Charlottesville Redevelopment and Housing Authority
Board of Commissioners Virtual Board Meeting
Monday, January 29, 2024 at 6:00 pm

Agenda

I. Call to Order
Roll Call of Commissioners

	Present	Absent
Dr. Wes Bellamy, Chair	X	
Brigid Wicks, Commissioner	X	
Laura Goldblatt, Commissioner	X	
Michael Payne, Commissioner	X	
Judy Sandridge, Commissioner	X	
Javier Raudales, Commissioner	X	
Alice Washington, Commissioner	X	

Moment of Silence
General Announcements / Meeting Dates / Reminders

II. Public Comments followed by PHAR Comments

Emily Dryfus:

- Interns visited city hall and spoke with Sam Saunders about the budget
- Interns attended a Budget forum at Carver Rec and offered input about the architect
- One stop to network
- Civic participation presentation with Bill Harris
- Outreach in the neighborhoods (starting at West Haven) to speak about issues

III. Updates from Commissioners and Discussion

IV. Approval of Board Minutes from 11/27/23 & 12/19/23 *Attachment A*

Commissioner Goldblatt motioned to approve the 11/27/23 & 12/19/23 minutes. Commissioner Wicks seconded.

Ayes	Nays	Abstain	Absent

Dr. Wes Bellamy, Chair	**X**
Brigid Wicks, Commissioner	**X**
Judy Sandridge, Commissioner	**X**
Laura Goldblatt, Commissioner	**X**
Michael Payne, Commissioner	**X**
Javier Raudales, Commissioner	**X**
Alice Washington, Commissioner	**X**

V. Closed Session: Property Acquisition and Disposition Attachment B

Commissioner Rauales motioned to approve the closed session, and Commissioner Goldbl seconded.

	Ayes	**Nays**	**Abstain**	**Absent**
Dr. Wes Bellamy, Chair	**X**			
Brigid Wicks, Commissioner	**X**			
Judy Sandridge, Commissioner	**X**			
Laura Goldblatt, Commissioner	**X**			
Michael Payne, Commissioner	**X**			
Javier Raudales, Commissioner	**X**			
Alice Washington, Commissioner	**X**			

Commissioner Wicks motioned to end the closed session, and Commissioner Goldblatt seconded.

	Ayes	**Nays**	**Abstain**	**Absent**
Dr. Wes Bellamy, Chair	**X**			
Brigid Wicks, Commissioner	**X**			
Judy Sandridge, Commissioner	**X**			

Laura Goldblatt, Commissioner	X
Michael Payne, Commissioner	X
Javier Raudales, Commissioner	X
Alice Washington, Commissioner	X

VI. Resolution 1468 Authorizing the Acquisition of Real Estate Attachment C

Commissioner Goldblatt motioned to approve Resolution 1468, and Commissioner Wicks seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Judy Sandridge, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			
Alice Washington, Commissioner	X			

VII. Resolution 1469 Authorizing the Disposition of Real Estate Attachment D

Commissioner Payne motioned to approve Resolution 1468, and Commissioner Raudales seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Judy Sandridge, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			

Javier Raudales, Commissioner X

Alice Washington, Commissioner X

VIII. Scheduling of Board Retreat

Dr. Bellamy proposed a board retreat on March 6th from 5:30 p.m. to 8:00 p.m. He also asked Commissioner Goldblatt to assist with the draft agenda by February 21st.

IX. Finance Update Attachment E

TC Nicholas (Controller)

- Public Housing- Tenant rent month to date is 98,000, larger than projected in the budget. Du to more residents moving in.
- The operations grant is 0; no money was received from HUD for operating funds in Decembe due to the surplus from Amp 9 and 10. HUD overpaid Crescent Halls 300,000 and 74,000 overpayments to South 1st St phase 1. HUD decided to hold all operating money for all the other properties. CRHA is currently waiting on the reallocation.
- Due to the flooding in the old building and theft of parts, the water bills were high. The city wa contacted to try and deduct some of the owed amount.
- Bottom line: Net loss in December due to the fact we did not get the operating funds, and the YTD was still healthy even with allocation
- HCV- HAP Earned 521 housing assistance payments from HUD, and we paid out more than what HUD gave (we have a larger budget capacity). The vouchers increased the dollar amount.
- Bottom line: -$7422, which was what was overspent with housing assistance from what we received from HUD
- Central office: 3 payrolls in December, which is why we were operating at a net loss of $346 and the YTD is still at a net income of $88613

X. Housing Department Update Attachment F

Vacancies:

- .Westhaven – 0
- · Madison – 0
- · Riverside – 0
- · Ridge Street - 0
- · Michie – 2
- · 6th Street – 1
- · South First Street – 0
- · Dogwood Portfolio – 3

Relocation:

- We currently have 14 units released for occupancy through the 4th floor. Ten of those units a preleased, and paperwork is currently being processed.

- The new SFS is 100% occupied now, including building 3. All the previous residents of the ol SFS have been relocated. Redevelopment will prepare it for demolition once the electricity is shut off to all units.

Staffing:

- No staffing issues currently.

Delinquency-Implemented a new resident delinquency program:

- Westhaven - 64,829
- SFS - $58,348
- Crescent Halls - $25,873
- 6th Street - $17,091
- Michie - $9,774
- Madison - $16,183
- Riverside -$8,506
- Montrose - $368
- Ridge - $6,165
- Dogwood Portfolio – $48,830

XI. Housing Choice Voucher (HCV) Update Attachment G

Numbers for CRHA HCV programs:

- **hcv - Housing Choice Voucher**: Tenant count-540, Waitlist-1710
- **msv (Mainstream Vouchers)** Tenant count-39, Waitlist-1
- **pbv-crh (CRHA Crescent Halls (HUD Subsidy)** Tenant count-30, Unlisted-22
- **pbv-sfp1 (PBV for SFS Phase I)** Tenant count-24, Waitlist 2
- **tc (The Crossings)** Tenant count-20, Waitlist-17
- **ehv -(EMERGENCY HOUSING VOUCHERS)** 14, Waitlist 1
- **tpv (Tenant Protection Voucher)** Tenant count-12
- **trv (Tenant Relocation Vouchers - CH)** Tenant count-11
- **va (VASH)** Tenant count- 5 (FULL)
- **fyi - Fostering Youth Independence** Tenant count-9
- **Portable Vouchers** Tenant count-18
- **Family Self Sufficiency Program- Escrow** 3,
- **CSRAP-Charlottesville Supplemental Rental Assistance Program** Tenant count-63

