

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, June 22, 2026.

I. CALL TO ORDER – ROLL CALL

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

PRESENT: Commissioners Coles, Karney, Walker, Wright, Vice Chair Carter

ABSENT: Commissioner Jennings and Chair Carr

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance; Joel Shank, VP of Operations; Tina Bousman, Human Resources Manager, Meghan Castañeda, Administrative Manager/Executive Assistant; Frederick Gusler, Director of Redevelopment and Revitalization; Brenda Prieto, PR/Marketing/Social Media Manager; Greg Goodman, Community Support Services Director; Michelle Rhame, Property Manager II; Natalie Kline, FSS Coordinator; Tiffany Lambert, FSS Coordinator;

Vice Chair Carter welcomed everyone to today's meeting and asked if there was an Executive Report.

II. REPORTS

1. Executive Report

Mr. Bustamante reported on recent federal budget developments impacting

housing programs. He stated on May 20, 2026, the Transportation, Housing and Urban Development (T-HUD) Subcommittee on Appropriations advanced its draft Fiscal Year 2027 budget to the House, totaling \$92 billion—representing a 10.4% (\$10.659 billion) decrease from Fiscal Year 2026. He explained while the proposal includes a modest increase in funding for the Housing Choice Voucher (HCV) renewal account, the increase is not expected to keep pace with rising housing assistance payment costs. He further noted the proposed reductions to public housing programs would not sufficiently support daily operations or long-term capital needs.

Mr. Bustamante provided a breakdown of key program funding levels within the proposal. The HCV program is proposed at \$35 billion, an increase of \$496 million over 2026; however, administrative fees are reduced to \$2.3 billion, a decrease of \$536 million. He reported no new funding is proposed for the HUD-VASH program for homeless veterans or for Emergency Housing Vouchers, though existing emergency vouchers may be converted into regular vouchers—a process already underway by RRHA.

He continued the Public Housing Operating Fund is proposed at \$4.6 billion, level with 2026 funding, while the operating shortfall funding is reduced to \$50 million, a decrease of \$287 million. The Public Housing Capital Fund is proposed at \$2.2 billion, reflecting a \$914 million reduction. He also noted no funding is proposed for the Choice Neighborhoods Initiative.

Regarding self-sufficiency programs, Mr. Bustamante explained although the President's budget proposed eliminating funding, the House bill includes \$125 million, a \$31 million decrease from 2026. Jobs Plus funding remains level at \$10 million, and the

Resident Opportunity and Self-Sufficiency (ROSS) program remains level at \$40 million. He added proposed work requirements and term limits included in the President's budget are not part of the House bill. Mr. Bustamante stated the bill remains under consideration in the House, and he will continue to update the Board as more information becomes available.

Vice Chair Carter inquired whether there would be any funding for homeless veterans and emergency vouchers. Mr. Bustamante clarified while no new vouchers are proposed, existing funding remains in place, and any potential changes may emerge during the legislative process.

Mr. Bustamante then reminded the Board of the Authority's \$300,000 violence prevention grant from the Virginia Department of Criminal Justice Services, which supports the "It Takes a Village" after-school program. He reported the program initially enrolled ten students and concluded with eight participants—four from Addison Middle School and four from Lincoln Terrace Elementary School. He highlighted measurable academic improvements among participants, noting significant gains in reading proficiency, including increases from the 14th to 52nd percentile, 67th to 84th percentile, and 43rd to 66th percentile. Other students showed moderate improvement, with no declines in performance. He stated RRHA plans to continue the program into its second year and aims to increase participation.

Commissioner Coles inquired about participant levels and whether enrollment met expectations. Mr. Bustamante acknowledged the desire for higher participation, noting challenges with consistent parental engagement and attendance. He explained two students were dismissed from the program due to behavioral concerns linked to lack

of parental commitment. Commissioner Coles commented on the broader challenge of parental involvement affecting program success.

Vice Chair Carter asked for clarification on the program name, and Mr. Bustamante confirmed it as the “It Takes a Village” initiative. Mr. Goodman added the tutoring component was intentionally limited to a small group of eight to ten students to ensure effectiveness, particularly for students significantly behind in reading. He noted the program serves an additional 30 to 50 youth through other activities, including weekly art and mental health sessions, “Pals with Patrol” programming in partnership with the Roanoke City Police Department, and gardening programs at Melrose Towers and the Villages at Lincoln. He also acknowledged staff efforts in recruitment and program coordination.

Mr. Bustamante reminded the Board the State of the City Address is scheduled for August 27 at 7:30 a.m. and asked interested members to notify Ms. Castañeda. He also informed the Board he will be on leave from June 30 through July 10, during which time Ms. Austin and Mr. Shank will oversee day-to-day operations and coordinate on any contractual or operational matters. He noted he will remain available by phone if needed. Vice Chair Carter asked if there were any further questions. There were none.

