

CITY OF ROANOKE  
REDEVELOPMENT AND HOUSING  
AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

December 20, 2021



## **PUBLIC NOTICE OF MEETING**

The **REGULAR MEETING** of the  
**City of Roanoke Redevelopment and Housing Authority**  
**BOARD OF COMMISSIONERS**

will be held on

**Monday, December 20, 2021**  
**at 3:00 p.m.**

*Citizens wishing to address the Board of Commissioners during this regular meeting conducted by electronic communication may sign-up by e-mailing or by calling the Executive Director's Office at [info@roanokehousing.org](mailto:info@roanokehousing.org) or 540-983-9283, by 12:00 p.m. on Friday, December 17, 2021.*

*As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.*

Date of Public Notice: December 13, 2021



# AGENDA

## REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY 2624 Salem Turnpike, NW – Roanoke, Virginia – 24017

December 20, 2021  
3:00 pm

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### I. CALL TO ORDER – ROLL CALL

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

### II. REPORTS

1. Financial Report Questions or Discussion – Jackie Austin
2. Executive Director's Report – David Bustamante
3. Staff Reports
4. Committee Reports
5. Commissioner Comments
6. City Council Liaison Comments or Discussion
7. Residents or other community members to address the Board

### III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, November 29, 2021.

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

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

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

AGENDA

IV. **REGULAR AGENDA**

1. **Resolution No. 4103**

DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2022 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

2. **Resolution No. 4104**

APPROVING PAID TIME OFF PAYMENT.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

3. **Resolution No. 4105**

AWARDING A CONTRACT FOR PORCH REPAIRS FOR SINGLE-STORY APARTMENT UNITS FOR VILLAGES AT LINCOLN, AMP 202, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150121.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

V. **ADJOURNMENT**

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

Consideration for approval of the above Consent Agenda:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Anguiano;  Burruss;  Garner;  McGuire;  Kepley;  Smith;  Walker

APPROVAL OF MINUTES  
REGULAR MEETING  
NOVEMBER 29, 2021

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, November 29, 2021.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners Burruss, Garner, McGuire, Vice Chair Walker, Chair Kepley

Commissioner Anguiano arrived at 3:07 p.m.

ABSENT: Commissioner Smith

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance; Evangeline Richie, VP of Housing; Rachel Tobin, VP of Human Resources; Melanie Reid, Community Support Services Director; Gillie Henriksen, Administrative Manager/Executive Assistant; Kaelyn Spickler, PR/Social Media/Marketing Manager; Stephanie Wanza, Section 3 Coordinator; Lucie Rowan, Administrative Assistant- Housing; Ms. Hash, Member of the Community.

Chair Kepley welcomed everyone to today's meeting.

**II. REPORTS**

1. Financial Report

Ms. Austin addressed the Board stating that she would like to make

them aware of a critical situation that is taking place within the Financial Department. She went on to say that Finance has lost half of its staff (2) and due to this she has had some conversations with David to clarify what Finance needs to prioritize. Being that this is the busiest time for Finance with the auditors coming in, Ms. Austin suggested to the Board that Finance produce a quarterly report instead of a monthly report to the Board. She offered to answer any questions the Board may have.

Vice Chair Walker asked what had brought Finance to this point. Ms. Austin explained that a staff member left in June, leaving the position vacant despite diligent recruiting from RRHA. Two weeks ago RRHA's AP and Payroll employee was offered a better opportunity and left. Chair Kepley asked if a "better opportunity" meant that this employee was offered a higher salary. Ms. Austin confirmed. Commissioner Garner asked if the AP and Payroll employee had already moved on. Ms. Austin confirmed that this employee was no longer with RRHA. Chair Kepley asked if the employee's other offer was significant enough that RRHA could not match the offer. Ms. Austin replied that it was above RRHA's paygrades, therefore there was not a possible way to meet the offer. Commissioner Garner asked how many employees had left the Finance Department. Ms. Austin responded that she had four employees and two had vacated their positions.

Commissioner Garner asked Ms. Austin about the preparation for the Audit. Ms. Austin stated that her preference would be to use this week to focus on the auditors coming in, but that would mean either the delivery of the Board packets would be pushed back a week in order to prepare the monthly reports or the Board packets would not include a monthly financial report. Commissioner Garner replied that he did not

have any issue with the financial reports being delivered quarterly. He stated that it was important for RRHA to focus on the audit in order to ensure that the reputation of smooth audits be upheld. He asked for clarification on when the next financial report would be delivered. Ms. Austin responded that the Board could expect to receive the next report in April of 2022.