Additional Vouchers - Referrals from the Department of:

- Vouchers on the Street 38
- New Admissions 13

XII. Public Comments
No public comments.

XIII. Adjournment

Dr. Bellamy motioned to adjourn, and Commissioner Wicks seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Judy Sandridge, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			
Alice Washington, Commissioner	X			

CRHA Meeting Announcements

CRHA Board Work Session: Thursday, February 8, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, February 26, 2024, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at
Join Zoom Meeting: https://zoom.us/j/94663021086?pwd=ZEhHZ3U0VGNXdnczZFlENkR3cDU2Zz(
One tap mobile. +13017158592,,94663021086#

February 1st 3:00pm Regular CRHA Redevelopment Meeting
February 15th 1:00pm CRHA Admin Redevelopment Meeting

Resident Services Committee: February 13th at 1:00 pm
Join Zoom Meeting:
https://zoom.us/j/95147780948?pwd=YUExYmZCOVBQUkQ3cy9zZ1NVYkg2UT09
One tap mobile: +16465588656,,95147780948#
Kathleen Glenn-Matthews, matthewsk@cvillerha.com; 434-987-9639

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Virtual Board Meeting
Monday, February 26, 2024 at 6:00 pm

Agenda

I. Call to Order
Reading of Code § 2.2-3708.2(A)(3)
Roll Call of Commissioners

	Present	Absent
Dr. Wes Bellamy, Chair	X (Sub late)	
Brigid Wicks, Commissioner	X	
Laura Goldblatt, Commissioner	X	
Michael Payne, Commissioner	X	
Judy Sandridge, Commissioner	X	
Javier Raudales, Commissioner		X
Alice Washington, Commissioner	X	

Moment of Silence
General Announcements / Meeting Dates / Reminders

II. Public Comments followed by PHAR Comments
Cam:

- The internship program continues to meet weekly

III. Updates from Commissioners and Discussion

Commissioner Goldblatt:

- Planning nonprofit status
- Will contact Mr. Sales and other individuals to obtain more information and clarity.

IV. Board Retreat Planning- Chair Dr. Bellamy and Commission Goldblatt Attachment A

Commissioner Goldblatt:

- Slated to be on March 6th from 5:30p-7:30p
- Intention setting want to work towards a vision for the agency and a sense of how the Board can carr this vision
- Discuss communication plans, priorities, and responsibilities with the board and staff.
- Review mission statement

- Mr. Sales discussed critical opportunities and areas for concern.
- A collective initial draft of a short (5-year) and longer-term (10-year) vision for CRHA
- Discussion of a communications plan
- Discussion of questions of legal representation: who do we use for legal questions and issues?
- Discussion of procedures for the Executive Director's annual review and metrics to be used to measu success.
- Delegate committee to look at other evaluation procedures to norm ours with best practices.
-

V. Closed Session: Personnel Discussion Attachment B

Commissioner Wicks motioned to go into a closed session, and Dr. Bellamy seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			
Alice Washington, Commissioner	X			

VI. **Finance Update** Attachment C

TC:

- Central office, City housing portfolio, Public housing, and HCV office
  - Income numbers are currently updated, but salary and utilities are missing as we transition frc paper to online records.
  - We recently hired a new certified public accountant (CPA), bringing our team to three accountants.

VII. **Housing Department Update** Attachment D

Vacancies:

- Westhaven-2
- Madison-0
- Riverside-1
- Ridge Street-1
- Michie-2
- 6th Street-1
- South First Street-0
- Dogwood Portfolio-2

Crescent Halls update:

- There are currently 60 units filled at Crescent Halls as of 2/22/2024, with an additional 3 schedule to move in by the end of the month. Our relocation team has expressed an issue with some applicants having trouble getting their deposit money, which we are assisting them with finding resources, as well as some moves being rescheduled due to bed bug issues

Staffing:

- We hired a new Facilities Director, as well as a maintenance lead. In addition, our new pest contr staff members appear to be doing well as residents have been very complimentary and pleased with their services. To date, all CRHA units have been treated at least once by in-house pest cont as long as we were able to gain entry.

Delinquencies:

- Westhaven – $66,842
- SFS - $44,851
- Crescent Halls - $27,549
- 6th Street - $15,801
- Michie - $7349
- Madison - $17,269
- Riverside -$16.572
- Montrose - $1125
- Ridge - $471
- Dogwood Portfolio – $60,82

VIII. **Housing Choice Voucher (HCV) Update** Attachment

CRHA -HCV STASTS

Programs:

- hcv - Housing Choice Voucher Tenants 493, waitlist 1708
- msv (Mainstream Vouchers) Tenants 39, waitlist 1
- pbv-crh (CRHA Crescent Halls (HUD Subsidy) Tenants 31
- pbv-sfp1 (PBV for SFS Phase I) Tenants 24, waitlist 2
- tc (The Crossings) Tenants 20
- ehv -(EMERGENCY HOUSING VOUCHERS) Tenants 15, waitlist 1
- ev- (Enhanced Vouchers) Tenants 9,
- tpv (Tenant Protection Voucher) Tenants 12
- trv (Tenant Relocation Vouchers - CH) Tenants 11
- va (VASH) Tenants 5, Waitlist FULL
- fyi - Fostering Youth Independence Tenants 10, Waitlist 10
- Portable Vouchers Tenants 19
- Family Self Sufficiency Program- Escrow - 3
- TOTAL Tenants 688
- CSRAP-Charlottesville Supplemental Rental Assistance Program Tenant 62

Additional Vouchers:

- Human Services Tenants 6
- Vouchers on the Street Tenants 38
- New Admissions Tenants13

HQS Inspections Completed:

- Initial- 37
- Annuals- 95

- Special- 4

Recertification:

- Annual Recertifications- 22
- Recertification Spending/Past Due- 5

IX. Public Comments

Kathleen:

- Katrina Bitz was hired as a grant coordinator three months ago. She has been successful in her role far. Currently, she is planning to increase the Economic Opportunity Program (Section 3) and will hir coordinator for that. Furthermore, she is pursuing grant funding to ensure the success of this prograr

X. Adjournment

Commissioner Wicks motioned to adjourn the meeting, and Dr. Bellamy seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			
Alice Washington, Commissioner	X			

