Chair Smith asked if there were any other questions for Ms. Austin. There were none.

2. Executive Director's Report.

Chair Smith asked for the Executive Director's Report.

Mr. Bustamante answered in addition to his written report, Marcia Fudge was voted in by the Senate on March 10 and she is the 18th HUD Secretary. He went on to say Ms. Fudge has given a couple of statements since she was voted in and indicates she has two platforms. The first is communication and Ms. Fudge would like the communication from her office to flow not only to the field office and directors but all the way down to the PHA. Mr. Bustamante stated that Ms. Fudge would like to have HUD properly fund the PHA's through their maximum ability due to the fact that PHA's are supposed to provide safe and affordable housing to residents and it's impossible to do that with limited funding. Mr. Bustamante emphasized this is positive news early on and hopefully things continue in this direction. He stated that he had sent an email attachment a couple of months ago regarding Senator Elizabeth Warrens petition for 70 billion dollars to take care of existing Capital Fund needs. Mr. Bustamante went on to say the bill didn't get much traction the first time it was out and it has been put out again. The bill has a lot more traction now including the Secretary of HUD and this bill will allow all housing authorities a one-time Capital Fund Funding in order to bring housing authorities up to par as far as what is

needed and what has not been addressed due to lack of funding, possibly for the past 10 to 15 years. Mr. Bustamante stated he will keep the Board updated. He informed everyone that RRHA was awarded 3.8 million this year in Capital Fund which is 107 thousand dollar increase from the previous year and stressed the need for Capital Fund and that it is imperative in order for RRHA to maintain its developments. RRHA applied for \$100,000.00 via the city CDBG Grant Funds/CARES Funds and if awarded the funds would be used for virtual interview software and access points to improve the Wi-Fi connection at the Central Office. Mr. Bustamante provided information on three grants RRHA is waiting to receive soon, within a couple of months. The first is the Moving to Work Designation from HUD, followed by the Jobs Plus Grant for Jamestown Place and Indian Rock Village and the renewal for the Ross Grant that expires March 31, 2021. Mr. Bustamante mentioned that 427 Gilmer has had a positive reaction from the city as far as awarding the CDBG money to REACH in order to rehabilitate the property. This translates to the sooner the money is awarded the sooner RRHA can remove the property from RRHA's books. He stated that he will provide further information as available and thanked Mr. Gusler for working with the city to accomplish this. Mr. Bustamante stated he would be happy to answer any questions. Commissioner Burruss referred to page 7 of the Operations Report that RRHA is awaiting GSCO's board to vote on this matter of transferring the property in November and asked if RRHA had heard anything. Mr. Gusler responded by saying it may be a mistake on the monthly report. Mr. Gusler recalled that last month and the month before the report was updated to note that the CDBG application was in. He stated that what happened before was RRHA worked with REACH who made the application and RRHA entered into an agreement with them that the

property would be transferred if they were successful with their grant application. Mr. Gusler informed in that report it was noted the Gainesboro Group has not been able to have their leadership, which is responsible under the 501C3, to sign off and lost their opportunity. RRHA would still work with them if REACH is not successful and there is a possibility, however the leadership of Gainesboro SW essentially would not sign off to accept the property even as a gift. Mr. Gusler then said it was dated information in the report. Commissioner Garner asked if RRHA identified the need for Capital Funding and had this been done. Mr. Shank responded that he needs to finish updating all the spreadsheets for the needs of public housing properties. This is something he will do and report to the Board with consideration of what's been done with Capital Funds over the last year and a half in that plan. Commissioner Garner asked about the CDBG Grant Application for the virtual software and stated there had been other CDBG Grant Applications for funding that were denied by the city and asked if RRHA re-applies. Mr. Bustamante responded by saying if an application is denied RRHA does not re-apply unless it is put back out for bid or resubmission. Chair Smith asked if there were any other questions for Mr. Bustamante. There were none.

