

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 27, 2025.

I. CALL TO ORDER – ROLL CALL

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

PRESENT:	Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter
ABSENT:	Commissioner Wright
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Tina Bousman, Human Resources Manager, Meghan Castañeda, Administrative Manager/Executive Assistant; Fredrick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Director of Community Support Services; Brenda Prieto, Manager of PR/MKTG/SM; Phazon Nash, City Council Liaison, Katherine Gibson-Cromer, Morningside Manor Resident.

Chair Carr welcomed everyone to today's meeting and invited Mr. Bustamante to share the Executive Report.

II. REPORTS

1. Executive Report

Mr. Bustamante stated he wished he had better news to share with the Board

and proceeded to review several key developments. He reported the Senate had failed, for the twelfth time, to pass the Republican-led Clean Continuing Resolution. As a result, Congress had surpassed the 21-day government shutdown of 1995–96, making it the second longest in U.S. history. The proposal, which offered an extension of federal funding through November 21, failed by a vote of 51 to 45, with all but three Democratic caucus members voting against it. He explained Democrats are withholding their support pending an extension of Affordable Care Act tax credits set to expire at the end of the year. Without an extension, health insurance premiums are expected to rise and millions could lose coverage.

Mr. Bustamante reported, in response to the shutdown, the White House had issued a new round of Reduction in Force (RIF) notices on the 10th of October. Within the previous four weeks, approximately 4,200 HUD employees have been terminated, with most of the reductions occurring in the REAC office that handles inspections, appeals, and performance designations such as “High Performer,” “Standard Performer,” and “Troubled Performer.” He noted it was unclear how many individuals remained in that office following the cuts.

Mr. Bustamante shared one positive development was HUD had notified agencies in mid-October funds would be available through the end of December, rather than only through November as initially believed. He said the agency also submitted its Family Self-Sufficiency (FSS) grant application but had not received confirmation due to the shutdown. Additionally, Mr. Bustamante shared RRHA is in the process of applying for the Jobs Plus grant, though it is uncertain whether that application period would be extended.

Mr. Bustamante stated staff has begun to review the agency's Administrative Plan section on "insufficient funding" in anticipation of a potential funding shortfall. He explained the first step under that policy was to stop leasing new units, which RRHA has already done for the past two years due to operating under continuing resolutions. Out of 2,145 available vouchers, only 1,791 are leased, despite using 100% of the budget authority.

He further explained, in the event of continued insufficient funding, the next steps would include terminating families who had committed program fraud or abuse within the previous six months, followed by those with violations within six to twelve months. If the situation worsened, the authority would have to terminate assistance based on program longevity, starting with non-elderly, non-disabled single-member households, then non-elderly, non-disabled households without children, followed by non-elderly, non-disabled households with children. Elderly and disabled households would be the last to be affected. He stated this was the first time the Authority had seriously considered applying this section of the Administrative Plan, and it was a deeply troubling scenario.

Vice Chair Carter asked whether the HUD employees affected by the RIF had been furloughed or terminated. Mr. Bustamante confirmed they had been terminated. She then asked if RRHA would consider cutting resident programs before resorting to evictions. Mr. Bustamante agreed such measures would be evaluated and added the Authority would likely also need to assess essential versus non-essential staff positions if funding constraints persisted.

Chair Carr asked about the process and timeline for terminating tenants if the

funding situation required it. Mr. Bustamante explained for the Housing Choice Voucher Program, once a Housing Assistance Payment (HAP) contract was terminated, the tenant became responsible for the full rent immediately. The landlord would then need to initiate eviction proceedings through the court system if necessary. For public housing residents, he explained the process would take significantly longer, as only a limited number of unlawful detainers—approximately thirty—could be processed through court each month.

