

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS
OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
HELD IN THE OFFICES OF RRHA
901 CHAMBERLAYNE PARKWAY, RICHMOND, VIRGINIA
ON WEDNESDAY, OCTOBER 17, 2007

The Commissioners of Richmond Redevelopment and Housing Authority (“RRHA”) met in regular session in the offices of RRHA, 901 Chamberlayne Parkway, Richmond, Virginia, on October 17, 2007, at 5:30 p.m.

Chairman Brian K. Jackson, Esq. called the meeting to order at 5:35 p.m. *General Counsel Gerald W.S. Carter, Esq., Harrell & Chambliss LLP*, was not present to begin the Annual Meeting. The Chairman announced that the Regular Meeting would commence first and upon roll call, the following were present:

Brian K. Jackson, Esq., Chairman

J. Russell Parker, III, Vice Chairman

Sheila Hill-Christian

Elliott M. Harrigan

Marilyn B. Olds

Guenet M. M. Beshah, Esq.

Cindy A. Mims

And the following were absent:

None

Also present:

Mr. Anthony Scott, Executive Director

Ms. Doris Jackson-Crocker, Assistant to Executive Director

Ms. Terri D. Garrett, Executive Administrative Assistant

Ms. Cassandra Scarborough, Deputy Executive Director of Administration

Ms. Leslie Cohoon, Acting Deputy Executive Director of Technology,

Planning & Research

Mr. Rodney Forte, Deputy Executive Director of Community Revitalization

Mr. Lee Householder, Deputy Director of Community Revitalization

Mr. John Hill, Deputy Executive Director of Affordable Housing

Ms. Valena Dixon, Director of Communications

Ms. LaTanja Davenport, Internal Auditor

George K. Martin, Esq., McGuireWoods LLP

Adam Harrell, Esq., Harrell & Chambliss

Ms. Bernice Travers, Travers Group

Minutes

The Minutes from the *September 19, 2007 Board Meeting* and the Minutes from the *September 27, 2007 Special Board Meeting* were presented for approval. Commissioner Cindy Mims moved for adoption of the Minutes, which were seconded by Commissioner Marilyn Olds.

Commissioner Jackson stated that the motion to adopt the minutes had been properly moved and seconded and upon roll call the following voted “Aye”:

Commissioners Parker, Hill-Christian, Harrigan Olds, Beshah and Mims

And the following voted “Nay”:

None

And the following abstained:

Commissioner Jackson

Citizens Information Period

Commissioner Brian Jackson stated that the Citizens Information Period would commence. There were no citizens on the Agenda; therefore the Chairman went on to the next order of business.

Committee Reports

Commissioner Jackson requested that Board Committee Reports be presented.

Ms. Cassandra Scarborough, Deputy Executive Director of Administration, provided the *Administration & Finance Committee Report*. Ms. Scarborough reported that the Committee met on October 11, 2007 and covered three major points: 1) Continued dialogue in regards to Part II of the Insurance Portfolio renewal policy; 2) The PHAS score went up several points for fiscal year 2006. This shows the continued financial health of RRHA and is very exciting; and 3) The Office of the Inspector

General (OIG) audit survey results. There were no questions for Ms. Scarborough.

Mr. John Hill, Deputy Executive Director of Affordable Housing, provided the *Affordable Housing Report*. Mr. Hill reported that they are moving towards completion of the Housing Choice Voucher Program (HCVP) Corrective Action Plan (CAP). This plan will help straighten out problems that exist in connection with the waiting list and vouchers.

Commissioner Jackson thanked Mr. Hill and also recognized the Internal Auditor, Ms. LaTanja Davenport, for her efforts in bringing this change about.

Commissioner Hill-Christian asked Mr. Hill when the people on the waiting list would hear from RRHA. Mr. Hill replied that the Committee hopes to be able to present the CAP to the Board for approval at the November Board Meeting. After approval by the Board, Mr. Hill said that he plans to do an immediate outreach to those on the waiting list.

Mr. Hill then reported that the Committee discussed two other major items: 1) The vacancy reduction plan, which will incorporate a twenty-one (21) day apartment turnover by being able to track the turnover progress; and 2) Training and roll-out for the work order improvement plan. This plan should cut outstanding work orders in half with spot and site checks. There were no further questions for Mr. Hill.

Commissioner Brian Jackson provided the *Real Estate Committee Report*. Commissioner Jackson stated that the minutes for the meeting held prior to the Board Meeting were not available for review and would be distributed at the next Board Meeting; however, Commissioner Jackson reported that the Committee had reviewed the monthly progress report for the Community Revitalization Department and the Commissioners had received the update in their Board packets. Commissioner Jackson pointed out that if anyone has any questions regarding any part of the report they receive each month, to feel free to e-mail him or the Executive Director with their questions and they can be addressed at the Board Meeting. Minutes from the September 19, 2007 meeting were previously distributed to the Board for review. Commissioner Jackson then reported that the Committee had reviewed and were endorsing three (3) resolutions for consideration at this meeting. There were no questions for Commissioner Jackson.