3. Staff Reports

Chair Smith asked if there were any Staff Reports. Crystal Hall responded by saying this would be her last week at RRHA and she has accepted a position at Virginia Western Community College. She stated she would still be working with RRHA but in a different capacity. Ms. Hall introduced Melanie Reid as the new Director of Community Support Services. Mr. Bustamante and the Board thanked Ms. Hall for her 9 years of service with RRHA. Chair Smith asked if there were any other Staff Reports. There were

none.

4. Committee Reports

Chair Smith asked if there were any committee reports, comments or questions.

There were none.

5. Commissioner Comments

Chair Smith asked if there were any Commissioner Comments.

Commissioner Burruss inquired about the Recruiting Report on page 2 of the HR Report and expressed concern about the number of vacancies and no new hires. She asked Ms. Tobin if the Maintenance vacancy was 4 positions. Ms. Tobin responded yes and there are two starting this month and two started today and that HR has moved quickly through the openings. Ms. Tobin indicated that HR has been trying different avenues in filling Maintenance Positions as well as other positions that have been difficult to fill. Ms. Tobin said in addition RRHA is competing with the Local Workforce Pool for pay rates as well as benefits and looking to see where this can be improved for attracting and retaining talent. She went on to say a Maintenance Comp Analysis was done last year and HR will continue to monitor that as well as review all positions for fair pay in the market. Commissioner Burruss asked if there was a hiring manager and Ms. Tobin responded that each position has a hiring manager. Chair Smith asked about the temp positions at Melrose Towers and Morningside Manor and asked if this was normal procedure. Ms. Tobin responded by saying temp positions sometimes help with the workload and sometimes they fill in because there is an opening and sometimes they get hired. Chair Smith asked if there were any other Commissioner Comments. There were none.

6. City Council Liaison Comments or Discussion

Chair Smith asked if there were any City Council Liaison comments or discussion. Ms. Reynolds informed the Board the Kiwanis will be doing a clean-up in the community on Saturday in the Horton Park Creek area. RRHA has partnered with the city and the school administration to look at doing some environments things at the creek. She stated it's a great project and will take about two years to complete. Ms. Reynolds went on to say, regarding Commissioner Witten's vacancy, she will be meeting with City Council on April 5th in a closed session to discuss filling the vacancy and will report the outcome to the Board. Ms. Reynolds explained the City Manager has given a place on the agenda every third Monday to report on any Committee Assignments so let her know if there is anything to share. Chair Smith asked if there were any other discussion or comments. There were none.

7. Residents or other community members to address the Board

Chair Smith asked if there were any Residents or other community members to address the Board. There were none.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, March 22, 2021.

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

C-2 Monthly Operations Report for the month of March 2021.

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, Walker, Vice Chair Kepley, Chair Smith

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4073**

Ms. Tobin presented Resolution No. 4073, requesting the Board's approval for continued participation in the Cooperative Agreement for Employee Medical and Dental Insurance Coverage.

Chair Smith introduced Resolution No. 4073 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 THE 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, 2021; and

WHEREAS, HUD procurement procedures allows 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, Two other independent Broker quotes were solicited and reviewed; and

WHEREAS, The Local Choice Health Benefit Program rate **decrease of 13.2%** is favorable in comparison to the market; and

WHEREAS, staff recommends continuing RRHA's participation in The Local Choice Health Benefit Program; and

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 **July 1, 2021 through June 30, 2022** for an amount **not to exceed \$730,000.00**.

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

AYES: Commissioners Anguiano, Burruss, Garner, Walker, Vice Chair Kepley, Chair Smith

NAYS: None

Commissioner Garner thereupon declared said motion carried and Resolution No. 4073 adopted as introduced.

III. **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 Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Garner, Walker, Vice Chair
Kepley, Chair Smith

NAYS: None

Commissioner Garner declared the meeting adjourned at 3:52 p.m.

Duane Smith, Chair

David Bustamante, Secretary-Treasurer

Exhibits from March 22, 2021 Minutes previously circulated