Vice Chair Carter expressed concern for elderly and long-term residents, noting many in her building had lived there for decades. Mr. Bustamante reiterated elderly and disabled residents would be the last affected under the policy. Vice Chair Carter then asked whether the Authority might need to sell properties. Mr. Bustamante responded no housing authority had ever faced such a situation. He emphasized these were unprecedented times and expressed concern for the thousands of residents who might lose housing if the shutdown continued.

Chair Carr asked whether landlords could be reimbursed retroactively if funding was restored. Mr. Bustamante said this question had been raised in several meetings, but there were no HUD officials available to provide an answer.

Commissioner Karney asked whether the City of Roanoke had been informed of the potential impacts. Mr. Bustamante stated he had raised the issue at a joint meeting with City Council, emphasizing approximately 5,000 individuals could face homelessness if federal funding did not resume. He noted the city lacked sufficient shelter capacity to handle such a crisis.

Chair Carr asked whether congressional representatives had responded to

letters from the Authority, and Mr. Bustamante reported no responses had been received.

Commissioner Coles then asked about long-term residents and whether public housing was intended to be temporary. Mr. Bustamante explained the program was originally designed as transitional housing, but over time had become generational, with housing assistance often passed from one family member to another. He clarified federal regulations did not impose time limits on participation as long as residents remained compliant and paid rent. Chair Carr noted proposals had been introduced at the federal level to limit the duration of assistance. Mr. Bustamante confirmed such proposals had been discussed.

Vice Chair Carter noted residents with fixed incomes had limited opportunities for upward mobility. The conversation continued with discussion of income levels, past support programs, and the challenges of self-sufficiency.

Mr. Bustamante then reported on a recent meeting with the City Manager, Assistant City Manager, and Council Member Nash. They discussed the Cherry Hill project, environmental review sign-offs needed for grant funding, and the ongoing issue of trash collection services. Mr. Bustamante said the City Manager had indicated a housing director or specialist position would soon be filled, after which further discussions could occur regarding Cherry Hill. Regarding the environmental reviews, Mr. Bustamante noted several had been awaiting city signatures for over a year, preventing RRHA from drawing down funds. At the meeting, he added, the City Manager had agreed to look into the matter, but as of the October Board Meeting, the issue remained unresolved.

Mr. Bustamante also addressed trash collection concerns. Following discussion with the City Manager, he learned because RRHA properties are tax-exempt, the Authority is responsible for trash removal. He stated he intended to move forward with awarding contracts for trash collection, as previously approved by the Board, but would revisit the issue with the City in the future.

Vice Chair Carter observed the Authority was not seeking free service, but questioned whether paying the City directly could be more cost-effective than contracting separately. Mr. Bustamante responded he would revisit the issue with the City Manager in the coming year.

Commissioner Karney asked whether the Authority should engage the media to raise public awareness of the uncertainty of funding and the Authority's plan should funds not be distributed. Mr. Bustamante stated he had considered it but was concerned about causing panic among residents and landlords, which could lead to premature evictions. He suggested revisiting the discussion at the November meeting. Vice Chair Carter noted the issue had already surfaced in some social media groups.

Commissioner Karney asked whether the Authority could accept donations or grants to help offset costs, and Mr. Bustamante explained Housing Assistance Payments could only be made with HUD funds.

Commissioner Jennings then asked whether partnerships with local or state programs could help residents maintain housing temporarily if vouchers were suspended. Mr. Bustamante said such arrangements were possible but would remove participants from the Section 8 program, requiring them to reapply later.

Vice Chair Carter suggested organizing a citywide fundraiser to help residents

who lacked family support. Mr. Bustamante said such efforts could be helpful if funds were used for expenses other than rent or for relocation assistance. Commissioners discussed the potential challenges and limitations of such efforts, noting long-term sustainability would depend on federal funding resuming.

Finally, Chair Carr asked whether the Authority should begin tenant outreach to explain potential impacts. Mr. Bustamante responded HUD had issued a “tenant rights” flyer advising residents to continue paying their rent share and to contact legal aid if landlords attempted evictions. However, he noted the flyer’s assurances did not fully reflect the gravity of the situation.

