

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, NOVEMBER 18, 2009

In Attendance:

Board of Commissioners

Elliott M. Harrigan, Chairman
J. Russell Parker, III
Guenet M. N, Beshah, Esq.
Cindy A. Mims
James A. Sties
Orlando C. Artze

Absent

Marilyn B. Olds, Vice Chair

RRHA Staff

Anthony Scott, Chief Executive Officer

Chairman Elliott M. Harrigan called the meeting to order at 5:30 p.m. with *M. Maxine Cholmondeley, Esq.* serving as Legal Counsel.

Minutes

The Minutes from the *October 26, 2009 Annual Board Meeting* were presented for approval.

1 Motion: (Mims/Beshah) Move to adopt the Minutes from the October 26, 2009 Annual Board Meeting.

Motion Carried Unanimously

2 Motion: (Mims/Artze) Move to adopt the amended Minutes from the October 26, 2009 Regular Board Meeting.

Motion Carried Unanimously

Citizens Information Period

Ms. Joyce Cheeks, an RRHA Resident, was scheduled to speak but did not do so. Ms. Cheeks has spoken to Chairman Harrigan on many occasions. He suggested at that time that she write to RRHA with her concerns. To date, a letter has not been received.

Committee Reports

Commissioner Harrigan requested that Board Committee Reports be presented.

Chief Financial Officer Rick Sample delivered the *Administration and Finance* report. He reported that the Administration and Finance Committee met on November 12, 2009, where several items were discussed or reviewed:

- Update on the Housing Choice Voucher Program (HCVP) and the HCVP preliminary financials for September year-to-date for the fiscal year
 - o There was a favorable variance in the actual performance of the administration portion of the program because of lower expenses and higher administration fees due to the higher utilization
- Status of finding additional funds for the rest of the calendar year 2009
 - o Expect to hear soon about additional funding from HUD for the projected December deficit
- Stacey Fayson presented the audit plan and the year-end closing process
 - o Expect to have audited financial statements ready by the end of March, 2010
- Regular monthly reports
- Update on the Enterprise Business System (EBS) from Ted Woods
 - o It is still proceeding smoothly and on plan

Senior Vice-President of Property Management John Hill provided the *Affordable Housing Report*.

- The HCVP delinquency reporting rate is at 99%, meaning that 99% of our records are in the HUD system
- Ordway Home is now owned entirely by RRHA. It was being used for disabled residents. Staff is looking at ways of utilizing this twelve single-room facility. Those wishing a tour should contact Mr. Hill.
- Stimulus money: this has been a productive quarter. RRHA has obligated over \$504,000 in Architectural and Engineering (A&E) contracts.
 - o In November, RRHA plans to obligate \$2.2 million of stimulus funds to contracts that don't require an A&E
 - o The remainder of the funds will be obligated by mid-January
- In November, Staff expects to provide the Commissioners with figures regarding the jobs that have been created because of the stimulus money. The hope is to have 12 – 15 new jobs at the Authority that would become permanent.
- A Director of Construction Management has been hired to ensure that the projects are going smoothly and in a timely fashion

Commissioner Beshah requested that the format and contents of the minutes from the Standing Committees be standardized to reflect questions/comments from both the Commissioners and staff. This should enable anyone who was not present at the particular meeting to know exactly what was discussed and what concerns/support were expressed.

Garland Curtis, Interim VP Real Estate & Community Development, provided the *Real Estate Committee Report*. The Committee met on Thursday, November 12, 2009.

The following topics were covered:

- Discussed the PPEA for Jackson Place project which includes the hotel. At the Board's request, provided updated hotel occupancy information for review.
- The Committee is recommending that Resolution 2 be considered and approved by the Board.

Chairman's Remarks

Chairman Harrigan had no comments.

Chief Executive Officer's Comments

Mr. Anthony Scott made some comments in addition to the Executive Summary, which had been included in the Board packet, highlighting the activities for the past month.

- HCVP Program - Actively working to assure that funding is available on December 1, 2009.
 - o HUD is following through on their promise to have an answer by November 20, 2009
 - o The funding should be received by the end of November
 - The \$200 million will resolve the December problem
 - o Once the December 1, 2009 issue is resolved, RRHA will be working on the year 2010 shortfall
 - o A press release from Senator Webb's office assured that there would be funding for housing authorities
 - o HUD is looking at "front-loading" for January and February, 2010 because the budget numbers for all the authorities nationwide will not be out until March, 2010
 - o In response to questions from Board members:
 - Starting with calendar year 2010, HUD will be continuing with the same budget numbers RRHA had for 2009 - \$1.4 million per month
 - Since RRHA already knows the \$1.4 million will not cover the monetary requirements for HCVP, "front loading" will cover the gap between the \$1.4 million RRHA will receive and the \$1.9 million RRHA will need for HCVP for January and February, 2010
 - This should not take away from the back end as HUD is not looking to drag out the problem – it is a budget-timing issue
 - This will not allow RRHA to have a higher utilization rate – it is to make sure the current utilization will be funded
 - Any decline in utilization will only be due to attrition
 - RRHA is no longer accepting any HCVP applications and probably will not do so for at least one year

