

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 on Monday, October 23, 2023.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners Anguiano, Kepley, Smith, Walker,  
Vice Chair Spickler, Chair Karney

ABSENT: Commissioner Garner

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Jason Michaels, Human Resources Manager; Greg Goodman, Director of Community Support Services; Leanna Pagans, Administrative Executive Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Suzzette McCoy, Compliance and Quality Assurance Specialist; Fredrick Gusler, Director of Redevelopment and Revitalization; Lynelle Lewis, FSS Coordinator; Stephanie Moon Reynolds, City Council Liaison; Linda Hentschel, CEO Family Services of Roanoke Valley; Kyla Herndon, Career Navigator Humankind; Amy Del Valle, Virginia Western Community College; Frank Tyree, Virginia Western Community College

Chair Karney welcomed everyone to today's meeting.

## II. REPORTS

### 1. Executive Report.

Mr. Bustamante addressed the Board stating that in addition to his written report he would like to remind the Board that on October 24<sup>th</sup> at 2:00 p.m. the HUD Field Office Director, Kerri Schmitt and the Region 3 Administrator, Michael Heckles, will be visiting RRHA. The meeting will take place at the EnVision Center if any board members are available to attend.

Mr. Bustamante also reminded the board that the joint meeting with city council will take place on November 6<sup>th</sup> at 9:00 a.m. on the fourth floor chamber.

Mr. Bustamante informed the board that the U.S. Senate has indicated that the fiscal year 2024 Transportation, Housing and Urban Development, and Related Agencies Appropriations Bill has been drafted. This bill allows for an increase of approximately 13% from fiscal year 2023. The Senate cannot pass this bill, however, until a new Speaker of the House has been elected.

Mr. Bustamante announced that he would like to speak briefly about RRHA's tenant account receivables and vacancies. RRHA staff have been working diligently in these respective areas and as a result the property managers have begun to take residents to court that have failed to pay their rent. Mr. Bustamante noted that there have been some families who have given a down payment and subsequently entered into a repayment agreement. There are also several families that have either abandoned their unit or failed to enter into a repayment agreement, and thus, will be facing eviction. It is in RRHA's best interest to reclaim possession of these units in order to turn and prepare them for occupancy by new families. An increase in evictions

correlates to a higher number of vacancies. There is a six month period from the time that the judge awards possession of a unit. The goal is to stagger the vacancies to allow maintenance staff to perform their day to day work as well as to turn a reasonable amount of units throughout the month. Mr. Bustamante added that in every meeting that he has attended with other executive directors, he has found that tenant account receivables is an ongoing issue due to the eviction moratorium and the COVID-19 pandemic. RRHA has been willing to work with these families even after receiving judgment and up until the writ is submitted, given they are able to pay their remaining balance. However, the percentage of families that have successfully done so is much lower than the families that have not. Mr. Bustamante offered to answer any questions.

Commissioner Anguiano asked how many evictions are anticipated. Mr. Bustamante replied that as of today there have been at least ten evictions this month , however, that number does not include those that received a court date, but failed to appear. This total will likely increase to approximately 15-17 families. Commissioner Walker asked if this is only occurring at Lansdowne Park. Mr. Bustamante stated that this will take place at all of RRHA's housing developments. Commissioner Anguiano asked how these vacancies will affect the authority's potential scores. Mr. Bustamante replied that scoring is based on vacancies as well as tenant account receivables. Unfortunately, RRHA will not get the maximum points for either of these two grading scales and it will affect these scores negatively. PHADA submitted a letter to HUD, which has previously been sent to the board, stating that this is a systemic problem among every housing authority throughout the country and suggested that scoring

should be adjusted to reflect such. Commissioner Kepley asked if this was exacerbated by the recent staffing issues at RRHA or a result of the moratorium. Mr. Bustamante stated that the biggest issue has been the moratorium. Moving forward, management will ensure that the collection of rents is performed according to RRHA policy. Mr. Bustamante added that he can confirm that this is now being done.

Commissioner Kepley asked what the time frame is on turning a unit. Mr. Bustamante noted that it depends on the unit. Some of the units can be turned within 10-15 days while others will take much longer due to the nature of the damage inside the units. Commissioner Kepley asked what type of work is typically performed during this process. Mr. Bustamante stated that every unit is painted, the floors are stripped and waxed, and appliances are cleaned as well as any other necessary maintenance work. Upon completion the property manager does a walkthrough of the unit before it is offered to a family.