Mr. Bustamante concluded by expressing hope federal leaders would reach an agreement soon, though he acknowledged discussions in Washington appeared to be stalled. Chair Carr emphasized the importance of continuing to contact congressional representatives to advocate for residents and thanked Mr. Bustamante for his report.

2. Staff Reports

Chair Carr asked for staff reports. Mr. Goodman reported he was pleased to share some good news following the earlier discussions. He noted Commissioner Coles was holding the award recently received from NARHO recognizing the Authority’s resident services collaboration with Virginia Western Community College. The program, which offered certification as a Medical Administrative Assistant, has been a strong example of partnership between resident services staff, the community college, and dedicated residents. Mr. Goodman expressed appreciation to the Board for its continued support of resident advancement initiatives.

Commissioner Coles commented the program addressed a much-needed area

of workforce demand, noting it provided opportunities for both Certified Medical and Certified Nursing Assistants.

Chair Carr then asked how many residents had participated in the program. Mr. Goodman stated the Authority has completed two cohorts, serving approximately 24 residents in total. He added the College has also begun a Sterile Equipment Certification course, which started a few weeks ago and includes a majority of public housing residents. Mr. Goodman further reported the Envision Center has recently hosted a Manufacturing Trade Expo, during which participants were asked to vote on the next training they would like offered. He indicated another training session is expected to begin soon.

Chair Carr thanked Mr. Goodman for his report.

3. Committee Reports

Chair Carr asked for committee reports. There were none.

4. Commissioner Comments

Chair Carr asked for commissioner comments. There were none.

5. City Council Liaison Comments or Discussion

Chair Carr asked for comments from the City Council Liaison. Councilman Nash reported he has been developing a Council Member initiative to establish an Expungement Clinic. He explained similar programs in other localities work with the Commonwealth's Attorney, legal aid societies, and other legal groups to expunge minor criminal charges from individuals' records. The initiative is intended to remove barriers that prevent residents from accessing employment or other opportunities due to non-serious offenses.

Councilman Nash indicated the initiative will include a job fair component, with employers present to hire on the spot and representatives from the Envision Center available to share resources and opportunities. He noted flyers for the initiative will be distributed to the Board once they are finalized. Planning is anticipated to begin in the winter, with the event scheduled for spring when weather conditions are more favorable for public participation.

Commissioner Coles inquired about the nature of the initiative. Councilman Nash clarified the Expungement Clinic will provide on-site expungement of eligible charges and is intended to be a semi-annual event, occurring in both spring and fall. He emphasized the first session may face lower attendance but repetition will improve both participation and process efficiency over time.

Councilman Nash further noted legal staff will determine participant eligibility and that he is not responsible for the legal intricacies of the expungement process. Vice Chair Carter inquired whether restoration of civil rights could be incorporated, and Councilman Nash confirmed he had considered including civil rights restoration, enabling residents to regain voting rights and pursue additional opportunities such as notary certification.

Chair Carr asked if there were additional questions, and the Board expressed appreciation for Councilman Nash's report. Councilman Nash also reported he has coordinated with Councilman Hagan to ensure continuous representation at future meetings, confirming they will alternate attendance as needed to maintain consistent communication with the Authority and the City Manager's office.

Chair Carr thanked Councilman Nash for his presentation and ongoing

engagement with the Authority's initiatives.

6. Residents or other community members to address the Board

Chair Carr asked for comments from community members. Katherine Gibson-Cromer, a graduate of the first CNA class and Morningside Manor resident, shared her experience with the program. She reported she has completed four certifications between August and May, which she would not have been able to afford otherwise. Ms. Gibson-Cromer noted she has been able to use contacts gained through the program to navigate her career path and expressed appreciation for the support she has received from staff and instructors. She also completed CMAA certification and pursued EKG technician training, receiving BLS certification and gaining clinical experience at two facilities. Although one employment opportunity fell through, she remains in contact with program staff for continued guidance and support.