Chair Kepley asked for clarification on how much time the finance staff spend on putting the financial report together. Ms. Austin stated that each one of them spend at least two to three days on the reports. This doesn't include the preparation work before that and making sure that all of the entries are in the system and booked so that the reports can be pulled. Once pulled, the reports can be compiled with all the narratives so that they may be put in a form that is easily readable. Chair Kepley responded that moving to quarterly reports should help the finance department from a manpower standpoint. Ms. Austin confirmed stating that this change does not need to be permanent. She spoke with the auditors and they have been suggesting a move to quarterly financial reports for quite a while. Ms. Austin has not pursued that in the past, but thought finance could use the time at this moment. Mr. Garner added that he is certain many housing authorities provide quarterly financial reports and just ask that, going forward, the Board be made aware of any pertinent financial issues when they arise. Ms. Austin agreed.

Commissioner Burruss stated that she was aware that RRHA has a compensation study forthcoming, but asked if in a situation similar to this if the organization could consider a policy that allows to exceed the paygrade. She understands that there is a lot to consider with that, but these situations can leave the

organization in a handicap. Ms. Tobin stated that this would be something to bring up in a Personnel Committee Meeting.

Commissioner Garner asked if there was a motion needed to proceed with quarterly reports. He asked that this change be no longer than a year unless Ms. Austin felt that she was able to resume monthly reports sooner. Mr. Loftis stated that there would not be a motion needed. Mr. Bustamante stated that if the Board ever had any financial questions to please bring them to him at any point by calling his office and he would get the questions answered as quickly as possible.

Chair Kepley asked for any more questions. There were none.

## 2. Executive Director's Report.

Chair Kepley asked for the Executive Director's Report.

Mr. Bustamante addressed the Board stating that in addition to his written report, he had a couple of new items to share with the Board. He stated that the proposed dates for the Board of Commissioners meetings for 2022 were located in the Operations packet. He would like to get the Board's feedback as to which days are in conflict for any of the board members within the next week. He is aware that December 26<sup>th</sup> needs to be moved to December 19<sup>th</sup> because RRHA will be closed on December 26<sup>th</sup> with the 25<sup>th</sup> falling on a Sunday. Once the Board responds, Mr. Bustamante will bring a resolution to the Board.

Mr. Bustamante reminded the Board that on February 7<sup>th</sup> at 9:00am, the Board of Commissioners will be meeting with City Council. If any of the Board have questions or comments for the meeting, Mr. Bustamante ask that they please let him or Gillie know

so that it may be added to the agenda. Commissioner Garner asked when the questions or comments would be needed by. Mr. Bustamante asked that they be in by the third week in January.

Mr. Bustamante updated the Board stating that RRHA issued the RFP for repositioning and received one response from Dominion Due Diligence Group. This corporation has been around for a very long time and have worked with a lot of housing authorities. Mr. Shank is in the process of reviewing and after that Mr. Bustamante will convene a group, including Chair Kepley, to bring the proposals to review so that RRHA can begin to work on the repositioning options. Commissioner Garner asked for clarification on the repositioning asking if this was in regards to the report Mr. Shank gave last month. Mr. Bustamante replied that this is to be used in conjunction with that report in order to determine many of the decisions RRHA will make as an organization, especially which developments should be repositioned first.

Mr. Bustamante stated that the issues Ms. Austin shared with the Board are not unique to her department. The inability to hire and retain employees is everywhere. Appointments are scheduled with ten to fifteen people and maybe two show up. Out of those two one of them wants to get paid out of RRHA's pay scale and the other cannot pass a drug test. Ms. Austin's situation is critical because her department is effecting the organization as a whole. In hopes to control or fix this issue, Mr. Bustamante stated that Ms. Tobin put out an RFP for a compensation study. RRHA did receive a response from the organization that did the Bedford Water Authority compensation study, Bakertilly, and RRHA looks forward to speaking with them soon in hopes to get the study back to the board within a ninety day period. Keeping in mind that RRHA is not

for profit and that is where some of these compensation studies get a little skewed. A maintenance worker in the private sector may make more than we are able to offer in the not for profit sector. RRHA will be speaking to Bakertilly to ensure that they understand the difference.

Mr. Bustamante said that RRHA was awarded five VASH Vouchers from HUD last week and RRHA hopes to get funding for them within the next two weeks. The HCV department has been working diligently to get the vouchers leased up.