Ms. Leslie Cohoon, Acting Deputy Executive Director of Technology, Planning

& Research, provided the *Technology, Planning & Research (TPR) Committee Report*. The minutes of the meeting held on September 12, 2007 were previously distributed to the Board for review. The Committee also met on October 16, 2007; although the minutes were not available for review, Ms. Cohoon reported that the main topics of the meeting centered on the wrap-up of the Housing Choice Voucher Program (HCVP) business selection and the Enterprise Business System. The HCVP system business plan will be done by January 1st with a contract in place by mid-January. Ms. Cohoon reported that they will be able to concentrate on the Enterprise Business system more when the HCVP system is in place; they are looking towards the early part of 2009 for this to take place.

Commissioner Harrigan asked if key documents would be available on the server to be accessed easily when the implementation is in place. Ms. Cohoon replied that this availability was not part of the system package, but may be part of the intranet system. She stated that they will anticipate this need and look for the availability in the intranet systems they are considering. There were no further questions for Ms. Cohoon.

Chairman's Comments

Commissioner Jackson stated that the Board would find reports for the Strategic Plan and the Youth Sports & Fine Arts Academy (YSFAA) in their red folders. Commissioner Jackson stated that both reports were very good.

Commissioner Jackson then asked Ms. Doris Jackson-Crocker, Assistant to the Executive Director, to report on the "Make A Difference" Campaign. Ms. Jackson-Crocker updated the Board, saying that 137 employees attended the Harvest Fest held on October 5th, and over \$11,000 had been collected to date: \$7,000 towards United Way and \$4,000 towards YSFAA. This year's goals are \$20,000 for each campaign. Ms. Jackson-Crocker thanked the Commissioners that contributed to the flea market and reported that over \$400.00 was collected from items sold. Ms. Jackson-Crocker then stated that they would like to see 100% participation from the staff and the Board. Commissioner Jackson asked Ms. Jackson-Crocker to send a reminder to the members of the Board that had not given.

Commissioner Jackson then asked that Resolutions be read.

Resolutions

Note: Resolutions numbered 1-3 were recognized and previously recommended to be approved by the Committee Chair. The Resolutions were grouped and voted on together and explanations were provided where applicable.

Agenda Item No. 1 – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Prices for Two (2) Parcels that are part of the Dove Street Redevelopment Area – 1103 Dove Street and 1119 Dove Street, which was read and considered:

(07-66) BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority that based on full and careful appraisal of the properties that the prices recommended by the Executive Director for the acquisition of two (2) parcels in the Dove Street Project Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcels; and

BE IT FURTHER RESOLVED that the Executive Director, acting on behalf of RRHA, be and hereby is authorized to purchase 1103 Dove Street, Block N-454, Parcel 16, and 1119 Dove Street, Block N-454, Parcel 17 at the said price.

Agenda Item No. 2 – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Price for One (1) Parcel in the North Jackson Ward Area – 913 North 3rd Street, which was read and considered:

(07-67) BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on full and careful appraisal of the property that the price recommended by the Executive Director for the acquisition of one (1) parcel in the North Jackson Ward Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcel; and

BE IT FURTHER RESOLVED that the Executive Director, acting on behalf of RRHA, be and hereby is authorized to accept the signed option to purchase 913 North 3rd Street, Block N-70, Parcel 34, at the said price.

Agenda Item No. 3 – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Price for One (1) Parcel for Affordable Housing Replacement Units in the Downtown Area – 314 West Grace Street, which was read and considered:

(07-68) BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on full and careful appraisal of the property that the price recommended by

the Executive Director for the acquisition of one (1) parcel for the Affordable Housing Replacement Units in the Downtown Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcel; and

BE IT FURTHER RESOLVED that the Executive Director, acting on behalf of RRHA, be and hereby is authorized to purchase 314 West Grace Street, Block W-175, Parcel 22 at the said price.

Discussion

Commissioner Harrigan pointed out that the purchase price for the property in Resolution No. 2 was 20%-30% more than what was paid for the property in the Summer of 2006. Commissioner Jackson commented that this was something that RRHA continues to struggle with when having to buy one parcel at a time. There was some discussion regarding working with the City on this issue.

Commissioner Jackson entertained a motion to adopt these resolutions. Commissioner Mims moved adoption, which was seconded by Commissioner Hill-Christian and upon roll call the following voted "Aye":

Commissioners Parker, Hill-Christian, Harrigan, Olds, Beshah and Mims

And the following voted "Nay":

None

And the following abstained:

Commissioner Jackson

Commissioner Jackson then recognized the Executive Director for his comments.

Executive Director's Comments

Before his updates, Mr. Anthony Scott introduced Mr. Rodney L. Forte, Deputy Executive Director of Community Revitalization. Mr. Scott advised that a copy of the Press Release which outlines Mr. Forte's credentials was included in the Board's red folders and would be submitted for publication.

Commissioner Jackson welcomed Mr. Forte on behalf of the Board and asked him for his comments.