Commissioner Coles inquired whether the classes were accessible and non-intimidating. Ms. Gibson-Cromer confirmed the instruction was supportive, and staff assisted her in navigating certifications and clinical placements.

Mr. Goodman provided an update on the EnVision Center's It Takes a Village initiative, funded by the Department of Criminal Justice Services. He reported infrastructure for wheelchair- and handicap-accessible gardens has been established at Melrose Towers and Villages at Lincoln, and fruit trees have been planted behind the EnVision Center. The gardens will be fully operational in the spring, providing accessible opportunities for residents to harvest vegetables.

Additionally, six elementary and four middle school students are participating in full-time after-school tutoring with Taylor's Tutoring. The students have completed

initial assessments, attend twice weekly, and have earned their first \$100 monthly stipend. Tutoring focuses on reading to bring students to grade-level proficiency before introducing math instruction.

Mr. Goodman also reported bi-weekly financial literacy classes for youth, bi-weekly arts classes, weekly agriculture classes, and weekly “Pals with Patrol” sessions with the Roanoke Police Department are ongoing. A life skills workshop for young adult single mothers, hosted by Carilion, was recently held, and two of six participants secured full-time employment as a result.

Chair Carr thanked Mr. Goodman for the updates and for the ongoing efforts with residents and program participants. He also thanked Ms. Gibson-Cromer for sharing about her experience with the programs offered at the EnVision Center.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, September 22, 2025.

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

C-2 Monthly Operations Report for the month of September 2025.

RECOMMENDED ACTION: File as submitted.

Vice Chair Carter introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Karney and upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

REGULAR AGENDA

1. Resolution No. 4264

Mr. Shank presented a resolution for the board's consideration regarding the use of architectural and engineering services for smaller capital improvement projects in public housing. He explained this resolution is brought to the board every two years to authorize access to such professional services for minor projects—typically those with fees in the range of \$7,000 to \$8,000—which would not warrant a full public procurement process for each individual job.

He further noted the contract also provides access to surveying services and engineering studies may support future planning and project development. The resolution, he said, effectively establishes a funding pool from which payments are made as projects are completed over a two-year period.

Mr. Shank reported the agency issued a publicly advertised Request for Qualifications on August 31, sending it to nine firms directly and receiving inquiries from seven additional firms. However, only one firm—Hughes and Associates—submitted a response. After evaluating their qualifications and comparing proposed fees to prior rates, adjusted for inflation, staff found the fees to be fair and reasonable.

Mr. Shank stated Hughes and Associates has provided satisfactory services to the agency in the past, noting their responsiveness and quality of work. He therefore requested board approval to award a one-year contract, with a one-year renewal option, to Hughes and Associates Architects & Engineers, in an amount not to exceed \$225,000 for services and reimbursable expenses. With no board questions, Commissioner Karney moved to approve Resolution No. 4264. Vice Chair Carter seconded the motion, and upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4264 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 2023 CAPITAL FUND PROGRAM NO. VA36P01150123 AND THE FY 2024 CAPITAL FUND PROGRAM NO. VA36P01150124.

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, 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 VA36P01150124 (576) in the amount of \$4,936,100.00; and

WHEREAS, Open-End Architectural and Engineering Services was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150124, which was approved by the RRHA Board of Commissioners by Resolution 4202 on May 20, 2025; 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 August 31, 2025, with Statement of Qualifications being due on October 1, 2025; 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:

- (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 \$225,000, 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 574 and CFP 576. The projected timeframe fits into RRHA's plan of action for obligation and expenditure of all CFP funds as reported to HUD.

2. Resolution No. 4265

Mr. Shank presented a resolution for board consideration and clarified the title should include the word "modification" after the word "contract," since this item concerns an existing agreement to which an additional option year is being added.