CRHA Meeting Announcements

CRHA Board Work Session: Thursday, March 14, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, March 25, 2024, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at
Join Zoom Meeting: https://zoom.us/j/94663021086?pwd=ZEhHZ3U0VGNXdnczZFlENkR3cDU2Zz
One tap mobile. +13017158592,,94663021086#

March 7th at 3:00pm Regular CRHA Redevelopment Meeting
March 21st at 1:00pm CRHA Admin Redevelopment Meeting

Resident Services Committee: Marhc **12th at 1:00 pm**
Join Zoom Meeting:
https://zoom.us/j/95147780948?pwd=YUExYmZCOVBQUkQ3cy9zZ1NVYkg2UT09

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Board of Commissioners Virtual Board Meeting
Monday, February 26, 2024 at 6:00 pm

Agenda

I. Call to Order
Reading of Code § 2.2-3708.2(A)(3)
Roll Call of Commissioners

	Present	Absent
Dr. Wes Bellamy, Chair	**X (Sub late)**	
Brigid Wicks, Commissioner	**X**	
Laura Goldblatt, Commissioner	**X**	
Michael Payne, Commissioner	**X**	
Judy Sandridge, Commissioner	**X**	
Javier Raudales, Commissioner		**X**
Alice Washington, Commissioner	**X**	

Moment of Silence
General Announcements / Meeting Dates / Reminders

II. Public Comments followed by PHAR Comments
Cam:

- The internship program continues to meet weekly

III. Updates from Commissioners and Discussion

Commissioner Goldblatt:

- Planning nonprofit status
- Will contact Mr. Sales and other individuals to obtain more information and clarity.

IV. Board Retreat Planning- Chair Dr. Bellamy and Commission Goldblatt Attachment A

Commissioner Goldblatt:

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- Intention setting want to work towards a vision for the agency and a sense of how the Board can carry this vision
- Discuss communication plans, priorities, and responsibilities with the board and staff.
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- Mr. Sales discussed critical opportunities and areas for concern.
- A collective initial draft of a short (5-year) and longer-term (10-year) vision for CRHA
- Discussion of a communications plan
- Discussion of questions of legal representation: who do we use for legal questions and issues?
- Discussion of procedures for the Executive Director's annual review and metrics to be used to measure success.
- Delegate committee to look at other evaluation procedures to norm ours with best practices.
-

V. Closed Session: Personnel Discussion Attachment B

Commissioner Wicks motioned to go into a closed session, and Dr. Bellamy seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			
Alice Washington, Commissioner	X			

VI. **Finance Update** Attachment C

TC:

- Central office, City housing portfolio, Public housing, and HCV office
  - Income numbers are currently updated, but salary and utilities are missing as we transition from paper to online records.
  - We recently hired a new certified public accountant (CPA), bringing our team to three accountants.

VII. **Housing Department Update** Attachment D

Vacancies:

- Westhaven-2
- Madison-0
- Riverside-1
- Ridge Street-1
- Michie-2
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- Dogwood Portfolio-2

Crescent Halls update:

- There are currently 60 units filled at Crescent Halls as of 2/22/2024, with an additional 3 scheduled to move in by the end of the month. Our relocation team has expressed an issue with some applicants having trouble getting their deposit money, which we are assisting them with finding resources, as well as some moves being rescheduled due to bed bug issues

Staffing:

- We hired a new Facilities Director, as well as a maintenance lead. In addition, our new pest control staff members appear to be doing well as residents have been very complimentary and pleased with their services. To date, all CRHA units have been treated at least once by in-house pest control as long as we were able to gain entry.

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VIII. **Housing Choice Voucher (HCV) Update** Attachment E

CRHA -HCV STASTS

Programs:

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- Annuals- 95

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IX. Public Comments

Kathleen:

- Katrina Bitz was hired as a grant coordinator three months ago. She has been successful in her role so far. Currently, she is planning to increase the Economic Opportunity Program (Section 3) and will hire a coordinator for that. Furthermore, she is pursuing grant funding to ensure the success of this program.

X. Adjournment

Commissioner Wicks motioned to adjourn the meeting, and Dr. Bellamy seconded.

	Ayes	Nays	Abstain	Absent
Dr. Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			
Alice Washington, Commissioner	X			

CRHA Meeting Announcements

CRHA Board Work Session:	Thursday, March 14, 2024, at 6:00 pm
CRHA Board Regular Meeting:	Monday, March 25, 2024, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at
Join Zoom Meeting: https://zoom.us/j/94663021086?pwd=ZEhHZ3U0VGNXdnczZFlENkR3cDU2Zz09
One tap mobile. +13017158592,,94663021086#

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March 21st at 1:00pm CRHA Admin Redevelopment Meeting

Resident Services Committee: Marhc **12th at 1:00 pm**
Join Zoom Meeting:
https://zoom.us/j/95147780948?pwd=YUExYmZCOVBQUkQ3cy9zZ1NVYkg2UT09

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, March 25, 2024 at 6:00 pm

Agenda

I. Call to Order
Reading of Code § 2.2-3708.2(A)(3)
Roll Call of Commissioners

	Present	Absent
Wes Bellamy, Chair	X	
Brigid Wicks, Commissioner	X	
Laura Goldblatt, Commissioner	X	
Michael Payne, Commissioner	X (Zoom)	
Javier Raudales, Commissioner	X	
Alice Washington, Commissioner	X (Sub late)	

Moment of Silence
General Announcements / Meeting Dates / Reminders

II. Public Comments followed by PHAR Comments

Emily Dryfus: PHAR

- Restarting youth programming in the next two weeks
- Working on the spring fling that will take place at the middle or end of April
- The graduation of the PHAR interns is at 5 pm on April 17th at city space.
- UVA students who have been working with Joy Johnson on community development presented to City council on February 20th (watch the recording if possible)
- Appreciate the improvements in maintenance staffing

III. Updates from Commissioners and Discussion

Commissioner Wicks:

- Requested an update on the REACT score and the major issues,

Mr. Sales:

- The REACT has changed to INSPIRE, the scores have not yet been finalized. This was the first year of the INSPIRE inspection. SFS passed, AMP 4 (Michie, Madison, Riverside, and scattered houses) did not pass, and Westhaven will be the next site to be inspected. The overall score will consider management, financial operations, physical conditions, and capital funds.

- Not passing the REACT cannot impact the funding, but the agency will receive a bonus if it passes
- The physical part failed (40 points), but other aspects are also considered. How does the agency operate financially, is the management doing what they are supposed to be doing (leases and inspecting units)? 50 points for management and 10 points for the capital fund.
- CRHA has not been a high performer in decades
- The physical issues were the air conditioners in windows (blocking window access), damaged doors, holes in walls, and water heaters that needed to be replaced.