Mr. Bustamante reminded the Board of the incident where RRHA was involved with another 500 housing authorities to try to obtain the money that HUD took from RRHA in 2012. He heard back from their attorneys and in the first case there were 300 housing authorities and it took over 2 years for them to get their money back. The attorney is proposing the court have the money deposited into the firms trust account and that way they could issue the checks directly, which will cut down the time. Mr. Bustamante has already forwarded the attorneys RRHA's Federal EIN number and hopefully by next board meeting RRHA will have the 2 million dollars in the account.

RRHA had a testing and vaccine clinic at central, Melrose Towers and Morningside Manor with close to 110 individuals in attendance. RRHA hopes to do that again soon.

On October 28<sup>th</sup> the Build Back Better framework was announced by the Biden Administration and with that announcement there comes roughly 150 billion in affordable housing investments. 65 billion of that will go into public housing which includes capital fund. 24 billion will go into HCV programs and the rest of the money will be a part of housing programs specifically or project based assistance. Hopefully

RRHA will begin to see some of that money sometime soon. The capital fund investment will help to bring some projects up to date and if they are going to increase the voucher size, that would be very beneficial. On the flip side of that, if RRHA continues to get more vouchers, but doesn't have any housing that would put the organization in a worse situation than it is currently. If a voucher recipient cannot get anyone to accept the voucher, it becomes useless. Hopefully something can be done to increase the affordable housing needs in this area, which is something that Mr. Bustamante stated he plans to bring up during the meeting with City Council.

On December 3<sup>rd</sup> congress will need to vote to extend the current continuing resolution. If congress does not vote to extend it, that may force a government shutdown. Hopefully the resolution will be extended sometime into the beginning of 2022, but December 3<sup>rd</sup> is an important date for RRHA. As of November 8<sup>th</sup> RRHA has helped close to 89 families through VA housing to get emergency rental assistance equaling close to \$204,000. In addition, RRHA has helped twelve families through TAP equaling close to \$19,000 for a total of close to \$224,000. RRHA is happy to have been able to help families and to be able to pay some of the rent that was owed. Chair Kepley asked for questions.

Commissioner Burruss referred to page thirteen of the Housing Division portion of the Operations packet under the Family Unification Program and saw a connection between focusing on preventing family separation due to homelessness and easing the transition into adulthood for those aging out of foster care. She asked if this was the first time those had been connected. Mr. Bustamante replied that one of the reasons they were connected is that RRHA ran out of families so RRHA included the other

component, which is foster youth aging out of foster care so that DSS had more referrals. Commissioner Burruss asked if the aging out of foster care youth program had always been underutilized and that she was unsure of the merit in combining that with the Family Unification Program. Mr. Bustamante responded that RRHA has always done a good job leasing the FUP program, so in order to keep the referrals coming in, it has been decided it would be beneficial to add that to the referral system. A lot of people who are referred are not eligible, so that allows RRHA to move on to the next person. Commissioner Burruss asked how they could be running out of families with everything in the news about homelessness. Mr. Bustamante replied that they are not running out of families, but not every family meets the eligibility requirements.

Commissioner Garner asked how many of the current voucher recipients are unable to find adequate housing and how RRHA could find five additional housing options for the five new vouchers. Mr. Bustamante replied that these new vouchers were on a separate waiting list so they are completely different from the other voucher waitlist. The same thing would apply to the FUP, Mainstream, and EHV voucher program. Those are all separate waitlists.

Commissioner Garner asked if the Build Back Better plan had a possibility of going below \$150 billion at this time since it had not been approved. Mr. Bustamante said that the amount was much larger before negotiations, so he is hoping that it does not go much lower, but there is a possibility, unfortunately.

Commissioner Anguiano asked if there were any restrictions to the possible \$2 million reward. Mr. Bustamante stated that it was originally operating reserves. Mr. Anguiano asked if it could be used for capital movement going forward. Mr. Shank

stated that there would need to be a special application submitted to use the reward for capital funds.

