**Charlottesville Redevelopment and Housing Authority  
Board of Commissioners Virtual Meeting**

**Monday, October 26, 2020**

**Minutes**

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 October 26, 2020, via Video Conference with Chair Betsy Roettger presiding.

1. **Call to Order**

Chair Roettger called the Special Meeting of the Board to order at approximately 6:04 p.m. on October 26, 2020.   
  
*Reading of Code § 2.2-3708.2(A)(3)*

**Roll Call of Commissioners**

**Present** **Absent**

Ms. Betsy Roettger, Chair X

Ms. Laura Goldblatt, Commissioner X

Ms. Lisa Green, Commissioner X

Dr. A’lelia Henry, Commissioner X

Mr. Michael Osteen, Commissioner X

Ms. Carolyn Slaughter, Commissioner X

Mayor Nikuyah Walker, Commissioner \**subsequent arrival*

**Staff Present:**

John Sales, Executive Director

**Moment of Silence**

Chair Roettger called for a moment of silence.   
  
**General Announcements**

Safety Committee Meetings: Every other Tuesday, Next Meetings: October 27th & November 10th, November 24th at 6:00 p.m.

Redevelopment Committee Meetings: Thursdays at 2:30 p.m. via Video Conference

CRHA Regular Meeting: Monday, November 23, 2020 at 6 p.m. via Video Conference.   
Board Work Sessions: Thursday, November 12, 2020; December 10, 2020 – Financial Training by Delphine Carnes; December 17, 2020, 5:00 p.m. – Annual Plan public hearing in lieu of December Board Meeting.

1. **Public Comments Followed by PHAR Comments**Brandon Collins, PHAR, 1000 Preston Avenue Suite C, www.pharcville.org, (434) 984-3255. Mr. Collins reminded those present that PHAR is the federally recognized resident council and resident advisory board for residents of public housing in Charlottesville. Mr. Collins commended Mr. Sales and staff for doing a great job moving forward with matters that PHAR has wanted to see addressed such as more detailed reports and proper staffing. He would like to gain a better understanding of the Aged Receivables report. He added that he is encouraged by the support work for Kathleen Glen-Matthews in seeking out grant funding. Also, he mentioned that Mr. Sales is doing a great job dealing with COVID-19, redevelopment, and implementing corrective plan actions. He encouraged the new Board members to ask lots of questions. He stated that safety remains a major concern and encouraged meeting attendees to participate in the next Safety Committee Meeting. He invited residents to apply to the PHAR intern program and plans to include the application in the December’s rent statements.   
     
   Chair Roettger mentioned that she saw an article about the Housing Authority in the Sunday Daily Progress. She commented that it was nice to see CRHA in a positive light in the news and congratulated Mr. Sales and the staff. Also, she invited ideas and information about grants or ways to partner with the school system to assist families with virtual learning.
2. **Executive Director Update on COVID-19**

Mr. Sales reported that the Admin Plan has been published for over 30 days and will be voted on during the November 12th work session. He stated that CRHA is currently seeking office space. He mentioned that Interim City Council John Blair informed him that will be a topic on the November City Council agenda. The Recovery Agreement was approved by City Council on October 19, 2020. REAC inspections are scheduled for December 7th-11th. The Housing Authority has previously discussed hiring a firm to inspect the exterior and interior of 271 units. Work orders will be generated and addressed for all deficiencies. He announced that a Memo of Agreement has been executed with Habitat for Humanity to perform restorative work to turn seven Westhaven units next week. Mr. Sales thanked CRHA staff for working hard to bring the Authority to where it is. He announced that an application has been submitted for mainstream vouchers. The Admin Plan will be amended to reflect the number of additional vouchers.  
  
Chair Roettger inquired about the status of the incentive program for landlords. Mr. Sales stated that 10 security deposit requests were processed, and one new landlord incentive was provided. Sixteen voucher holders are anticipated to lease up by the end of October.

Mayor Walker asked Mr. Sales to share how the funds provided by the City Council via the CARES Act assisted with budget adjustments. He reported that approximately $55,000 of the approved $80,000 was used to cover back rent owed by 122 households. The remainder will be used to assist households not able to pay November rent. The City requested that unused funds be returned November 12th.   
  
Chair Roettger expressed interest about how the CARES Act/COVID-19 funds were used by the CRHA. Mr. Sales stated that Ms. Glenn-Matthews has been tracking the use of the funds.