Commissioner Wicks:

- Update on current open positions?

Mr. Sales

- The positions will be filled by April 1st. The three positions that need to be filled are The accessible coordinator, community ambassador for Crescent Halls, and Director of Housing.

IV. Approval of Board Minutes from 1/22/24 and 2/26/24 *Attachment A*

Commissioner Goldblatt moved to approve the minutes for 1/22/24, and Commissioner Wicks seconded.

	Ayes	Nays	Abstain	Absent
Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			

Commissioner Goldblatt moved to approve the minutes for 2/2624, and Commissioner Wicks seconded.

	Ayes	Nays	Abstain	Absent
Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			

V. Closed Session: Personnel Discussion Attachment B

VI. Resolution 1474: 2024-2025 Annual Budget Attachment C

Commissioner Goldblatt moved to adopt Resolution 1474, and Commissioner Raudales Seconded.

	Ayes	Nays	Abstain	Absent
Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			

Commissioner Raudales:

- Inquired about a consultant who could help complete the SOP for CRHA.

John Sales:

- Money is needed for a consultant to do the SOP and additional money is needed for the attorney to assist with the process.
- RFP and wait for companies to respond (typically 30 days), then an internal review for the company and hiring firm
- 90 days from today if CRHA completes SOP or 90 days after the firm is hired (possibly July 1)
-

Commissioner Goldblatt moved to adopt Resolution 1474, and Commissioner Raudales Seconded.

	Ayes	Nays	Abstain	Absent
Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			

VII. Resolution 1475: 5 Year CFP Budget Attachment D

Brandon Collins: 5-Year Capital Action Plan Discussion:

- Refresher from last week's presentation

	Ayes	Nays	Abstain	Absent
Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			

VIII. Public Comments

No comments

IX. Adjournment

Commissioner Wicks moved to adjourn the meeting and Commissioner Goldblatt Seconded.

	Ayes	Nays	Abstain	Absent
Wes Bellamy, Chair	X			
Brigid Wicks, Commissioner	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Michael Payne, Commissioner	X			
Javier Raudales, Commissioner	X			

CRHA Meeting Announcements

CRHA Board Work Session: Thursday, May 9, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, April 22, 2024, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at -**Updated Time**
Join Zoom Meeting: https://zoom.us/j/94663021086?pwd=ZEhHZ3U0VGNXdnczZFlENkR3cDU2Zz09
One tap mobile. +13017158592,,94663021086#

April 4st 3:00pm Regular CRHA Redevelopment Meeting
April 18th 1:00pm CRHA Admin Redevelopment Meeting

Safety Committee every other Wednesday at 4:00pm
March 27th at 4:00pm
April 10th at 4:00 pm
Resident Services Committee: April 9th at 1:00 pm
Join Zoom Meeting:
https://zoom.us/j/95147780948?pwd=YUExYmZCOVBQUkQ3cy9zZ1NVYkg2UT09
One tap mobile: +16465588656,,95147780948#

CHARLOTTESVILLE REDEVELOPMENT
& HOUSING AUTHORITY

P.O. BOX 1405
CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE: (434) 326-4672
www.cvillerha.com

Residents *FIRST*!

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, April 22, 2024 at 6:00 pm
City Council Chambers

Minutes

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Board Meeting at 6:00 p.m. on April 22, 2024, at the City Council Chambers with Chair Wes Bellamy presiding.

I. **Call to Order**

Commissioner Wicks called the Board Meeting to order at approximately 6:00 p.m. on April 22, 2024.

Roll Call of Commissioners

	Present	Absent
Mr. Wes Bellamy, Chair	X, *subsequent arrival*	
Ms. Brigid Wicks, Commissioner	X	
Ms. Laura Goldblatt, Commissioner	X	
Mr. Michael Payne, Commissioner	X	
Ms. Alice Washington, Commissioner	X	
Mr. Javier Raudales, Commissioner		X

Staff Present:

John Sales, Executive Director
Kathleen Glenn-Matthews, Deputy Director
Brandon Collins, Redevelopment Coordinator
Zoe Parakuo, Housing Choice Voucher Program Manager

Moment of Silence:

Commissioner Wicks called for a moment of silence.

General Announcements / Meeting Dates / Reminders

Safety Committee every other Wednesday at 4:00pm: Next meetings: April 24th at 4:00pm & May 8th at 4:00 pm
Resident Services Committee: May 14th at 1:00 pm
CRHA Board Work Session: Thursday, May 2, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, May 16, 2024, at 6:00pm

II. Public Comments followed by PHAR Comments

Emily Dreyfus, PHAR, 1000 Preston Avenue Suite C, www.pharcville.org, (434) 984-3255. Ms. Dreyfus stated that she was pleased to see the maintenance improvements that are taking place, and pest control using proper notices along with clear instructions. She also said she was very proud of the PHAR internship graduation. The spring fest will take place on April 25th at 4 pm on 6th Street, and at 6 pm, another youth activity will take place at the same location, which will be cosponsored by Legal Aid and Rise for Youth. If you are interested, please contact PHAR at (434-984-3255).

III. Updates from Commissioners and Discussion

No updates from the Commissioners

A. Approval of Board Minutes from March 25, 2024,

Commissioner Goldblatt motioned to approve the minutes of the Board of Commissioners meeting held on March 25, 2024. Commissioner Payne seconded. The "Ayes" and "Nays" were as followed.

	Ayes	Nays	Absent	Abstain
Bellamy	X			
Wicks	X			
Goldblatt	X			
Payne	X			
Washington	X			
Raudales			X	

IV. Maintenance Update (Verbal Update)

Robert Harvey; The New Director of Facilities and Maintenance. He spoke about the lighting at West Haven, Michie, Madison, and Riverside and how some are not working properly. He has researched new and effective lighting for the site and informed the commissioners that Courtney Smith, the Construction Coordinator, will be leading that effort. Commissioner Payne inquired about the timeline for the lights. Robert explained that a timeline was not yet available, but he assured them that this was a top priority

and that they were actively working on it.

Commissioner Goldblatt mentioned that this has been an ongoing issue and informed that they have reached out to Dominion regarding the lights on our sites. Commissioner Payne encouraged anyone with further questions or concerns about the lights to reach out to the City Council or the Commissioners. Mr. Sales informed the commissioners that CRHA has been in communication with the residents to determine their preferences for the lights at each site. Commissioner Bellamy expressed gratitude to the CRHA staff for prioritizing this issue.