2. Staff Reports

Vice Chair Carter asked for staff reports. There were none.

Committee Reports

Vice Chair Carter asked for committee reports. There were none.

3. Commissioner Comments

Vice Chair Carter took a moment to recognize Chairman Tom Carr, who was not

present, for receiving the 2026 Bike Hero Award in the categories of Super Volunteer, Grant Rider, and Board Member. She highlighted his contributions to improving bicycling in the Roanoke community, including his work with PedalSafe ROA, securing grants from AARP and the Virginia Walkability Action Institute, service on the Regional Bicycle and Pedestrian Committee, coaching youth with the Star City Cycling Team, and his role as a founding board member of PedalSafe ROA. There were no further Commissioner comments.

4. City Council Liaison Comments or Discussion

Vice Chair Carter asked for comments from the City Council Liaison. There were none.

5. Residents or other community members to address the Board

Vice Chair Carter asked for comments from community members. There were none.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held

Monday, May 18, 2026.

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

C-2 Monthly Operations Report for the month of May 2026.

RECOMMENDED ACTION: File as submitted.

Commissioner Walker introduced a motion to approve the Consent Agenda.

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

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

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4285**

Ms. Bousman presented Resolution No. 4285 to adopt the IRS Section 125 Premium Plan Only plan document for the plan year July 1, 2026 through June 30, 2027. She explained the plan allows employees to pay insurance premium contributions on a pre-tax basis through payroll deductions and is administered through a third-party vendor, TASC. She reported the cost for the upcoming plan year is \$286.00 and recommended continuing with the current vendor.

During discussion, Commissioner Carney questioned the necessity of Board approval for an expense of this size. Mr. Bustamante responded he prefers to bring expenditures of this nature before the Board, regardless of amount, to ensure transparency and keep Commissioners informed of all costs incurred by RRHA.

Commissioner Walker then introduced Resolution No. 4285 and moved its adoption as introduced. The motion was seconded by Commissioner Karney and upon roll call the following vote was recorded:

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

NAYS: None

Vice Chair Carter thereupon declared said motion carried and Resolution No. 4285 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) TO ADOPT THE IRS SECTION 125 PREMIUM PLAN ONLY PLAN DOCUMENT FOR THE PLAN YEAR JULY 1, 2026 THROUGH JUNE 30, 2027, AND AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE ACCORDINGLY.

WHEREAS, IRS code Section 125 allows employers to set up a Premium Only Plan (POP), where an employee's insurance premium contributions can be deducted from his or her payroll on a pre-tax basis; and

WHEREAS, RRHA currently provides RRHA employees pre-tax benefits eligible under IRS Section 125's Premium Only Plan;

WHEREAS, RRHA's Section 125 Premium Only Plan was adopted originally July 1, 2021; and

WHEREAS, Section 125 includes an annual notification to all eligible employees which allows RRHA employees to voluntarily agree to a salary reduction so that the employer can pay their insurance premium as a business expense; and

WHEREAS, RRHA has previously engaged TASC as third-party administrator for this; and

WHEREAS, the new plan year quote for this service is \$286.00; and

WHEREAS, we have used this same vendor successfully in the past; and

WHEREAS, staff recommends continuing to use this same vendor for this service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of RRHA that the IRS Section 125 Premium Plan Only Plan Document is adopted for the Plan Year July 1, 2026 through June 30, 2027, and the Executive Director is authorized to execute accordingly.

2. Resolution No. 4286

Vice Chair Carter introduced Resolution No. 4286, a resolution approving revisions to the Authority's Drug and Alcohol-Free Workplace Policy. Ms. Bousman

explained the policy updates were necessary due to recent changes in laws regarding THC and medical cannabis use. She gave an overview of the proposed revisions, noting language was added to address employees who possess a valid medical cannabis prescription or card issued by an authorized physician. She explained such employees may be eligible for an exception to certain provisions of the policy and should consult Human Resources regarding their individual circumstances.

Ms. Bousman further explained the revised policy clarifies the use or possession of any products containing THC, regardless of whether an employee has a prescription, is strictly prohibited during work hours, while on RRHA property, or while performing work on behalf of the Agency. Additional language was also added under the testing and monitoring section to address employees using medications, including medical marijuana, as it may impact their ability to perform their job duties. She stated RRHA reserves the right to test for controlled substances, including THC, regardless of prescription status when circumstances and operational needs warrant testing. Ms. Bousman emphasized the need for clear expectations regarding THC use and workplace safety.

In response to Commissioner Coles' question regarding the testing process, Ms. Bousman explained RRHA conducts an initial internal test through Human Resources using a 10-panel urine screening. If an employee tests positive, the Authority contacts its third-party testing vendor, who responds to the site to conduct additional testing. She noted the vendor typically responds within an hour when contacted and explained either she or the HR recruiter remains with the employee until the third-party testing is completed.