He explained the resolution relates to a cooperative agreement, a type of procurement arrangement that allows one government entity to take advantage of a contract established by another. Through this process, an original government entity conducts the competitive procurement with language permitting other public agencies to participate later. Vendors benefit from a broader customer base and therefore typically offer more favorable pricing.

In this case, Ferguson Enterprises was originally awarded the procurement through Omnia Partners, with the Region 14 Educational Service Center—a Texas-based governmental entity—serving as the procuring agency. Mr. Shank noted the cooperative agreement meets HUD's five intergovernmental cooperative agreement

requirements, which include:

- Demonstrated economic efficiency and cost savings to the housing authority.
- Use limited to common, routine supplies and services—such as maintenance, repair, and operations (MRO) materials—that are repetitive in nature.
- Verification that the original procurement met HUD’s procurement standards.
- An agreement between RRHA and another state or local governmental entity (in this case, Region 14 ESC).
- Inclusion of a copy of the agreement and a cost evaluation in the contract file prior to execution.

Mr. Shank emphasized RRHA staff conduct due diligence to ensure the original procurement satisfies all HUD requirements before the Agency participates. He added items purchased through this agreement typically include maintenance-related materials such as HVAC parts, plumbing supplies, cleaning products, or hardware items.

He requested board approval to modify the existing contract with Ferguson Enterprises by increasing the contract amount by \$225,000.

Commissioner Coles inquired about the origin of Region 14, to which Mr. Shank responded it is based in Texas. He noted many cooperative procurements originate from various states and agencies, provided they contain the proper language allowing participation by others.

Chair Carr asked whether Ferguson’s supplies primarily include items such as faucets, to which Mr. Shank replied the contract covers a range of common maintenance materials, including plumbing, HVAC, cleaning, and hardware supplies.. The motion was introduced by Vice Chair Carter and seconded by Commissioner Coles.

Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4265 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT *MODIFICATION* WITH REGION 14 EDUCATION SERVICE CENTER/OMNIA PARTNERS AND FERGUSON ENTERPRISES, LLC

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) includes Maintenance, Repair, and Operations supply (MRO) as a necessary expense in its annual operating budget; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, RRHA has determined that joining the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract, identified as contract #02-138, as awarded on April 19, 2022 with an effective date of April 19, 2022 and with a term ending on April 30, 2025 with two (2) option years, if mutually agreed upon by Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, is cost effective and in the best interest of RRHA; and

WHEREAS, RRHA has requested an option year extension and Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises has accepted the option year extension; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract is routine in nature for purchasing plumbing supplies, HVAC products and building supplies; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the not-to-exceed amount for this contract was determined based on review of RRHA's average expenses for MRO for the past five (5) years;

and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract modification increasing contract not-to-exceed amount by \$225,000.00 with Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, contingent upon acceptance of RRHA's Memorandum of Understanding by Ferguson Enterprises. LLC.

2. Resolution No. 4266

Mr. Bustamante presented a resolution to the Board seeking approval for a modification to the Administrative Plan regarding the administration of Emergency Housing Vouchers (EHVs). He explained the agency was originally awarded 26 EHVs from HUD to assist individuals who were homeless or at risk of homelessness, with referrals coming from the local Continuum of Care.

He noted HUD subsequently stopped funding these vouchers, and RRHA has a total of 19 EHVs remaining from the original 26 that were issued. In response, Mr. Bustamante applied for and received a waiver from HUD on September 25, which allowed the agency to transfer these individuals from the EHV program into the agency's regular Housing Choice Voucher (HCV) program without requiring them to reapply for the waitlist.

In order to implement this change, the agency also needed to modify its Administrative Plan to include a new preference. The provision, highlighted in the board packet, states, "at the sole discretion of the Executive Director, families currently participating in any special purpose voucher programs who are at risk of losing rental assistance due to funding constraints or program/eligibility changes will be issued the next available HCV or special purpose voucher. If more families are at risk than

vouchers available, assistance will be provided in order of household date of admission.”

