**MINUTES OF THE VIRTUAL SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE CHARLOTTESVILLE REDEVELOPMENT**

**AND HOUSING AUTHORITY**

April 27, 2020

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter “CRHA” or the “Housing Authority”) held the Special Meeting at 6:00 p.m. on April 27, 2020, via Video Conference.

1. **CALL TO ORDER**

Chair Roettger called the Special Meeting of the Board to order at approximately 6:09 p.m. on April 27, 2020.

**ROLL CALL OF COMMISSIONERS**

**PRESENT** **ABSENT**

Ms. Betsy Roettger, Chair X

Ms. Audrey Oliver, Vice Chair X

Ms. Laura Goldblatt, Commissioner X  
Mr. Michael Osteen, Commissioner X

Ms. Carolyn Slaughter, Commissioner X

Ms. Latita Talbert, Commissioner X

Mayor Nikuyah Walker, Commissioner X

**Staff Present:**

Kathleen Glenn-Matthews, Interim Executive Director & Redevelopment Coordinator

**MOMENT OF SILENCE**

Chair Roettger called for a moment of silence.   
  
**GENERAL ANNOUNCEMENTS**

Redevelopment Committee Meetings: Thursdays at 2:30 p.m. at the South First Street CC

CRHA Regular Meeting: Monday, May 21, 2020 at 6 p.m. via Video Conference

1. **PUBLIC COMMENTS FOLLOWED BY PHAR COMMENTS**Chair Roettger explained that Governor Northram issued an Executive Order (EO 53) restricting public gatherings of greater than 10 persons. Accordingly, Code § 2.2-3708.2(A)(3) permits public bodies to meet electronically to discuss business required or necessary to operation of the public body in discharge of its lawful purposes, duties and responsibilities in times of emergencies and to address COVID-19. Therefore, this meeting is being held electronically pursuant to Virginia law because the COVID-19 pandemic makes it impracticable and unsafe to assemble a quorum physically in a single location.  
     
   Members of the public were instructed to submit comments or questions to the Board via e-mail to CRHAComments@gmail.com, either before or during the meeting. All comments and questions will be relayed to the Board during the meeting. Mr. Dave Norris, the CRHA

Redevelopment Coordinator (co-host), will monitor all comments and questions that are received through email or phone.   
  
Brandon Collins, PHAR, 1000 Preston Avenue Suite B, www.pharcville.org, (434) 984-3255. Mr. Collins reminded those present that PHAR is the federally and locally recognized resident council and resident advisory board for residents of public housing in Charlottesville. Mr. Collins is pleased that the Housing Authority is being proactive regarding Governor Northam’s moratorium on evictions and ban on late fees during the COVID-19 panic. He reported that PHAR is calling residents that they have on their contact list and making residents aware of resources available to them. He cautioned the Housing Authority to be careful and sensitive to the needs of the Crescent Halls residents in terms of COVID-19 testing. He encouraged CRHA to submit a request for funds via the Community Development Block Grant (CDBG) and mentioned that PHAR is open to help the Housing Authority access some funds.

Ms. Goldblatt inquired about best practices for reaching out to the residents. Mr. Collins stated that PHAR uses a call list and commended CRHA for doing a great job-sharing information via mailings.   
  
Chair Roettger initiated a discussion about the challenge with access to Internet services and Chromebooks. Ms. Oliver confirmed that there are problems with access but added that the schools offer access to the Internet for $9.95. Ms. Talbert suggested getting the computer labs in operation on the public housing sites. Joy Johnson’s conversation with Denise Johnson of Charlottesville City Public Schools resulted in five (5) children acquiring a Mobile Hotspot and/or Chromebooks from the school system. Ms. Glenn-Matthews committed to exploring the Internet challenges on the sites. Ms. Talbert recommended circulating a flyer with information about how to access the Mobile Hotspot from the schools.

1. **UPDATES FROM COMMISSIONERS AND DISCUSSION ABOUT BOARD WORK SESSIONS   
     
   APPROVAL OF THE MINUTES**  
   Ms. Goldblatt motioned to approve the minutes of the regular meeting of the Board of Commissioners held on February 24, 2020. Ms. Oliver seconded. The “AYES” and “NAYS” were as followed.  
     