Commissioner Coles asked whether employees had challenged RRHA's right to conduct testing. Ms. Bousman explained the Agency is implementing additional training to ensure employees and supervisors understand workplace expectations related to drug use and impairment. She stated mandatory employee training is scheduled for July 8, with additional training for supervisors on July 9. The training will address THC use, recognizing signs of impairment, and appropriate supervisory responses, noting impairment is not always easily identified and may involve products such as edibles rather than traditional methods of use.

Vice Chair Carter questioned how the policy would apply to employees with valid medical cannabis cards, noting the apparent difference between allowing a medical exception and prohibiting THC use regardless of prescription. Ms. Bousman clarified a medical cannabis card does not authorize an employee to report to work impaired or use THC during work hours. She explained the card only verifies eligibility to obtain medical cannabis and does not provide protection for workplace use which impacts job performance. She noted the Authority recently addressed a situation involving an employee who was reportedly using THC during a lunch break and returned to work afterward, reinforcing the need for the policy clarification and training.

Ms. Bousman further explained if impairment is suspected, employees may be tested and could be placed on unpaid administrative leave pending confirmation testing. If testing confirms THC impairment in violation of the policy, disciplinary action, up to and including termination, may occur. She emphasized possession of a medical cannabis card is not a waiver from workplace safety requirements.

During discussion regarding whether the policy should apply differently

depending on job duties, Vice Chair Carter noted positions such as maintenance may have additional safety concerns due to the need for alertness and physical coordination. Ms. Bousman responded concerns have occurred across various departments, including office personnel, and stated the issue has been one of the most significant workplace challenges she has encountered during her 30-year career.

Commissioner Coles noted concerns medical cannabis cards could potentially be duplicated or misused. Ms. Bousman explained Human Resources verifies the validity of submitted cards by scanning the provided code to confirm they are active. She reiterated having a valid card does not permit an employee to use THC during work hours or report to work impaired.

Vice Chair Carter commented THC can remain detectable in the body for an extended period, and Ms. Bousman noted RRHA is reviewing alternative testing methods, including oral swab testing and other options, in consultation with safety and compliance professionals. She noted RRHA is continuing to evaluate the most appropriate testing procedures.

Vice Chair Carter expressed concern an employee with a legitimate medical prescription could potentially face termination after testing positive. Ms. Bousman stated such situations would be reviewed on a case-by-case basis, recognizing individual circumstances must be considered. She reiterated the revised policy is intended to establish clear expectations while maintaining a safe workplace.

Commissioner Walker introduced the resolution and moved its adoption as introduced. The motion was seconded by Commissioner Wright and upon roll call the following vote was recorded:

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

NAYS: None

Vice Chair Carter thereupon declared said motion carried and Resolution No. 4286 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING REVISED PERSONNEL POLICY
REGARDING DRUG AND ALCOHOL FREE WORKPLACE

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and proposing a revision for one policy; Drug and Alcohol Abuse Policy; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached policy, Drug and Alcohol Abuse Policy, are approved effective June 22, 2026.

3. Resolution No. 4287

Mr. Shank presented Resolution No. 4287, authorizing the award of a contract for the installation of security improvements at the Villages of Lincoln administration and community buildings under the Capital Fund Program. He explained RRHA has continued to enhance security measures at its properties in response to increasing concerns regarding threats and safety issues involving property management and other staff members while performing their duties.

Mr. Shank noted similar security improvements have previously been completed

at the RRHA Central Administration Building, Jamestown Place, Lansdowne Park, and Hunt Manor. These improvements have included enhanced access control systems, which provide greater oversight of who is permitted to enter certain areas and help protect staff and residents.

The project at Villages of Lincoln will include installation of an electronic door access system, wall reinforcement to prevent unauthorized entry, security window film, and accessibility upgrades such as automatic door operators and accessibility door pads. The improvements will also address security concerns at the maintenance shop by limiting unauthorized access by contractors and others. Mr. Shank stated the project is part of RRHA's broader effort to strengthen security measures across all properties and create safer environments for staff and residents.

Mr. Shank reported three responsive bids were received, with Thor Construction submitting the lowest bid in the amount of \$347,200. He stated the bid was slightly above the independent cost estimate but remained within the project budget. Mr. Shank added Thor Construction has previously completed significant work for RRHA, including the Hope VI improvements at Lincoln Terrace, and staff were comfortable recommending award of the contract.