Mr. Bustamante requested the board’s approval to amend the HCV Administrative Plan to incorporate this new preference, enabling the affected families to be transferred to the HCV program. A motion to approve the resolution was introduced by Commissioner Karney and seconded by Commissioner Jennings. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4266 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT
AND HOUSING AUTHORITY APPROVING A REVISED
ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE
VOUCHER PROGRAM

WHEREAS the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984

and 985; and

WHEREAS, the current Administrative Plan for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4240 on March 24, 2025; and

WHEREEAS, HUD released PIH 2025-19, Guidance on Transitioning EHV Families into HCV and End of EHV Services Fee Expenditure with changes in HUD regulations and policy, and

WHEREAS RRHA staff have reviewed the Administrative Plan and incorporated revisions determined necessary by RRHA staff.

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

1. The Revised Administrative Plan for the RRHA Section 8 Housing Choice Voucher Program, in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.
3. Resolution No. 4267

Ms. Bousman requested board approval for PTO payout balances for employees who were unable to use all of their accrued paid time off in excess of the standard 75-hour carryover limit. She clarified this request applies to the 2025 calendar year.

Chair Carr confirmed the payout pertains only to hours above the 75-hour limit, and Ms. Bousman affirmed. When asked about the rationale, she explained the payout is necessary due to employee turnover and project or work commitments that prevented staff from utilizing their PTO within the year. Resolution 4267 was introduced by Vice Chair Carter and seconded by Commissioner Walker. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Chair Carr, Vice Chair

Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4267 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 and housing Authority (RRHA) has undertaken a review of current employee Paid Time Off (PTO) balances for the 2025 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 caused 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 hours 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 2025 calendar year.

4. Resolution No. 4268

Mr. Shank presented a contract modification for Cantey Tech Consulting, which provides the RRHA's IT services. He explained when the original contract was executed, certain costs included in the RFP were not factored into the not-to-exceed contract amount. The modification seeks to add the previously unaccounted-for funds to cover expenses incurred under the current use of the contract.

Commissioner Coles asked whether Cantey Tech is a local company. Mr. Bustamante responded while the company's main office is in North Carolina, they

maintain a local office in Roanoke.

Vice Chair Carter inquired if the modification includes security systems in addition to computer systems. Mr. Shank clarified the door access system, including the fob system for Melrose Towers, is managed under a separate contract. There being no further questions, the resolution was introduced by Commissioner Karney and seconded by Vice Chair Carter. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4268 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE
REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING
CONTRACT 900-2502-1-5 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 Cantey Tech Consulting, LLC. and RRHA with a not to exceed amount of \$654,288.00 with a five-year contract term, by the Board of Commissioners in Resolution No. 4233 on December 16, 2024; and

WHEREAS, Contract 900-2502-1-5 was executed between Cantey Tech Consulting, LLC. and RRHA with a not to exceed amount of \$654,288.00 with a term of one (1) year beginning January 10, 2025, with four (4) option years ending January 9, 2030; and

WHEREAS, RRHA underestimated the Not-to-Exceed amount at the time the contract was executed; and

WHEREAS, it is estimated an additional \$160,000.00 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 \$200,000 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 Board of 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 Cantey Tech Consulting, LLC and RRHA, increasing the not-to-exceed amount of Contract 900-2502-1-5 from \$654,288.00 to \$814,288.00.

The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

III. ADJOURNMENT

There being no further business to come before the Board, Commissioner

Walker moved the meeting be adjourned.

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

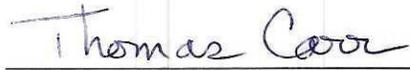
AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr

NAYS: Vice Chair Carter

Chair Carr declared the meeting adjourned at 4:09 p.m.



David Bustamante, Secretary-Treasurer



Thomas Carr, Chair

Exhibits from September 22, 2025 Minutes previously circulated