Commissioner Garner stated that with the salary study with Bakertilly, Mr. Bustamante mentioned the discrepancy between not-for-profit and for-profit entities in regards to pay. He asked if it would matter to an employee if a job was paying less due to being a not-for-profit. Mr. Bustamante replied that it may not matter to an employee, but RRHA may not have it in the budget to pay what a compensation study suggests. The budget must be able to sustain any suggestions. Commissioner Garner reiterated the RRHA was still in competition with any for-profit organization that may also be hiring and Mr. Bustamante agreed that was the case. Mr. Shank added that in a meeting with Roanoke City, Salem, Roanoke County and other surrounding areas, those municipalities stated that they are also doing a compensation study, which will now many other municipalities more competitive as well. Chair Kepley said there needs to be a tangible difference for those applying to RRHA that makes a non-for-profit competitive. He asked if RRHA employees had anything like that such as benefits or not needing to work overtime. Mr. Bustamante said that one could argue that the Virginia Retirement System is beneficial, but for-profits have 401k options. Chair Kepley asked if the Virginia Retirement was self-funded or funded by the state. Mr. Bustamante replied that it was a self-funded plan, making it less competitive. Commissioner Garner stated that in the past municipalities paid a lower salary, but the benefits were better, so in retirement, an employee made up for the loss of salary with retirement and benefits. Mr. Bustamante stated that RRHA offers excellent benefits compared to the private sector, but the issue remains that some of the younger

population do not hold those benefits with importance. Many would rather have a higher hourly wage than a lower wage with good benefits.

Chair Kepley asked if there were any other questions for Mr. Bustamante.

There were none.

### 3. Staff Reports

Chair Kepley asked if there were any staff reports.

Ms. Richie approached the Board saying that RRHA had an analysis report that was received from the Roanoke City Police Department in regards to the camera systems RRHA installed. She added that public housing communities have high poverty rates throughout their neighborhoods and a lot of these issues result in violent crime. Violence and crime have continued to riddle the city and security has and will be one of the top priorities for this organization. RRHA continues to implement various strategies to ensure the security of its families and employees in improving overall safety. Last year the Board approved a resolution to enhance the security systems in our public housing developments. Ms. Richie went on to provide a report on the effectiveness of the cameras. RCPD provided an analysis report regarding the crime rates in the developments since the installation of those camera. So far RRHA has installed the new TSUNAMI cameras at the Lansdowne Park community and the Villages at Lincoln community and are in the process of installing at Hunt and Bluestone Park. Based on the analysis report, since the installation of the cameras at Lansdowne Park, the overall crime rate has decreased thirty percent since the February 2021 install, the crime has decreased 30%. Villages at Lincoln was installed in August of 2021 and the crime has decreased 14%. RCPD utilizes the cameras on

an ongoing basis and has mentioned that it has helped with the overall crime in those developments.

Ms. Richie added that in speaking with members of RCPD they noted the following, the cameras are very helpful and allow law enforcement to pinpoint locations of incidents including suspects and vehicles. Both of those developments have license plate readers installed which allows them to be able to capture them on any vehicles that may be associated with any incidents. License plate readers have been very beneficial with locating vehicles with minimal downtime. The camera assist in capturing criminal activity. The main issue that RCPD faces today is that many of the victims will not come forward to proceed with the case although they have the footage and evidence to be able to prosecute. That will take a lot of collaboration with the housing authority, the city, and the community to get victims to understand how important it is to come forward when those incidents occur. While RRHA is taking great measures of security, it is a collaborative effort and it is going to take everyone to be involved to minimize the crime. Chair Kepley asked for questions.

Commissioner Burruss asked if Ms. Richie read the article in the Roanoke Times about the gang activity at Lansdowne Park. Ms. Richie had not seen the article. Commissioner Burruss asked if anyone had seen it and Chair Kepley replied that he had. Commissioner Burruss stated that she found the article very alarming and the Lansdowne seemed to be a “hub” in the city for gang activity. She added that she was glad to see the decrease in overall crime, but said that there must be another dimension to the crime at Lansdowne Park.

Ms. Richie stated RRHA is hoping to assist with the issue. A lot of the

members of the gang are between the ages of 15-24 and Stephanie Wanza will be working with different partners throughout the city at Lansdowne Park with the Youth Build program. This can guide them in a different direction. RRHA has also met with different members throughout the city. Many of you may be familiar with Calvin Curry and Curtis Thompson. Thompson had a gang prevention program many years ago when the city claimed there were not any gangs. RRHA is hoping that for success with their help along with the youth build program to try to get those youth back on the right path to where they can find an alternative to occupy their time and not with gangs and violence. Commissioner Garner asked if these efforts included collaboration with the Gun Violence Task Force. Ms. Richie clarified that RRHA has a representative on the task force, so there is collaboration in that sense. Since the funding will run out, it is important that RRHA has the means to carry its initiative beyond the city grant.