Commissioner Smith asked if some of the individuals that fell behind on their rent took advantage of the funds that were available during the moratorium. Mr. Bustamante noted that there were a lot of tenants that did take advantage of that program. A majority of the families received those funds within a certain time period and continued to pay their rent. However, there were a number of families that received those funds and then proceeded to stop paying again. There was also a portion of families who had these funds sent directly to them and as a result RRHA never received the payment that was intended for their rent. Commissioner Walker asked what the age range is of these individuals. Mr. Bustamante replied that the age range is mixed. Commissioner Anguiano stated that this is an area of concern that the board

would like to be updated on as it goes to the crux of the mission and RRHA's viability. Mr. Bustamante stated that hill will notify the board accordingly.

Chair Karney asked if these individuals are being referred to the Homeless Assistance Team for any services that they might be able to provide. Mr. Bustamante stated that the property managers are meeting with these individuals while processing their paperwork for the eviction as well as in court and letting them know what their options are. They also have the ability to come back into the office and speak to the managers should they need to do so. Vice Chair Spickler asked what RRHA's relationship is like with the Rescue Mission and other organizations that provide this kind of assistance. Mr. Bustamante said that the RRHA staff work with these organizations day in and day out and have a very stable relationship with them.

Chair Karney asked for further questions. There were none.

## 2. Staff Reports

Mr. Goodman greeted the Board stating that he would like to share a few exciting announcements regarding the Resident Services Department. RRHA was recently named to the 2023 Public Housing Communities Honor Roll. RRHA was one of only 31 nationwide PHA organizations to receive the title of 2023 Public Housing Community. This achievement was made possible by the collaborative work with Book Rich Environments in which RRHA distributes over 3,000 books on a yearly basis to the public housing authority youth. RRHA would like to say thank you to Star City Reads, Kids Soar and the Roanoke City Public Libraries for all their excellent work and dedication to providing the RRHA youth with an opportunity to participate in reading

activities and ensuring an equitable opportunity to access books.

The Roanoke EnVision Center was recently awarded a National Merit Award for innovation and resident services at the NAHRO conference held in New Orleans. The criteria for eligibility stated that the program must have produced tangible results, for example cost savings, enhanced productivity, and improved client services, better coordination of services with others and creative financing. The program must have an innovative approach while creating and utilizing techniques and procedures that represent new and creative practices and implement programs and resolve problems among agencies of similar size. The Roanoke EnVision Center was recognized for the work provided through mental wellness, employment related support and education assistance.

RRHA would like to recognize its' partners at Family Services of Roanoke Valley, Virginia Western Community College and Humankind. These partners provide vital services at the EnVision Center and work on a daily basis to provide opportunities and resources to residents. Mr. Goodman invited everyone in attendance to stand for a round of applause. The EnVision Center would like to thank the Executive Director, David Bustamante, for seeing the value in the center that provides the much needed resources to RRHA residents. Lastly, the Resident Services department would like to thank its Board of Commissioners for their support with the EnVision Center and ensuring that the residents receive the best service and support possible. Mr. Goodman offered to answer any questions.

Commissioner Anguiano congratulated Mr. Goodman and noted that he has always been impressed by the way the Resident Services department works with the

partners as these kinds of things should be the goal. Vice Chair Spickler congratulated Mr. Goodman and his staff on the excellent work being done at the EnVision Center.

Chair Karney asked for further questions. There were none.

### 3. Committee Reports

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

### 4. Commissioner Comments

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

### 5. City Council Liaison Comments or Discussion

Councilwoman Moon Reynolds greeted the board and thanked everyone for their acts of kindness during the recent passing of her mother.

Ms. Moon Reynolds stated that council would like to ask for additional information at the joint council meeting regarding RRHA's annual report as well as the time frame on the new affordable housing project. Ms. Moon Reynolds added that she is also interested in the grant money awarded to RRHA through the Gun Violence Commission in regards to the security camera system.

Mr. Bustamante replied that RRHA received \$164,000 from the Gun Violence Prevention program that will be used to purchase five new cameras and two license plate readers to be placed among Lansdowne Park, Villages at Lincoln and Jamestown Place. This purchase will also include a three year subscription fee.

Councilwoman Moon Reynolds asked if the issues in regards to previous

complaints made about the security cameras at Melrose Towers have been resolved. Commissioner Smith replied that there have not been any more complaints in over a month.

Chair Karney asked for further questions. There were none.

6. Residents or other community members to address the Board

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

### **CONSENT AGENDA**

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held  
Monday, September 25, 2023.