V. **Housing Director Update**

Terry Beaver; Senior Property Manager stated:

Vacancy numbers as of 4/22/2024:

-Westhaven – 2, Madison-1, Riverside-1, Ridge Street-1, 6th Street-1, Ridge Street – 1, Michie – 4 (2 applications ready for move in), 6th Street – 1, South First Street – 1, Dogwood Portfolio – 5 all ready for move in

Relocation Update Crescent Halls:

-24 Vacant units at CH, 15 on the 2nd floor (waiting on floor to be released), All other units have approvals just waiting for Move In

Delinquency Snapshot – Delinquent balances as of 4/22/2024:

Westhaven – $59,017, SFS - $46,811, Crescent Halls - $19,925, 6th Street - $19,409, Michie - $9253, Madison - $21,570, Riverside -$22,292, Montrose - $1493, The Ridge - $251 – 1 resident, Dogwood Portfolio – 59,775

Current Staff Training (Ongoing):

VHDA & HUD Training for Staff Ongoing, Yardi Training in May, Uniform Relocation Assistance ongoing webinars

Mr. Sales indicated that CRHA will engage in collaborative efforts with residents, arranging meetings with Claudette Greene, the Eviction Divergent Coordinator, to establish mutually agreed-upon payment plans before considering eviction as a course of action. Additionally, local churches and other agencies have partnered with CRHA in aiding assistance.

VI. **HCV Program Manager Update**

Zoe Parakuo, Housing Choice Voucher Program Manager; asserts that the inspections have been proceeding well and confidently anticipates being ahead of schedule by the end of this month. Only one recertification was overdue this month, and all participants were assigned to a caseworker, eliminating the previous practice of one person handling it all.

VII. Executive Director Update (Verbal)

John Sales provided an update on the SOP, and a request for proposal (RFP) was issued, resulting in 14 responses. Additionally, there are several open positions, and interviews have commenced. An anonymous safety link has been established for residents to submit their complaints anonymously. Additionally, Mr. Sales will explore setting up a drop box as another option for the residents. Also, due to parking concerns, they are proposing an amendment to the parking policy. There has been a new director of maintenance hired, and they are in the process of modifying the maintenance policy. The property management team will be implementing an on-call system for emergencies. Case management and a Standard Operating Procedure (SOP) have been introduced at HCV. Additionally, CRHA has increased the number of touch points through a site beautification day for all sites.

VIII. Public Comments

Mike Parisi asked about the Board meeting at Hardy Drive. He was informed that the meetings will now take place at the Council Chambers in the downtown mall. And Ms. Dreyfuss was thrilled that the commissioners would investigate the eviction process.

IX. Adjournment

Commissioner Wicks adjourned the meeting at 7.00p.m.

	Ayes	Nays	Absent	Abstain
Bellamy	X			
Wicks	X			
Goldblatt	X			
Payne	X			
Washington	X			
Raudales			X	

EQUAL HOUSING OPPORTUNITY

CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or union affiliations in any of its federally assisted programs and activities.

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, June 24, 2024 at 6:00 pm
City Council Chambers

Minutes

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Board Meeting at 6:00 p.m. on June 24, 2024, at the City Council Chambers with Chair Wes Bellamy presiding.

I. **Call to Order**

Chair Bellamy called the Board Meeting to order at approximately 6:00 p.m. on June 24, 2024.

Roll Call of Commissioners

	Present	Absent
Mr. Wes Bellamy, Chair	X	
Ms. Brigid Wicks, Commissioner	X	
Ms. Laura Goldblatt, Commissioner	X	
Mr. Michael Payne, Commissioner	X	
Ms. Alice Washington, Commissioner	X	
Mr. Javier Raudales, Commissioner	X	

Staff Present:

John Sales, Executive Director
Kathleen Glenn-Matthews, Deputy Director
TC Nichols, Controller
Maria Carey, Executive Assistance
Zoe Parakuo, Housing Choice Voucher Program Manager
Quentia Taylor, Development Manager

Moment of Silence:

Chair Bellamy called for a moment of silence.

General Announcements / Meeting Dates / Reminders

Safety Committee every other Wednesday at 4:00pm: Next meetings: July 3, at 4:00pm & July 17, at 4:00 pm
Resident Services Committee: July 9th at 1:00 pm
CRHA Board Work Session: Thursday, July 11, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, July 22, 2024, at 6:00pm

II. Public Comments followed by PHAR Comments

Emily Dreyfus, PHAR, 1000 Preston Avenue Suite C, www.pharcville.org, (434) 984-3255). Ms. Dreyfus stated introduced Latricia Giles, the new Executive Director of PHAR.

Latricia Giles, PHAR, 1000 Preston Avenue Suite C, www.pharcville.org, (434-984-3255). Ms. Giles provided updates on PHAR nominations. If you would like to nominate someone, don't hesitate to contact PHAR at 434-984-3255. Also, don't forget to mark your calendars for Tech Fest, which will take place on Saturday, July 20th, from 1 pm to 3 pm at C4K (Computer 4 Kids). Furthermore, the monthly food outreach is still being held at 6th Street, and any remaining food will be distributed at Crescent Halls.

Public Comments:

- Mrs. Wells mentioned that her mother had been on the waiting list too long. Chair Bellamy and Mr. Sales assured her that we would speak more about this topic and more tomorrow.

Ms. Scott informed the Board that she also needs housing and that the Haven does not work for the people who are trying to make it work. Chair Bellamy told her to give Ms. Carey her information, and we will contact her.

III. Updates from Commissioners and Discussion

Chair Bellamy- CRHA Commissioners will meet with City Council members at 6 p.m. at City Space to address and discuss a wide variety of issues.

We Code Academy will be open Monday, July 8th, to Friday, July 19th, at the UVA Equity Center. Students will learn coding skills and other things.

A. Approval of Board Minutes from April 22, 2024,

Chair Bellamy motioned to approve the minutes of the Board of Commissioners meeting held on April 24, 2024. The "Ayes" and "Nays" were as followed.

	Ayes	Nays	Absent Abstain
Bellamy	X		
Wicks	X		
Goldblatt	X		
Payne	X		
Washington	X		
Raudales	X		

Public Comment:

IV. Maintenance Update (Verbal Update)

John Sales: Executive Director CRHA

-The maintenance department is almost fully staffed, and two additional individuals were hired for the turn team. They will work on capital funds projects that are coming down the pipeline.