Commissioner Garner inquired why someone would not come forward as the victim of a crime and testify. Commissioner Burruss clarified that if someone is a member of a gang, it could cost them their life. Ms. Richie replied that she is currently taking a course in criminal justice to understand those dynamics. There is a major distrust with the police department. Now they have resulted to de-policing where they are using minimal or no force so they lack respect in the community. RRHA is going to see a pretty big issue in the community. The community resource officers have been dismantled from their departments and put on patrol due to short staffing. The relationship with the community and police will lessen. Commissioner Garner added that Blue Ridge Behavioral has a statewide program they are working called the "Marcus Alert" after the young man that had a mental health crisis in Richmond. The

police were called and he was killed. As a result the community service boards in Virginia and elsewhere are looking into crisis training where they have trained police to handle cases where people are having mental health crises. It has deescalated a great deal of things where police can interface with citizens and it has been implemented here in the Roanoke, Salem, and Botetourt areas. It might be something to look into and find out what is going on.

Vice Chair Walker replied that it is not always mental health, but a different problem. Parents must know what their children are doing. There need to be rules and parents know if their 14 or 15 year old is in a gang. There has to be a way to target the problems with these parents and children. They have video games that incite violence and mental health isn't always the answer. At a previous unit she lived in there was 24 hour policing and much of the crime ceased. Mothers know what their children are doing. Many of the people in these communities don't want to hear gunshots and fighting. There has to be someone they can trust to turn people in. Ms. Richie commented that often times it is found that a lot of these families are fearful of retaliation. They will not call the police, but will call the office and the site manager will call the police. They may often times come to meet the police here. There is a big fear that if they come forward they will be retaliated against and may be shot and killed as well. RRHA is looking at different ways to be able to report that. A lot of the times when there is a domestic violence situation the first place they will go is to an RRHA property which requires us to go on lockdown in certain situations to ensure everyone is safe. The police will go to the office to speak with them in detail. There is a fear of repercussions. Often times the police offer sensitivity training, but there is a

great debate about that. Some officers feel that it sugar coats the larger issue.

Chair Kepley asked Ms. Richie if she felt the cameras had been a good addition. Ms. Richie replied that she felt they had. Chair Kepley asked if the police department had access to the cameras and if she felt that it is worthwhile to install the cameras at each property. Ms. Richie stated that RCPD has full access to the camera system and that RRHA plans to continue to install the camera systems.

Commissioner Burruss suggested that Mr. Bustamante send the article from the Roanoke Times to all of the Commissioners. Mr. Bustamante stated that he would.

Chair Kepley asked for more questions. There were none.

Chair Kepley asked Ms. Spickler to come up.

Ms. Spickler stated that the canned food drive RRHA has been working on for about six to seven weeks is coming to a close. It started when Ms. Henriksen ordered the RRHA reusable bags that are meant to help residents when the plastic bag tax goes into effect in January. That plastic bag tax is five cents per bag. RRHA wanted to help families in our neighborhoods when that tax goes into effect, so RRHA began discussing how to distribute. Since it is close to the holidays, it was decided to fill them with cans. RRHA currently has over 5,000 cans. With \$350 of a \$1,000 gift card that the Food Lion on Peters Creek gifted us left, RRHA should be very close to the goal of 6,000 cans if it is not exceeded or match. That goal of 6,000 planned for each family to have four cans with each bag creating a meal. Tomorrow is the last day and is giving Tuesday so it is a great way to end the drive.

Chair Kepley asked for questions. There were none.

Chair Kepley asked for Ms. Wanza to come up.

Ms. Wanza stated that the Meet and Great Project Discovery Meeting was held on November 10, 2021. Twenty-one students and three parents attended the meeting. The programs at Lansdowne Park, Indian Rock Village, and Jamestown Place are scheduled to begin Monday through Friday in January 2022. Follow up emails and letters have been sent to the families in attendance at Lansdowne. RRHA is working in partnership with Shantell Dupree of Goodwill and Lateefah Trent of TAP. Jo Nelson and Angela Williams will continue to assist with facilitating the program. The Youth Build program was scheduled to begin on December 1, 2021. At least four participants will be joining the program as a result of the efforts of the Section 3 Program.

Ms. Wanza added to assist with referrals for the program, she will be using the TAAG system and partnering with Resident Services for participants for Project Discovery and Youth Build and also for candidates who will work with Bill Russell Remodeling, George Trent, and Chris Snyder (All Contractors in the Spring of 2022). RRHA is looking to ensure that parents participate as well. Chair Kepley asked for questions.