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

- C-2 Monthly Operations Report for the month of September 2023.

RECOMMENDED ACTION: File as submitted.

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

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair Spickler, Chair Karney

NAYS: None

### **REGULAR AGENDA**

1. Resolution No. 4173

Mr. Shank presented Resolution No. 4173 seeking the board's approval to award a contract for window replacement at Hunt Manor to be funded by the Capital Fund Grant and the Virginia Housing Revitalization Grant. An Invitation for Bid (IFB) was issued and two responsive bids were received with Russell's Remodeling, LLC submitting the lowest bid in the amount of \$719,595.05. Mr. Shank noted that he has met with the contractor and upon review determined that the bid to be fair and reasonable. There are approximately 671 windows to replace, including repainting of the exterior.

Commissioner Kepley asked if any of the windows will be egress windows. Mr. Shank replied that a portion will be egress windows. The previous ceramic tile seal at the bottom of the windows will be replaced with PVC trim.

Commissioner Smith asked if this is the same contractor that performed the window replacement work at Melrose Towers. Mr. Shank stated that it is not. Melrose Towers has commercial windows where Hunt Manor does not.

Chair Karney asked for further questions. There were none.

Commissioner Anguiano then introduced Resolution No. 4173 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair Spickler, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4173 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING  
AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT OF WINDOWS FOR HUNT  
MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER  
VA36P01150123 AND VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

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 VA36P01150123 in the amount of \$4,824,916.00; and

WHEREAS, Window Replacement for Hunt Manor was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Public Housing Revitalization Grant from Virginia Housing in the amount of \$3,836,496.00; and

WHEREAS, Window Replacement for Hunt Manor was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Windows for Hunt Manor; and

WHEREAS, RRHA issued a Invitation for Bid on September 3, 2023, with bids being due on October 3, 2023; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
G & H Contracting, Inc.	\$739,000.00
Russell's Remodeling, LLC	\$719,595.05

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on 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 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 \$719,595.05.
- (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.

## 2. Resolution No. 4174

Mr. Shank presented Resolution No. 4174 seeking the board's approval to award a contract for architectural and engineering services for multiple projects. The contract term will be one year plus one option year for the not to exceed amount of \$175,000. This will be an open-ended contract in which an architectural and engineering firm will handle the smaller jobs. The invitation for qualifications (IFQ) was issued publicly and directly to several local firms. One statement of qualifications was received from Hughes Associates Architects and Engineers. Upon request of their fees for services they submitted the same rates for hours as their previous contract with RRHA with no increases.

Commissioner Kepley asked if the smaller projects are known ahead of time. Mr. Shank replied that he may have some projects under the capital fund and these are

generally worked six to nine months ahead of the completion date, while others arise later on. Commissioner Kepley asked what the determining decision is based on. Mr. Shank stated that the choice is based solely on stringent qualifications followed by negotiation of hourly rates. Commissioner Anguiano asked how far the relationship with Hughes Associates dates back. Mr. Shank stated that this will be their third project with RRHA.

Chair Karney asked for further questions. There were none.

Commissioner Kepley introduced Resolution No. 4174 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair Spickler, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4174 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR MULTIPLE PROJECTS UNDER THE FY 2022 CAPITAL FUND PROGRAM NO. VA36P01150122 AND THE FY 2023 CAPITAL FUND PROGRAM NO. VA36P01150123.**

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 VA36P01150122 (573) 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 VA36P01150122, which was approved by the Board of Commissioners under

Resolution No. 4119 on May 23, 2022; and

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 VA36P01150123 (574) in the amount of \$4,824,916.00; and

WHEREAS, Open-End Architectural and Engineering Services was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; 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 10, 2023, with Statement of Qualifications being due on October 3, 2023; and

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

- Hughes Associates Architects & Engineers;

WHEREAS, RRHA requested that the hourly rates for fees for services be submitted by Hughes Associates Architects & Engineers for evaluation; and

WHEREAS, after evaluation, it was determined that the submitted hourly rates for fees for services were fair and reasonable, based on comparison to prior hourly rates for fees for services for previous architectural and engineering contracts; 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:

- (4) The Statement of Qualifications submitted by Hughes Associates Architects &

Engineers be and hereby is accepted;

- (5) 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 reimbursable

- (6) es, subject to availability of funds.

- (7) 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 573 and CFP 574. The projected timeframe fits into our plan of action for obligation and expenditure of all CFP funds as reported to HUD.