1. **Resolution Discussion for Procurement of Security Services**  
   Mr. Sales reported that a solicitation for Security Services was published on June 10, 2020. Eight thousand five hundred (8,500) firms received the solicitation, with a July 2, 2020, deadline. Only two firms responded – Sentry Force LLC, based in Fairfax, and Millenium Security, the current firm based in Charlottesville. Both submissions were scored by Mr. Sales, Ms. Glenn-Matthews, Brano Popovic and an Asset Manager. Sentry Force received a score of 90.5; Millenium Security’s score was 81.5. Sentry Force was granted a one-year contract with the option to renew annually up to four years.

There were concerns that PHAR and the residents did not have an opportunity to review the contract and offer feedback. Ms. Goldblatt stated that she would like to ensure that the contract is fair and provides the services that the residents want. Also, she suggested a formal process going forward with input from the Safety Committee, the residents, and PHAR.   
  
Don Gathers asked what the criteria were used for scoring and if there was a concern that Sentry Force is not based locally. Mr. Sales explained that both firms responded to the same questions and that Sentry Force has resources to draw upon in the Charlottesville area.

Mr. Collins commented that the process of procuring a security firm was underway prior to Mr. Sales onboarding. He added that the selection of the firm went through a process and that he trusts the process.

*Ms. Green motioned to approve the resolution as submitted by the Executive Director to move forward with the recommended selection for security services for one year. Ms. Goldblatt seconded. The “Ayes” and “Nays” were as followed.*

Ayes Nays Absent Abstain

Roettger X

Goldblatt X

Green X

Henry X

Osteen X

Slaughter X

Walker X

Mayor Walker commented that she would have liked to have had Commissioners Slaughter’s and Osteen’s feedback regarding the process. Ms. Goldblatt and Ms. Green shared that sentiment.

1. **Safety Committee Update**  
   Ms. Goldblatt reported that the Safety Committee meets every other Tuesday via Zoom. The link and password to access the meeting is posted on both the PHAR and CRHA web sites. She reminded residents attending that the meetings are not recorded, and concerns can be freely shared. She gave a summary of the topics of the last meeting. Residents discussed what they want and do not want in terms of community policing. She stated that they noticed that the parking policy is being enforced and lighting has improved. Disputes among neighbors is a concern and believed to be the cause of many safety issues, however no solution is readily available. Several residents offered creative ideas about how to engage others in ways that are more meaningful. She added that there are plans for a resident engagement survey to be disseminated. Other topics discussed included unresolved concerns about the police department, the pandemic, and the use of cameras.
2. **Redevelopment Update**Dave Norris provided a brief update on the redevelopment process. He reported that   
   City Council agreed to modify the agreement for the $3 million committed from the Capital Program to facilitate drawing down funds in a timelier manner. He expressed gratitude toward Mayor Walker and her colleagues on the Council. He stated that the team is still resolving an issue regarding property taxes. The anticipated closing date is November 19, 2020, contingent upon funding, final HUD approvals, and bank financing. The building permit for Crescent Halls has been approved and South First Street Phase I is pending. He commended the entire redevelopment team, especially Jeff Meyers of VCDC, the attorneys and City Council. He reported that Ms. Johnson continues to recruit residents for the Section 3 Program. The partnership with the Office of Economic Development is gearing up for an early 2021 kick-off of the second Trade Builders Academy.  
     
   **Revised Scope of Work for CRHA Comprehensive Sustainability Plan**  
   Chair Roettger said that she reviewed the CRHA Comprehensive Sustainability Plan and noted that the requested changes and deletions were made. Mr. Sales stated that a formal vote is not needed. The plan is associated with Phase II of redevelopment. All Board members present agreed to move forward with submitting the plan to City Council for review.
3. **Public Comments**  
   Brandon Collins, PHAR, 1000 Preston Avenue Suite C, www.pharcville.org, (434) 984-3255. Mr. Collins stated that he appreciated the work that Mr. Sales, staff, and the Board have done and offered a word of encouragement to the new Board members. He looks forward to discussing the Admin Plan.
4. **Adjournment**

Chair Roettger called for a motion to adjourn the virtual CRHA Board meeting. Ms. Goldblatt motioned to adjourn the virtual meeting of the CRHA Board of Commissioners. Ms. Green seconded. Chair Roettger adjourned the meeting at 7:26 p.m.  
  
 Ayes Nays Absent Abstain  
Roettger X

Goldblatt X

Green X

Henry X

Osteen X

Slaughter X

Walker X

**The Charlottesville Redevelopment and Housing Authority Board of Commissioners approved the October 26, 2020, Meeting Minutes on ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mr. John Sales, Executive Director Date

Recorded by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leslie Deane, Administrative Assistant Date