Commissioner Burruss said that she is thrilled there will be Youth Build participants working on the new EnVision Center. She asked if there was a difference between the Project Discovery and Youth Build programs. Ms. Wanza clarified that Project Discovery helps youth to become more knowledgeable about college and provides both counseling and tutoring. This is a \$25,000 grant for one year at Lansdowne. Students from the Section 8 program are included to ensure that there are 20 participants. Commissioner Burruss asked if the times in January would be for

tutoring and college counseling. Ms. Wanza stated that would offer the tutoring and counseling as well as life skill assistance. In the summer they will be offered a paid internship through Goodwill. Project Discovery targets those in school whereas Youth Build targets those who have aged out or dropped out of school. Vice Chair Walker asked if these services had been implemented and Bluestone Park or the Villages at Lincoln. Ms. Wanza replied that her intention is to have the program at all properties, but the grant currently only funds the program at Lansdowne Park. If the program does well, RRHA hopes to have the program at all sites.

Chair Kepley asked for more questions. There were none.

#### 4. Committee Reports

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

There were none.

#### 5. Commissioner Comments

Chair Kepley asked if there were any Commissioner comments.

Commissioner Burruss told Mr. Gusler that she was thrilled to read that RRHA sold 427 Gilmer. Mr. Bustamante added that the Cherry Hill property would likely be next.

Chair Kepley asked for further questions. There were none.

#### 6. City Council Liaison Comments or Discussion

Chair Kepley asked for comments or questions. There were none.

#### 7. Residents or other community members to address the Board

Chair Kepley asked if there were any Residents or other community members to address the Board.

Ms. Hash introduced herself to the Board stating that she worked with the Roanoke Juvenile Probation Monitoring Counselors. She said that she was listening to everyone speak about gang violence and wanted to provide some suggestions. She suggested that in each community RRHA has at least one trustworthy person so that residents have someone to confide in who will then go speak to the police on behalf of the community. It is hard to understand why someone wouldn't feel comfortable speaking to police, but there is a distrust. If people don't trust someone then they tend to not speak at all. It can put people and families in danger if they speak to the wrong person.

Ms. Hash added that many children don't have anything to do, so they tend to find themselves getting into trouble. They find a sense of security and love within the gang. Children look for outlets. Many people in this area have never left the Roanoke area, so this is all they know and this is all it will ever be. Project Discover seems like it is the right place for many of these gang members. She stated that she is 42 and has had family here at Lansdowne Park. She said that she has never seen violence like there is now. Children do not understand that there are consequences to their actions.

Ms. Hash advised RRHA to target the parents. When there are no consequences or structure, children tend to do whatever they want. Tell the parents that these issues are coming from their homes and that they cannot live on these properties if they are participating in gang violence. Many times parents are causing the issues within their children. Tell the parents that you are here if needed. We cannot make it normal for children to see people going to jail, getting killed, or overdosing.

Chair Kepley asked for any questions.

Chair Kepley asked Mr. Loftis if RRHA is able to target parent for violations that children make in the housing unit. Mr. Loftis replied that it depends. It must something that would rise to the level of a lease violation. It would have to be something that RRHA could prove responsibility of the parent for. Chair Kepley asked if something could be put in the lease about family member violations. Mr. Loftis stated that those are already standard provision in the lease dealing with criminal activity. It clarifies if an event constitutes grounds for eviction. It is just a question of being able to prove a defense that a violation falls into the category and is able to be attributed to a lease violation. Mr. Loftis added that currently RRHA only proceeds with an eviction if there has been a criminal conviction. That way the violation has already been adjudicated by the courts rather than RRHA being in the position of having to prove that.

Commissioner Burruss stated that while it cannot be expected for staff to take care of everything, but there is a beautiful library that the city has built and they seem interested in it being a focal point for the community and a place for community building. She wondered if there might be some willingness on their part to do some really innovative things with both the children and parents. Another suggestion would be to contact the Roanoke Kiwanis club. They have taken an interest in this community and may be interested in mentoring.

Ms. Hash stated that the city has a Youth Gang Violence Program Coordinator and two counselors. Chris Roberts is the coordinator. Lansdowne Park is high on the list for youth and gang violence. Ms. Hash said that she hopes that they would reach out to housing, but encouraged RRHA to contact the program coordinator soon. She added that someone plants the seed and someone waters. It takes a lot of involvement

from the whole community. Commissioner McGuire stated that City Council has an assessment going out for the Youth and Gun task force and asked if there were any questions on the survey that can help solve these problems. Ms. Hash replied that she had not read the survey yet, but encouraged Commissioners to get involved with the questionnaire.

Commissioner Burruss asked what could keep the point person safe.

Commissioner McGuire added that there is a reason that people are afraid and their reasons are valid. Ms. Hash replied that they are afraid because they feel as though no one will shield them. They have to feel safe when they are meeting with law enforcement.