- HUD is being very clear that they do not want housing authorities to have to move families out of housing
- On November 14, 2009 a ribbon-cutting opening for the newly modernized Oscar E. Stovall Apartments took place – Mr. Roland Turpin, the former Executive Director for the Authority, was present. The apartments were built when he was with RRHA.
- On November 17, 2009 the setting of two modular homes took place. The buyers were in attendance. Two more homes were set on November 18, 2009. The ones set on the 17th will be ready to move into by Christmas.
- The Resident Services Director continues to meet with several agencies that will be key partners in offering quality resident services.
 - Embrace Richmond/AmeriCorps
 - City of Richmond Fire Department
 - Greater Richmond Interfaith Program (G.R.I.P.)
 - Friends Association for Children
 - Art on Wheels
 - Girl Scouts of America
 - Richmond Outreach Center (the ROC)
 - City of Richmond Parks, Recreation and Facilities
- A joint partnership with the City of Richmond Health District allowed for the opening of a new Resource Center in Fairfield Court.
- The HomeCenter is continuing with the Neighborhood Homeownership Initiative (NHI) homes with two homes closing the week of November 16, 2009.
- The RRHA Police Department received a \$75,000 Byrne Grant to supply additional equipment for the police department.

RESOLUTIONS

Note: Resolutions numbers 1 and 2 were recognized. Resolution 1 is certifying that the Section 8 Management Assessment Program (SEMAP) Certification is at 93% , putting RRHA at High Performance Status. In reference to Resolution 2, it was confirmed by General Counsel that the rental of this space would not constitute a conflict even though McGuireWoods is counsel to RRHA.

Agenda Item No. 1 - Resolution of the Richmond Redevelopment and Housing Authority to approve the Section 8 Management Assessment Program Certification, which was read and considered:

(09-47) BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that the Section 8 Management Assessment Program (SEMAP) Certification for the fiscal year ended September 30, 2009 was 93% and is approved and RRHA certifies that the data used in this certification is true and accurate as documented by RRHA records.

Agenda Item No. 2 – Resolution approving a Lease Agreement between the Richmond Redevelopment and Housing Authority and, McGuireWoods, LLP, for approximately 17,850 rentable square feet of space located in the Theatre Row Office Building, which was read and considered:

(09-48) WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) is the owner of that certain building located at 730 East Broad Street in the City of Richmond and more commonly known as the Theatre Row Office Building (the “Building”); and

WHEREAS, RRHA and McGuireWoods, LLP have negotiated the Lease Agreement attached hereto (the “Agreement”) pursuant to which RRHA shall lease to McGuireWoods, LLP, and McGuireWoods, LLP, shall let from RRHA, approximately 17,850 rentable square feet of space in the Building; and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to approve the Lease Agreement and to authorize the Chief Executive Officer to execute and deliver the Lease Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority that:

1. The Lease Agreement, with any changes thereto acceptable to the Chief Executive Officer, is hereby approved, and the Chief Executive Officer is hereby authorized, on behalf of RRHA, to execute and deliver the Lease Agreement.

3 Motion: (Parker/Mims) Move to adopt Resolutions 1 and 2.

Motion Carried Unanimously

Miscellaneous

Ms. Doris Jackson-Crocker, Deputy Assistant to the Chief Executive Officer, gave an update on RRHA’s combined United Way/Youth Sports and Fine Arts Academy (YSFAA) campaign. This year’s campaign is “Do More With The Same.” Last year, RRHA raised approximately \$30,000. The hope is to do the same this year. The campaign is only asking that people continue to give what was given the previous year. So far, \$14,237 has been collected from RRHA employees: approximately \$9,500 to be given to United Way and approximately \$4,800 to be given to YSFAA. Mr. Scott issued a special challenge to the Board members to see if they can get their colleagues to make a tax-free donation as well, perhaps matching what the Board member has given. Receipts will be provided.

Commissioner Sties reported that, at the last Real Estate Committee meeting, the committee revisited the resolution regarding West Jackson Street. General Counsel Cholmondeley had researched the questions about eminent domain and reported back that RRHA’s actions complied with the applicable statute.

Commissioner Artze thanked Garland Curtis and staff for the tour they gave him of the RRHA properties. It was much appreciated.

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Adjournment

4 Motion: (Beshah/Mims) Move to adjourn.

Motion Carried Unanimously

There being no further business and upon unanimous vote, the meeting adjourned at 6:00 p.m.

Chairman

Chief Executive Officer/Secretary-Treasurer