-working on moving two techs for each site to work on preventative maintenance and work orders

-modifying the work vans to secure them due to recent break-ins.

V. Housing Director Update

John Sales: Executive Director CRHA

Vacancy numbers as of 4/22/2024:

The housing Director position is currently vacant, and the job will be posted.

-New compliance specialist will be starting at the end of July.

-2 vacant property manager positions open

-Community Ambassador at Crescent Halls will start in July

-Security started at Crescent Halls last week

Vacancies:

-Westhaven – 15 (evictions due to back rent and violent incidents), Amp4 – 4, South First Street – 2 (evictions and lease violations)

VI. HCV Program Manager Update

Zoe Parakuo, Housing Choice Voucher Program Manager: The New administrative assistant started today, and HCV is fully staffed. They are receiving referrals for the SIS wrap program from the Department of Social Services and the Department of Human Rights (home to Hope). They partnered with Albemarle Country to host a landlord event to inform the landlords of the new standards. They are currently working on an electronic payment system because the postal services are slower than normal.

TC Nichols, Controller: elaborated on the new electronic payment system and explained how it will work. Also, the FDS report was submitted, and they were one point away from a perfect score (24 out of 25)

VII. Executive Director Update (Verbal)

John Sales provided an update on the SOP; a vendor has been selected and is currently negotiating. They came in a little below the budget, so he is looking into some training opportunities to utilize the remaining $5,000. Signatures should be obtained by the end of the week. Also, $1.2M in capital funds was received for the parallel track work at Michie, Madison, and Riverside. $250,000 was received for the ROSS grant for service coordination. There are four different grant allocations: Dogwood Preservations to replace roofs quotes for $300,000, and the city will provide $150,000 towards this project. Eviction diversion programs, an economic opportunity program, a homeownership program for public housing, and the voucher program to provide down payment assistance over the next year to assist five families. Additionally, CRHA is looking strategically at what investments must be taken to address safety issues.

Chair Bellamy mentioned the community engagement that CRHA has had, and John Sales added that CRHA has a monthly event with each housing site and a site beautification day for all the staff. Also, a new marketing/communications specialist started working on press releases and updating our social media accounts. A new language ambassador was hired to assist residents as well.

VIII. Public Comments

No comments.

IX. Adjournment

Chair Bellamy motioned to adjourn the meeting at 7:02 p.m.; Commission moved to adjourn the meeting, and Commissioner Washington seconded.

	Ayes	Nays	Absent Abstain
Bellamy	X		
Wicks	X		
Goldblatt	X		
Payne	X		
Washington	X		
Raudales	X		

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, July 22, 2024 at 6:00 pm
City Council Chambers

Minutes

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Board Meeting at 6:00 p.m. on July 22, 2024, at the City Council Chambers with Chair Wes Bellamy presiding.

I. Call to Order

Chair Bellamy called the Board Meeting to order at approximately 6:00 p.m. on July 22, 2024.

Roll Call of Commissioners

	Present	Absent
Mr. Wes Bellamy, Chair	X	
Mrs. Brigid Wicks, Commissioner	X	
Mrs. Laura Goldblatt, Commissioner	X	
Mr. Michael Payne, Commissioner	X	
Mrs. Alice Washington, Commissioner		X
Mr. Javier Raudales, Commissioner	X	
Mr. Earl Hicks, Commissioner	X	

Staff Present/Virtual:

John Sales, Executive Director
Maria Carey, Executive Assistance
Quentia Taylor, Development Manager
Lynn Vogt, Marketing and Communications

Moment of Silence:

Chair Bellamy called for a moment of silence

General Announcements / Meeting Dates / Reminders

Commissioner Goldblatt addressed the resident's safety concerns and discussed partnering with resident services and safety committee to seek additional resources from the city council.

CRHA Board Work Session: Thursday, August 8, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, August 26, 2024, at 6:00pm
Redevelopment Committee Meeting: Every 1st Thursday of the month
Safety Committee every other Wednesday at 4:00pm
Resident Services Committee: August 13th at 1:00 pm

II. Public Comments followed by PHAR Comments

- Emily Dreyfus, PHAR, 1000 Preston Avenue Suite C, www.pharcville.org, (434) 984-3255). Ms. Dreyfus stated that Emily, the new coordinator for the residents for respectful research, started last Wednesday, and the hiring process for a community organizer has started as well.

-Nikyah Walker stated that community members would like updates and accurate information regarding their housing and to ensure that the systems in place are working more effectively.

-John Sales, CRHA, agreed with Commissioner Wicks, Commissioner Goldblatt, and Chair Bellamy to schedule a meeting with current and prospective residents to explain how the waitlist functions.

III. **Approval of Board Minutes from July 22, 2024,**

Chair Bellamy motioned to approve the minutes of the Board of Commissioners meeting held on July 22, 2024. The "Ayes" and "Nays" were as followed.

	Ayes	Nays	Absent	Abstain
Bellamy	X			
Wicks	X			
Goldblatt	X			
Payne	X			
Washington			X	
Raudales	X			

IV. HCV Program Manager Update(Verbal Update)

John Sales: Executive Director CRHA

- 1700 on the HCV waitlist, 1200 on the crossing waitlist
- Fostering youth initiative voucher 13 leased up with 12 additional to lease up
- Due to the vouchers increasing from 758 to 950 per voucher has caused a shortfall for the voucher program so the remainder of the vouchers are on freeze
- 2 vouchers on the street
- HCV received partial payment from HUD to help with the shortfall money
-

V. Finance Update

TC Nichols: Controller CRHA

- The procure to pay system has been built out and is in its last week of testing.
- Vendor Café will go into testing two/three weeks after P2P is live
- Consolidated FY Q1 P&L is included in the packet

VI. Executive Director Update (Verbal)

- Meeting follow-up with the City: CRHA is working with the City to amend the SISwrap agreement and improve the referral process with outside agencies.