Commissioner Burruss advised the organization, again, to involve the Kiwanis club. She suggested that someone could present on the EnVision Center and what RRHA is planning to do there. She asked if there was a date for completion on the EnVision Center. Mr. Shank replied that construction will be completed next spring at the earliest. The building permits have been issued and they are doing demo work now.

Chair Kepley asked for more questions. There were none.

### **CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, October 25, 2021.

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

C-2 Monthly Operations Report for the month of October 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, McGuire, Vice Chair Walker, Chair Kepley

NAYS: None

### **REGULAR AGENDA**

1. **Resolution No. 4102**

Mr. Shank presented Resolution No. 4102 seeking the Board's approval to award a contract for open ended A&E services. He added that this is something that RRHA routinely does each year to get an architectural and engineering firm on board to handle small projects that the organization encounters during the course of the year. Back in October RRHA issues a request for the statement of qualification and only received one from Hughes Associates and Architectural Engineers. They are a known entity that has done work for RRHA before. This will be a one year contract with a one year option for \$175,000.

Chair Kepley asked for questions.

Chair Kepley asked if the amount will be accurate if projects aren't known at this time. Mr. Shank replied that in the past couple of years RRHA has worked A&E pretty hard with some larger projects like the EnVision Center. The organization finds that it is running through money quicker than in years past. Hughes has kept their fees at a moderate level when RRHA compares their hourly rates at various levels. The increases have never been above 5%, so Mr. Shank

recommends to award them the contract. He added that he reached out to the companies that did not respond. Some said they did not have the time to respond, and some that they did not have the money to invest in a state of qualifications. Chair Kepley asked if the RFQ was publicly advertised. Mr. Shank confirmed that it was. Commissioner Garner asked if RRHA had an overarching A&E program. Mr. Shank replied that RRHA typically puts out an RFQ annually. The current contract runs out tomorrow. When projects are planned for the Capital Fund, we need A&E services for architectural work or if the work requires a permit.

Chair Kepley asked if there were any more questions for Mr. Shank. There were none.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR MULTIPLE PROJECTS UNDER THE FY 2020 CAPITAL FUND PROGRAM NO. VA36P01150120.

WHEREAS, the City of Roanoke 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), which is grant number VA36P01150120 (570) in the amount of \$3,729,394.00; and

WHEREAS, Open-End Architectural and Engineering Services for RRHA was included on the Annual Statements detailing the planned use of CFP grant number VA36P01150120, which was approved by the Board of Commissioners under Resolution No. 4045 on May 18, 2020; and

WHEREAS, architectural and engineering services are essential to the overall maintenance and modernization of the public housing developments and other RRHA properties and provide a vehicle for the timely obligation of available funding; and

WHEREAS, RRHA issued a Request for Qualifications (“RFQ”) on September 19, 2021, with Statement of Qualifications being due on October 12, 2021; and

WHEREAS, RRHA received one (1) Statement of Qualifications in response to the RFQ from the following company:

- Hughes Associates Architects & Engineers;

WHEREAS, RRHA entered into negotiations for fees for services, and the cost of fees for services negotiated with Hughes Associates Architects & Engineers were determined to be fair and reasonable, based on comparison to RRHA's independent cost estimate completed prior to the beginning of the procurement process; and

WHEREAS, Hughes Associates Architects & Engineers has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommended to the Executive Director that a contract be awarded to Hughes Associates Architects & Engineers;

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 qualification 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 Statement of Qualifications submitted by Hughes Associates Architects & Engineers be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute form HUD-51915, Model Form of Agreement Between Owner and Design Professional, between Hughes Associates Architects & Engineers and RRHA for a term of one (1) year, with one (1) option year, in the not to exceed amount of \$175,000, including reimbursables, subject to availability of funds.
- (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.

EXPLANATION: Many of RRHA's projects are small in nature, with small attendant Architectural & Engineering fees, generating little interest in the design community on a per project basis. The selected projects typically require a variety of A & E services including initial investigation, design development, production of construction documents, space planning, and evaluation of damage to various building systems. Execution of a contract for Architectural and Engineering services for multiple projects best serves RRHA's need to have such services available as needed for this type of small projects.

If approved, this contract will be funded from CFP 570. The projected timeframe fits into our plan of action for obligation and expenditure of all CFP funds as reported to HUD.

Commissioner Burruss introduced Resolution No. 4102 and moved its adoption as introduced.

