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

**AND HOUSING AUTHORITY**

May 21, 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 May 21, 2020, via Video Conference.

1. **CALL TO ORDER**

Chair Roettger called the Special Meeting of the Board to order at approximately 6:05 p.m. on May 21, 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. She acknowledged that two beloved members of the CRHA public housing community members died early this morning.  
  
**GENERAL ANNOUNCEMENTS**

Redevelopment Committee Meetings: Virtual Meetings, Thursdays at 2:30

CRHA Regular Meeting: Monday, June 22, 2020 at 6 p.m. via Video Conference

1. **PUBLIC COMMENTS FOLLOWED BY PHAR COMMENTS**Chair Roettger explained that this meeting is being held electronically pursuant to Virginia Code § 2.2-3708.2(A)(3) to discuss business required or necessary to the operation of the Housing Authority in times of emergencies and to address COVID-19. Comments or questions may be submitted to the Board via e-mail to CRHAComments@gmail.com, either before or during the meeting.   
     
   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 stated that he is shocked over the passing of two members of the PHAR family and the public housing community. He announced that COVID-19 testing will be held on Saturday at Mt. Zion Baptist Church and the Jefferson School. The testing is primarily for South First Street and 6th Street, and any Crescent Halls residents who want to. He added that PHAR is happy with the working relationship with the Housing Authority during the pandemic.
2. **UPDATES FROM COMMISSIONERS AND DISCUSSION ABOUT BOARD WORK SESSIONS   
     
   APPROVAL OF THE MINUTES**  
   Ms. Goldblatt motioned to approve the minutes of the special meeting of the Board of Commissioners held on April 27, 2020. Mr. Osteen and Ms. Talbert 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 search panel will be holding four Zoom interviews next week. The interviews will be recorded. Public meetings will be scheduled with the residents and the CRHA staff. Chair Roettger stated that a closed session has been added to the agenda for the Board to discuss the candidates.

1. **DISCUSSION/ APPROVAL OF RESOLUTION**Delores Adams, CRHA Consultant from Portsmouth Housing Authority, gave an overview of the CRHA procurement policy including the required and recommended procurement practices applicable to Public Housing Agencies (PHAs). Ms. Adams revised the policy using the Portsmouth policy as a guide since it has already been vetted by HUD. She incorporated updates and changes in federal laws, contracting regulations, and other instructions. She will conduct a procurement training for CRHA staff next week.

**RESOLUTION 1413: APPROVING AUTHORITY-WIDE PROCUREMENT POLICY**Chair Roettger read Resolution 1413 aloud. Ms. Talbert motioned to approve the resolution with attachments to be added as needed. 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. **COVID-19 UPDATE  
     
   A. SAFETY**  
   Ms. Glenn-Matthews explained that the Housing Authority continues to exercise caution and distribute masks to all public housing resident and voucher holders. She reported that Sue Moffett provided support through the Charlottesville Emergency Operations Center.  
     
   There have been safety concerns about the Westhaven and South First Street communities. She stated that she talked with PHAR and the Charlottesville Police Department about different approaches to the concerns and added that Ms. Greene was firm about increasing foot patrols for those communities. Ms. Oliver mentioned that loitering around community center area has decreased. The biggest concern is about problems created by non-residents coming to the properties.

**B. CARES FUNDING**

Ms. Glenn-Matthews stated that CARES funding supported increased security and that the Housing Authority has received Payroll Protection Plan (PPP) funds. Mr. Norris added that the funding includes money for potential collaboration with local schools to help with academic support for children living in public housing. One idea is to prepare a basket of educational support materials to distribute to every child to keep them educationally engaged throughout the summer. Ms. Talbert suggested that a similar effort be extended to children of Section 8 voucher holders. Ms. Goldblatt stated that there may be an opportunity for University faculty and graduate students to work with children in the communities through the University Office of Community Outreach. Ms. Talbert recommended reaching out to PHAR to be a partner. Ms. Glenn-Matthews applied for funding to address private renters at-risk.  
 **C. DEVELOPMENTS**

* CACF – Ms. Glenn-Matthews stated that a grant from the Charlottesville Area Community Foundation (CACF) covered the rent payments for both May and June of all CRHA public housing residents.
* VHDA – Mr. Norris reported that the Virginia Housing Development Authority (VHDA) awarded a grant just under $50,000, VHDA to support redevelopment and Section 3-related operating expenses, including staffing.
* CDBG-CV – Community Development Block Grant Coronavirus Programs

1. **SELLER NOTE LETTERS OF COMMITMENT**Jeffrey Meyers explained that the Housing Authority needs to reaffirm its intent to contribute land (South First Street) and buildings (Crescent Halls) to the redevelopment effort. The Housing Authority has composed two letters of commitment to create two Limited Liability Companies (LLCs). The land will not be sold but leased for 99 years, lending the LLCs the value of the lease holder interest; the value has been determined by appraisal. A promissory note will be recorded as a Deed of Trust from the LLCs to the Housing Authority that will document the contribution. This action will allow the redevelopment efforts to move forward with the mixed-finance application with HUD.

Ms. Goldblatt motioned to direct the Interim Executive Director sign the documents on behalf of the Housing Authority. 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. **REDEVELOPMENT UPDATE**Mr. Norris reported that the Redevelopment Committee will meet with Cornelius Griggs of GMA Construction to finalize the Letter of Intent on Crescent Halls. He stated that Jeff Meyer has submitted the final document packet to obtain the necessary approvals from HUD to close on Phase I of South First Street. South First Phase II involves replacing the existing 58 units with 113 new units. The Housing Authority received a grant from VHDA for redevelopment operations. He mentioned that Joy Johnson works daily to support the first class of Section 3 residents. He announced that the Redevelopment Committee will meet on Thursday, May 28th and the Redevelopment project team will meet on June 4th. Cornelius Griggs of GMA will join the latter meeting to present the revised proposal of Crescent Halls, in consideration the environment with COVID-19 pandemic. Zoom links will be posted for meeting participation.
2. **PUBLIC COMMENTS**  
   Mr. Collins stated that he learned a lot from the meeting and is eager to review the spreadsheet of the various CARES funding streams. He suggested that CRHA work with other Housing Authorities and organizations in pursuit of other funding sources. He invited meeting attendees to attend the HAP meeting on Tuesday.

Mr. Norris announced that the Board meetings are archived on the Housing Authority’s web site at www.cvillerha.com.

1. **CLOSED SESSION**The Closed Session was postponed until after the executive director interviews were completed.
2. **ADJOURNMENT**

Chair Roettger called for a motion to adjourn the special CRHA Board meeting. Ms. Talbert motioned to adjourn the special meeting of the CRHA Board of Commissioners. Ms. Goldblatt seconded. Chair Roettger adjourned the meeting at 7:41 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