- **Staffing:** Currently hiring for a Director of Property management and HCV Program Manager
- Awarded Jobs Plus Grant 4.6 million, 3 ½ positions for that and currently hiring, two maintenance positions and a new Compliance Manager has been hired. Also awarded 250,000 for Ross Grant
- In conversation with UVA School of Nursing for the new clinic at Crescent Halls
- The SOP contract has been awarded, with an estimated 60–90-day turnaround
- Reviewing security bitters' anticipation of returning to the board on August 8th with a selection.
- Will meet with the City Manager and PHAR ED about safety concerns and request that the police chief will attend.
- Meeting with Ridge Street residents about what we are doing to address the safety issues
- Five pending evictions based upon safety concerns (shootings)
- Crescent Halls are 99% complete; the South First Street phase 2 demo is 40% complete and should be complete by the end of August. 6th Street Phase1 waiting for HUD's final approval, and the decision was made to bring back some public housing
- Porch lights at West Haven are completed

VII. Adjournment

Chair Bellamy motioned to adjourn the meeting at 6:48 p.m.; Commission Goldblatt moved to adjourn the meeting, and Commissioner Radalues seconded.

	Ayes	Nays	Absent	Abstain
Bellamy	X			
Wicks	X			
Goldblatt	X			
Payne	X			
Washington			X	
Raudales	X			

CRHA Meeting Announcements

CRHA Board Work Session: Thursday, August 8, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, August 26, 2024, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at -**Updated Time**
Join Zoom Meeting: https://zoom.us/j/94663021086?pwd=ZEhHZ3U0VGNXdnczZFlENkR3cDU2Zz09
One tap mobile. +13017158592,,94663021086#

August 1st 3:00pm CRHA Redevelopment Comm. Meeting
August 15th 1:00pm CRHA Admin Redevelopment Meeting

Safety Committee every other Wednesday at 4:00pm
July 31st at 4:00pm
August 14th at 4:00 pm
Resident Services Committee: **August 13th at 1:00 pm**
Join Zoom Meeting:
https://zoom.us/j/95147780948?pwd=YUExYmZCOVBQUkQ3cy9zZ1NVYkg2UT09
One tap mobile: +16465588656,,95147780948#

8/12/2024

CRHA Redevelopment Coordinator Monthly Report
Prepared by Brandon Collins on August 12, 2024

I. General Updates

This report covers activities from 7/13/24 to 8/12/24. South First demolition continues and we have re-engaged BRW and partners on design for Phase 2. I supported work for the report to the City and the "Lessons Learned" document. We did not hold a Sixth St. resident meeting and Crescent Halls had it's last official Working Group Meeting. Westhaven Community Day was a huge success.

A brief list of duties performed:

- S. 1st St Live Streams, Pictures and Documenting Process
- Check Ins w/ Development Manager weekly
- Check In with BRW and team
- Pye mtg on Gazebo furniture
- "Lessons Learned" final draft 7/18/24
- Redevelopment Admin Committee
- Redevelopment Newsletter
- Team check-ins Language Access
- Westhaven Design Team Check Ins
- Info and Pictures for City Report #2
- Quick mtg with HR on PTO change
- Lauren Song, NHLP Presentation
- Walk Through Crescent Halls for student presentation on disability
- Redevelopment Committee
- Parallel Track Meetings, Prep & Outreach at Riverside, Madison, Michie
- S 1st. St Planners Meeting, Prep & Outreach
- Westhaven Planners Meetings, Prep & Outreach
- Crescent Halls Working Group Meeting Final
- Westhaven Day Redevelopment Planning
- Westhaven Community Day
- Updates to logs and information
- Board Report

July Resident Engagement at a glance:

JULY 2024		
	Unique Individuals	# of meetings
Crescent Halls	5	1
South First Street	4	1
Sixth St	0	0
Westhaven	32	2
Parallel Track	23	3
Total	**64**	**7**

- S. 1ST Street Youth Demolition Walk had 14 Kids and 4 Adults attend

II. Committee Updates and Minutes:

a. Redevelopment Committee 8/1/24

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com

Residents *FIRST*!

CRHA Redevelopment Committee
3:00 pm, Thursday, August 1, 2024
https://zoom.us/j/9588556349

MINUTES

I. Attendees
CRHA Committee Members: John Sales, Joy Johnson, Nikuyah Walker, Emily Dreyfus
CRHA: Brandon Collins, Quentia Taylor, Kevin Fallin (owner's rep)
PHAR: Dr. William Harris
Westhaven Nursing Clinic: Shelly Bryant, Christina Feggans
Other: Jeff Meyer (VCDC), Trinity Hughes (FJN)

II. Follow Ups:

- Lauren Song from National Housing Law project presented to a small group, Brandon or Emily can send documents she sent afterwards. What are next steps? Emily reported that the plan is to present to the PHAR Board. Emily thinks that Ms. Song may not be able to help much with how to deal with Faircloth as the issue is about subsidy. Interested in presenting to PHAR, perhaps PHAR can include committee members in those presentations. The presentation may have been recorded, Emily will share if so. We need to be able to do some workshops to get residents to better understand what the challenges are and we need to understand what we can do with HUD to get our public housing back.
- SFSP1 traffic calming- staff working to get permission for speed bumps. Signage is in the works.

III. Quick Updates

a. Crescent Halls: Working towards project completion and final VH inspection, will be done very soon. Remaining items are minor. "Our" items still in the works- Gazebo- pad is poured, delivery late Sept., furniture chosen. Traffic Gate- working with City EMS/CAT etc to make sure all good, install TBD. Elevator Panels- scheduled for Aug 7-9. Washers have temporary valves until replacement of defective parts. Resident Working Group is done, shifting towards regular meetings with Property Management.
b. SFSP2: Demolition is underway, should be complete August 30. Unsure of where contracts stand and how quickly can mobilize. Recent resident meeting very productive- re-engaging with BRW, will re-evaluate community center furnishes and interior finishes. Will begin work with landscape architects on outdoor spaces. School bus tweaks made based on resident direction, stops at Hartman's Mill and S. 1st. Were there any issues with people squatting in the buildings? Kick off meeting met with police and contractor, police requested to be on standby, one woman showed up twice and had to be escorted off twice. Had found some evidence of someone recently moving some mattresses into one of the buildings but they check every morning. No one is arrested just escorted off property.
c. Sixth St- Building A Virginia Housing submission comments have been received, not very much to respond to. Submission to HUD underway. Waiting on HUD to move anything else forward, hope to start in late Fall. Phase 2 will be re-engaging Grimm and Parker on full design after evaluating changes from zoning with residents. Can we describe the changes, shared the proposed new site plan, minor

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changes to resident vision. What was the extent of the zoning changes? Not so much about density, closer to street and other "form" or cosmetic items. Some items we will be seeking waivers for. Next step is to confirm with City that our proposal is acceptable. Have residents been involved? Yes we have worked with them and had Grimm and Parker work through it with them.

d. Westhaven: Gearing up for major push with Westhaven Day followed by frequent engagement with Brick and Story/ADS. Mr. Sales is slated to continue conversation with residents on density before going too deep with ADS.
e. Parallel Track: Kitchen Applinaces in process of being installed, going well with high resident satisfaction. Trying to nail down a start date for HVAC, no need for generator however long lead time on material. Entry Doors/Storm Doors selection finalized with residents, install schedule TBD. Planning for upstairs bathroom renovations will begin in earnest next month for 2025 renovation.