The motion was seconded by Vice Chair Walker and upon roll call the following vote was recorded:

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

NAYS: None

Chair Kepley thereupon declared said motion carried and Resolution No. 4102 was 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 Vice Chair Walker and upon roll call the following vote was recorded:

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

NAYS: None

Chair Kepley declared the meeting adjourned at 4:30 p.m.

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Drew Kepley, Chair

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David Bustamante, Secretary-Treasurer

Exhibits from November 29, 2021 Minutes previously circulated

RESOLUTION

NO. 4103

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4103

Meeting Date: December 20, 2021

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2022 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 place, date, and/or time for certain regular meetings of the Board of Commissioners in 2022.

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 December 2022 shall be held on Monday, December 19, 2022 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.

COMMISSIONERS ACTION:     Approved         Not Approved

Remarks:

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CITY of ROANOKE REDEVELOPMENT  
and HOUSING AUTHORITY

**PARTNERS IN PROGRESS**

## **Board of Commissioners Meeting Schedule 2022**

Unless otherwise noted, meetings are scheduled at 3:00 p.m. on the fourth Monday of each month at the RRHA Administration Building, 2624 Salem Turnpike NW, Roanoke, Virginia 24017.

Monday, January 24, 2022

Monday, February 28, 2022

Monday, March 28, 2022

Monday, April 25, 2022

Monday, May 23, 2022

Monday, June 27, 2022

Monday, July 25, 2022

Monday, August 22, 2022

Monday, September 26, 2022

Monday, October 24, 2022

Monday, November 28, 2021

Monday, December 19, 2022\*

\* Pursuant to Resolution No. 4103 establishing a date for the December regular meeting of the RRHA Board of Commissioners

RESOLUTION

NO. 4104

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4104

Meeting Date: December 20, 2021

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PAID TIME OFF PAYMENT

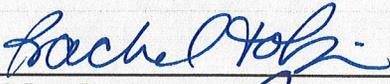
WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of current employee Paid Time Off (PTO) balances for the 2021 calendar year and reviewed the basis for those who have excessive balances at the end of the year; and

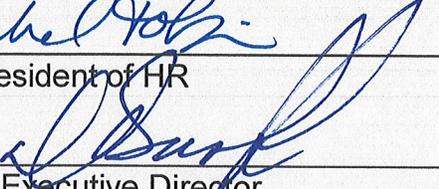
WHEREAS, RRHA has determined that project commitments and employee turnover and employee recruitment issues have cause many to be unable to utilize balances in order to meet the needs of the Agency; and

WHEREAS, the Executive Director, under his authority has approved a PTO payout to employees who are in excess of the 75 Hrs. carryover allotment; and

WHEREAS, the Executive Director meets the excess PTO balance as referenced above.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that a PTO payout for the current Executive Director, is approved effective for the 2021 calendar year.

Recommended by  Date 12/13/2021  
Vice President of HR

Approved by  Date 12/13/21  
Executive Director

COMMISSIONERS ACTION:  Approved  Not Approved

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION  
NO. 4105

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**

**RESOLUTION NO: 4105**

Meeting Date: December 20, 2021

Agenda Item Number: 3

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR PORCH REPAIRS FOR SINGLE-STORY APARTMENT UNITS FOR VILLAGES AT LINCOLN, AMP 202, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150121**

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 VA36P01150121 in the amount of \$3,836,496.00; and

WHEREAS, Porch Renovations was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150121, which was approved by the RRHA Board of Commissioners by Resolution 4079 on May 24, 2021; and

WHEREAS, RRHA needs a qualified contractor to complete Porch Repairs for Single-Story Apartment Units for Villages At Lincoln, AMP 202; and

WHEREAS, RRHA issued a Invitation for Bid on October 10, 2021, with bids being due on November 9, 2021; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell’s Remodeling, LLC	\$601,797.50

WHEREAS, as a result of negotiations, Russell’s Remodeling, LLC revised the amount of the bid to \$305,322.00; and

WHEREAS, the revised 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 revised independent cost estimate based on R S Means Cost Data, for the project; and

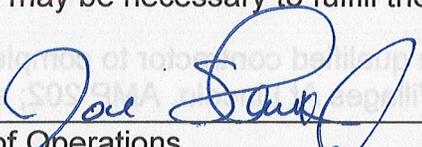
WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Russell’s Remodeling, LLC has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations 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 revised 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 \$305,322.00.
- (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.

Recommended by:  Date 12-13-2021  
 VP of Operations

Approved by:  Date 12-13-21  
 Executive Director

COMMISSIONERS ACTION:  Approved  Disapproved

Remarks: \_\_\_\_\_  
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