Mr. Forte thanked the Executive Director and the Chairman and went on to say that he was impressed with the staff that he had met, in addition to the level of detail put into the Housing Authority's Strategic Plan. In summary, Mr. Forte told the Board that he

felt his decision to accept the position at the Agency was a good one

Mr. Scott provided the Board with an *update of activities* that occurred after the September Board Meeting. They were as follows:

◆ *Board Requests/Updates:*

- On October 17th, provided a memorandum to the Board regarding delegation of authority and legislative issues that were shared with the Land Use, Housing and Transportation Committee. Mr. Scott plans to do a presentation for the Committee in November.

◆ *Strategic Plan and Feasibility Study Updates:*

- On September 27th, met with the LISC Advisory Committee; one portion of the meeting was to discuss the Strategic Business Plan for 2008-2010.
- On October 4th, met with Mr. Buford Scott and discussed the North Jackson Ward/Gilpin initiative business plan.
- On October 8th, met with Mr. Jim Ukrop and shared with him RRHA's Business Construct Business Plan.
- On October 15th, met with Rev. Patricia Goulds-Champ to discuss the expansion of the R.I.S.E. Program in Gilpin and Mosby Courts and the possibility of a day summit.
- Included in the Board's red folders is a copy of the October 2007 Strategic Plan Update. In addition, respective staff continue participation in the North Jackson Ward Transitional Planning Coordinating Committee in regards to the Redevelopment Plan.

◆ *Safety & Security Initiatives:*

- RRHA Officers recovered handguns and suspected narcotics from abandoned apartments in Creighton Court. Follow-up is in progress.
- RRHA Officer Wilson seized handguns and drugs from a Gilpin Court apartment on September 11, 2007.
- RRHA's video surveillance captured a crime in action that is being used in an ongoing investigation in partnership with the Richmond Police Department to identify a suspect.
- RRHA Officers were in attendance at the Hillside Community Day.

- Crime statistics showed YTD for 2007: Violent crime down 4%, property crime down 5% and total crime down 5%. For the month of September, there were a total of 169 arrests.
- ◆ *Communication Events:*
 - Communication news was included in the Commissioners Board Package previously distributed.
- ◆ *HUD Activities:*
 - On October 9th, RRHA received the final 2006 PHAS score of 84, which is a Standard Performer. This is a five point increase from the 79 score in 2005.
 - After a four month survey, the Office of the Inspector General (OIG) will be moving into another full Audit starting in November.
- ◆ *City/Council/Legislator Activities:*
 - On October 3rd, met with Councilman Chris Hilbert.
 - On October 11th, met with Councilman Bruce Tyler to provide him with data on RRHA developments north of the river.
 - On November 1st, scheduled to meet with Vice President Delores McQuinn to provide an update on 25th Street and projects in her district.
 - On November 19th, scheduled to meet with Delegate Waddell prior to legislative openings in January.
- ◆ *Staff Activities:*
 - The RRHA "Calendar of Events" is included in the red Board folders. This provides a snapshot of the major RRHA activities.
 - On October 12th, the Executive Team and about fourteen (14) members of the Richmond Tenant Organization (RTO) met with Mr. Roy Priest, the Executive Director of Alexandria Housing Authority, and toured Chatham Square. They also met with the Executive Director in Washington, Dr. Bessie Swann, to tour the Wheeler Creek facility. Their main purpose of the visit was to give staff and the RTO the opportunity to dialogue with other partners.
- ◆ *Future Planning:*

- On October 29th, the RRHA Police Department Community Safety Awareness event will be held at the Creighton Court Community Center from 4:00-5:00 p.m.
- On November 14-16th, the Governor’s Housing Conference in Roanoke, Virginia will be held.
- On November 20th, scheduled to provide an update to the Land Use, Housing & Transportation Committee.

Discussion

Regarding the Executive Team and RTO tour, Commissioner Marilyn Olds reported that the experience was a positive one for the residents. She stated that if RRHA continues to follow through with this initiative, transition in the developments should be very successful. Commissioner Olds mentioned that the residents would also like a trip to a development that was torn down and re-built.

Commissioner Harrigan stated that there will be a team of consultants at VCU in Grant Hall on October 18th at 6:00 p.m. These consultants are leading efforts to transform Bryant Park, which will include lighting. Commissioner Harrigan felt it would be beneficial for some of the RRHA staff to attend this meeting.

There was some discussion regarding the new OIG Audit in light of the previous audit closure from the OIG’s office. Commissioner Hill-Christian made recommendations to the Board and staff regarding these audits. It was pointed out that RRHA should not be penalized with constant audits because it is the largest Housing Authority in Virginia. Commissioner Harrigan suggested that a log be kept regarding the number of audits and number of staff hours it takes to comply with these audits. He also suggested that the Congressman could be a possible advocate for RRHA. Ms. Scarborough told the Board that her office had already begun to keep a log of the audits and that every month there is at least one audit being conducted.

There being no further business and upon motion made by unanimous vote, the meeting adjourned at 6:20 p.m.

Chairman

Executive Director/Secretary-Treasurer