Vice Chair Carter called for a motion to approve Resolution No. 4287. Commissioner Karney made a motion, which was seconded by Commissioner Wright and upon roll call the following vote was recorded:

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

NAYS: None

Vice Chair Carter thereupon declared said motion carried and Resolution No. 4287 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR INSTALLATION OF SECURITY MEASURES FOR VILLAGES AT LINCOLN ADMINISTRATION AND COMMUNITY BUILDING, VILLAGES AT LINCOLN, AMP 202, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150124 AND CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150125

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 in the amount of \$4,936,100.00; and

WHEREAS, Building Security, Villages At Lincoln Administration Building 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, 2024; 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 VA36P01150125 in the amount of \$4,702,682.00; and

WHEREAS, Building Security, Villages At Lincoln Administration Building was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150125, which was approved by the RRHA Board of Commissioners by Resolution 4246 on May 19, 2025; and

WHEREAS, RRHA needs a qualified contractor to complete Security Measures for Villages At Lincoln, Administration and Community Building, Villages At Lincoln, AMP 202; and

WHEREAS, RRHA issued a Invitation for Bid on April 12, 2026, with bids being due on May 26, 2026; and

WHEREAS, RRHA received three (3) 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.	\$472,300.00

Building Specialists	\$496,078.00
Thor Construction, LLC	\$347,200.00

WHEREAS, the amount of the bid submitted by Thor Construction, 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 Thor Construction, 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 Thor Construction, 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 Thor Construction, 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 Thor Construction, LLC and RRHA for the fixed price of \$347,200.00.
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.
4. Resolution No. 4288

Mr. Shank presented Resolution No. 4288, authorizing a modification to the existing contract with Woods Rogers PLC to provide additional legal services. He explained the modification is necessary due to increased legal expenses resulting from additional litigation and related matters.

Mr. Shank stated the modification would add \$10,000 to the current contract year

and increase the budgeted amount for the following year by \$90,000 to cover anticipated legal service needs. In response to questions from the Board, Mr. Shank explained the funds are set aside within the contract budget and are only utilized as invoices are received for services provided. Any unused funds do not carry over into the following year; rather, a new allocation is established annually based on anticipated needs.

Vice Chair Carter asked if there were any questions. There were none.

Commissioner Karney introduced the resolution and moved its adoption as introduced.

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

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

NAYS: None

Vice Chair Carter thereupon declared said motion carried and Resolution No. 4288 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AUTHORIZING EXECUTION OF A MODIFICATION TO
CONTRACT WITH WOODS ROGERS PLC TO PROVIDE LEGAL SERVICES**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) released a Request for Proposals (RFP) to provide Legal Services for the Roanoke Redevelopment and Housing Authority on April 17, 2022 with a deadline for submission of proposals of May 18, 2022; and

WHEREAS, the RFP resulted in the execution of a two-year term contract effective August 1, 2022 with Woods Rogers PLC in the not-to-exceed amount of \$300,000, and three (3) one-year renewal option periods with not-to-exceed amounts of \$160,000 for Option Year 1, \$167,500 for Option Year 2 and \$175,000 for Option Year 3 for the provision of legal services to RRHA; and

WHEREAS, the not-to-exceed amount for the contract was determined based

on legal expenses incurred by RRHA in the two years prior to the contract award; and

WHEREAS, legal expenses paid under the contract with Woods Rogers PLC through July 31, 2025 totaled \$481,072.21; and

WHEREAS, RRHA anticipated additional billing from Woods Rogers PLC for legal services provided through July 31, 2025 exceeded the approved amount of the contract; and

WHEREAS, a contract modification was necessary in order to allow for payment for additional legal expenses incurred by RRHA during the contract term; and

WHEREAS, unpaid invoices for legal expenses incurred through July 31, 2025 required additional funds to additional be paid and contract amount required for legal expenses through July 31, 2025 was \$10,000; and

WHEREAS, the amount of legal expenses for Contract 900-2206-1-5 was increased by \$10,000.00 under Contract Modification #1; and

WHEREAS, legal expenses paid under the contract with Woods Rogers PLC through June 5, 2026 totals \$602,667.93; and

WHEREAS, RRHA anticipates additional billing from Woods Rogers PLC for legal services provided through July 31, 2027 will exceed the approved amount of the contract; and

WHEREAS, Legal services for RRHA are planned to be procured again in summer of 2027; and

WHEREAS, in order to continue to obtain the legal services RRHA needs in a timely manner, the Executive Director recommends increasing the amount of contract 900-2206-1-5 by \$10,000.00 for Option Year Two (2) and \$90,000.00 for Option Year Three (3), for a total increase of \$100,000.00; 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 Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The recommended change proposal in the amount of \$10,000.00 for Option Year Two (2) and \$90,000.00 for Option Year Three (3) with a total increase of \$100,000.00 is hereby accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a modification of Contract 900-2206-1-5.
- (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.

III. ADJOURNMENT

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

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

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

NAYS: None

Vice Chair Carter declared the meeting adjourned at 3:37 p.m.



David Bustamante, Secretary-Treasurer



Thomas Carr, Chair

Exhibits from May 18, 2026 Minutes previously circulated