### 3. Resolution No. 4175

Mr. Bustamante presented Resolution No. 4175 seeking the board's approval to modify contract 900-2002-1-7 with Network Computing Group (NCG) using public housing operating funds. This is a five year contract that provides RRHA with IT services and was awarded to NCG in January of 2020 with a not to exceed amount of \$675,000. An additional \$250,000 is needed to fund the remaining 15 months of the contract due to unexpected equipment replacement, as well as the addition of the EnVision Center and the costs associated with bringing that center up-to-date.

Commissioner Kepley asked if the additional funds are strictly for the EnVision Center. Mr. Bustamante replied that the additional funds will provide IT services for the

remainder of the contract for all of RRHA. When the IFB was initially issued, RRHA was not aware of any expenses that the addition of the EnVision Center would bring.

Commissioner Anguiano asked if the service provided by NCG has been satisfactory overall. Mr. Bustamante replied that while service has met the requirements of the contract, he believes it is in RRHA's best interest to procure these services upon this contracts end date. Commissioner Kepley asked what specific IT services this includes. Mr. Bustamante stated that NCG maintains the internet servers, email and backup systems, as well as the firewall. They also provide day to day service through a help desk for any computer related issues, equipment repair and/or replacement, etc.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4175 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair Spickler, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4175 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY MODIFYING CONTRACT 900-2002-1-7 USING  
PUBLIC HOUSING OPERATING FUNDS**

WHEREAS, IT Services are essential to the overall operation and security of information of RRHA; and

WHEREAS, the Executive Director was authorized and directed to execute a contract for IT Managed Services based on the number of workstations and servers and

additional IT related projects that arise each year between Network Computing Group, Inc. and RRHA with a not to exceed amount of \$675,000.00 with a five-year contract term, by the Board of Commissioners in Resolution No. 4032 on December 16, 2019; and

WHEREAS, Contract 900-2002-1-7 was executed between Network Computing Group, Inc. and RRHA with a not to exceed amount of \$675,000.00 with a term of one (1) year beginning January 10, 2020, with four (4) option years ending January 9, 2025; and

WHEREAS, over the past four (4) years RRHA has experienced higher than expected monthly service fees due to the addition of the EnVision Center and installation of new IT equipment prior to its' opening; and

WHEREAS, it is estimated an additional \$250,000.00 will need to be added to the not-to-exceed amount to cover the cost of estimated monthly service fees for year five (5) and to have an allowance for additional equipment replacement costs that are unknown at this time; and

WHEREAS, RRHA has sufficient Public Housing Operating Funds to obligate for the contract modification; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

1. The Executive Director be and hereby is authorized and directed to execute a contract modification to be funded by Public Housing Operating Funds, to the contract between Network Computing Group, Inc. and RRHA, increasing the not-to-exceed amount of Contract 900-2002-1-7 from \$675,000.00 to \$925,000.00.
2. The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.
3. Resolution No. 4176

Mr. Michaels presented Resolution No. 4176 seeking the board's approval for PTO payouts for the executive director in excess of 75 hours. Employees who are not able to use all of their PTO in 2023, and who have balances in excess of 75 hours, will be paid out due to continued project commitments, as well as ongoing staffing shortages and retention challenges. RRHA has made some improvements to the processes that are used in these efforts, but they remain an opportunity at this time. As the executive director has approved PTO payouts for the employees, this resolution will provide a payout of any undue PTO balance in excess of 75 hours for the executive director. Mr. Michaels offered to answer any questions.

Commissioner Smith asked if a large payout is expected. Mr. Michaels replied that it is difficult to predict at this time, however, he believes that it will be in line with the 2022 payouts. Commissioner Smith asked if the staffing issues have improved. Mr. Michaels stated that retention over the last year has improved compared to September of 2022. The average attrition rate in 2022 was ten percent as opposed to six and a half percent in 2023.

Mr. Bustamante added that there are certain departments that have struggled more than others to attract and retain employees. Ms. Austin's staff in the finance department have been working by themselves for the better part of this year and, having done outstanding work, deserve to have their PTO paid out.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4176 and moved its adoption as introduced.

The motion was seconded by Vice Chair Spickler and upon roll call the

following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair  
Spickler, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4176

was adopted as introduced.

#### 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 2023 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 2023 calendar year.

### III. **ADJOURNMENT**

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


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

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

Spickler, Chair Karney

NAYS: None

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

  
Karen Karney, Chair

  
David Bustamante, Secretary-Treasurer

Exhibits from October 23, 2023 Minutes previously circulated