    AYES NAYS ABSENT ABSTAIN  
   Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

**UPDATE ON THE EXECUTIVE DIRECTOR SEARCH**The nominations to the Search Committee and categories they represent are:  
• Laura Goldblatt and Audrey Oliver – CRHA Board  
• Jacquana Mason and Aleisha Garland – Public Housing residents  
• Brandon Collins and Joy Johnson – PHAR

• Dave Norris – CRHA Staff

1. **DISCUSSION/ APPROVAL OF RESOLUTION**
   1. **RESOLUTION 1409: APPROVING THE AUTHORITY-WIDE BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2021**   
      Hayley Fetrow of HSF Consulting, highlighted some of the main points of interest of the budget as followed:
      * HUD will be providing additional operations subsidies to offset any rental income CRHA is not receiving due to COVID-19 effects on the economy and will assist with emergency costs, i.e. maintenance.
      * The budget is based on 346 occupied public housing units (increasing to 359 and up to 410 HCV vouchers).
      * She identified $250,000 in monies from the City of Charlottesville for the Parallel Track and $241,250 in operating transfers from the Capital Fund to support public housing.
      * Staffing expenses include 15 staff, two Board commissioners, two vacant positions (Executive Director and Finance Director), and six maintenance staff. $30,500 has been budgeted for staff training.
      * The amounts for maintenance and the protective services contract have been increased.
      * She anticipates conducting a mid-year revision of the budget and mentioned the likelihood of recouping additional funding from FEMA.

Ms. Oliver moved that the foregoing resolution be approved. Ms. Slaughter seconded. The “AYES” and “NAYS” were as followed:  
  
 AYES NAYS ABSENT ABSTAIN   
Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

* 1. **RESOLUTION 1410: AUTHORIZING THE WRITING-OFF OF UNCOLLECTIBLE CURRENT AND VACATED ACCOUNTS RECEIVABLE FOR PUBLIC HOUSING**Ms. Talbert moved that the foregoing resolution be approved. Ms. Goldblatt seconded. The “AYES” and “NAYS” were as followed:  
      AYES NAYS ABSENT ABSTAIN   
     Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

* 1. **RESOLUTION 1411: AUTHORIZING THE WAIVER PER PIH NOTICE 2020-05 COVID-19 STATUTORY AND REGULATORY WAIVERS FOR THE HOUSING CHOICE VOUCHER, SUSPENSION OF PUBLIC HOUSING ASSESSMENT SYSTEM AND SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM**  
     Ms. Goldblatt moved that the foregoing resolution be approved. Ms. Oliver seconded. The “AYES” and “NAYS” were as followed:  
       
      AYES NAYS ABSENT ABSTAIN   
     Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X

1. **SAFETY/ COVID-19 UPDATE  
     
   A. MORATORIUM**  
   Ms. Glenn-Matthews highlighted the actions that the Housing Authority has taken during the COVID-19 pandemic to address the health and safety of all CRHA program participants, staff and their families. Evictions and voucher terminations were suspended until further notice. Late fees will not be assessed during the crisis. All CRHA offices are closed to the public. Two staff members will be in the office daily during normal business hours; other staff will be working remotely from home. A large drop-box has been made available to drop-off recertification packets and other incoming paperwork 24/7. Staff is exploring to utilize available technology to assist in continuing business while protecting the well-being of everyone. Regular updates are posted on the CRHA website and can be viewed at www.cvillerha.com.

**B. DISINFECTING, SIGNAGE, MASKS, ETC.**

Claudette Greene reported that maintenance and staff have taken precautions to disinfect the rental office and Crescent Halls. Social distancing signs have been posted throughout Crescent Halls. Ms. Slaughter recommended that the elevators be thoroughly cleaned, and the button panels wiped down several times daily. Mayor Walker announced that on Friday, May 1, 2020, through a concerted effort, Sentara will provide two clinicians to conduct on-site COVID-19 testing. Participation in the testing is voluntary. Kristen Singh will make calls to gauge residents’ interests and willingness to be tested. Floors captains have been selected at Crescent Halls to help distribute masks, sanitizers, and meal donations. Ms. Oliver expressed concern about educating the residents about COVID-19 and how a positive test would be handled in terms of hospitalization or quarantine.

1. **REDEVELOPMENT UPDATE**  
   The Crescent Halls renovation project is still happening, but for now, it is on hold. Since Crescent Halls is planned as a ‘renovation in place,’ where units will be renovated floor-by-floor in an occupied building, we simply cannot have moving crews, construction crews, etc., coming in and out of the building every day and potentially exposing our residents to the virus. South First St. Phase One is moving forward and will hopefully be underway this summer. South First St. Phase Two is currently awaiting the results of the Low-Income Housing Tax Credit (LIHTC) application. If the funding is approved for this project, construction is likely to get underway sometime in spring or summer of 2021.

1. **PUBLIC COMMENTS**  
   Mr. Collins reiterated that the Housing Authority seriously pursue the CDBG opportunity and have a conversation with PHAR and other housing organizations to discuss what the funds can be used for.
2. **ADJOURNMENT**

Chair Roettger called for a motion to adjourn the special CRHA Board meeting. Ms. Goldblatt motioned to adjourn the special meeting of the CRHA Board of Commissioners. Ms. Slaughter seconded. Chair Roettger adjourned the meeting at 8:26 p.m.  
  
 AYES NAYS ABSENT ABSTAIN   
Betsy Roettger X

Audrey Oliver X

Laura Goldblatt X

Michael Osteen X

Carolyn Slaughter X

Latita Talbert X

Nikuyah Walker X