IV. Sub-Committee Schedule

We are shifting how we meet for sub-committees rather than cancelling frequently. Staff will move each sub-committee meeting to a quarterly meeting. It would make sense to do these on a1st or 3rd Thursday after or before admin committee or Redevelopment Committee meetings. PHAR would like to discuss this with Mr. Sales before making the change.

V. Lessons Learned

The document was shared with the public on July 18 (attached). The intent was to show what steps have been taken as a result of what we have learned. There are no recommendations included. Brandon reviewed the first section on resident engagement. Emily mentioned that Covid had an impact on S 1st St planners meetings, more barriers due to covid made it harder to include everyone. Dr. harris mentioned that we still have a national issue with Covid and we may require additional high quality instrumentation to allow participation and approaches to explain what is happening in a fashion that is not threatening. We are still working through challenges now between on-line and in-person participation. Nikuyah mentioned that we need to look at the financial impact and how it affects current and future projects, what is in the document doesn't list dollar amounts. Mr. sales mentioned that there hasn't been an impact on CRHA but the changes have changed the amount of money that our partners have to raise. John will work to get information from AHG. Dr. Harris said this format is an improvement of what has been shared in the past. Ms Walker brings an important point about who pays and how muc, need to be in a position to prepare for what comes next. Financial part is dynamic, but could add a side bar or something that could be more helpful.

VI. Next Agendas:

- Lessons Learned

1st Thursday of Month
3:00 pm Redevelopment Committee

2nd Thursday
2:00 pm S 1st St Phase 2

3rd Thursday
1 pm Redevelopment Admin Committee

4th Thursday
1:00 pm Sixth Street
2:00 pm Westhaven

2024 CRHA "Lessons Learned" Report

Objective

In 2018 CRHA began planning for the first of its resident-led redevelopment projects. In 2021 construction began on the first redevelopment sites, Crescent Halls and South First Street. Since then, CRHA has started redevelopment projects at each of its other sites including, South First Street Phase I (SFSP1), South First Street Phase II (SFSP2), Sixth Street, Westhaven, and "parallel tracks" (Madison, Michie, and Riverside). This report covers the challenges faced during resident-led planning and redevelopment and the lessons CRHA has learned from redevelopment progress up until this point. The final column outlines the actions that CRHA is currently taking to respond to these challenges of the redevelopment process.

Lessons Learned Breakdown

I. Engagement

Issue	Lessons Learned	Actions
It was difficult to communicate with residents whose first language is not English.	• Many residents have a first language other than English. • Residents would prefer to have updates communicated to them in their native language. • Need to be able to solicit input from residents who do not speak English.	• **CRHA has hired a Language Access Coordinator to create and implement the Language Access Plan** • We are currently exploring AI and live interpretation programs and services. • The Language Access Coordinator is working to hire tenants to assist with translation and interpretation services.

It was difficult to get engagement for SFSP1. There were many meetings where no one came and much of the site planning was done internally with partners PHAR and AHG.	• After providing drawings for gift cards, resident attendance improved- focused on exteriors, bedroom count, community center, balconies and windows. • Extensive polling and re-polling were carried out to complete major interior design items. • The residents who did attend formed the base of the original SFSP2 planners- which ultimately set the stage for having "resident planners" doing highly focused work.	• We have established a policy where Resident Planners receive stipends for their participation. • We have increased polling at all sites as this contributes to recruitment for planners meetings as well. • We have built on the resident planners model, established a curriculum, and have established fair policies for how the groups operate.
Need a better way of managing expectations of resident planners and expectations for receiving stipends.	• Need to balance fairness and full participation. • Participants need to be better informed of the expectations.	• We now re-state expectations before the start of every meeting.
Crescent Halls had greater participation and more focused decision making than SFSP1.	• Tenants Association was already in the habit of meeting frequently. It had a base of resident leaders and involved residents. • In between sessions with architect residents would meet with PHAR and CRHA to continue discussions about the renovation process. • Holding regular "working group meetings after the design phase proved	• We have conducted more door knocking and one-on-one conversations at Sixth Street, Westhaven, and Parallel Track before conversations establishing planners groups. • At SFS, Sixth Street, and Westhaven meetings are held without the Design Team to keep a regular habit of meeting, continue to recruit, and offer opportunities to give

	to be very important for decision making, value engineering, and keeping everyone informed.	input and decision making when needed. • We are continuing planners meetings after construction starts at Phase 2 and Sixth Street.
SFSP2 engagement was almost solely based on the 12 resident planners with some occasional broader input through polling and updates by CRHA and PHAR.	• PT polling is very successful and has increased participation all around. • 6th St is open to all because it is smaller – we are seeing increased participation and understanding of process.	• We have increased polling and increased written updates, and now regularly conduct full-site community events to give all residents an opportunity to engage. • At Westhaven we have specifically identified the involvement of the full community as being important for the professional design team to help with and use best practices. The design team is contracted to address this specifically.

II. Design and Planning Stage

Issue	Lessons Learned	Action
It took a long time to build trust with partners.	• It is important that we maintain our relationship with partners and continue to increase trust.	• We are continuing to maintain communication and improve transparency.
Too many items came up after the fact for SFSP1 that were design related, including playgrounds, sourcing the centers, maintenance and	• We need to know about these items in advance.	• We have set a schedule with the design team to address these items in SFSP2

administrative space planning.	• We need to designate items in contracts and/or funding streams.	including sourcing and funding. • Sixth St Building A includes these items on the agenda and schedule including sourcing and funding.
Undedicated program space in Phase I redevelopment prevented us from being able to use partners effectively.	• We need to start considering how we will use potential program partners as early as possible and dedicate specific spaces for specific programs. • We need to have a plan for how we will use the programs and partners available to us starting in the design stage.	• **We are now working to identify potential partners/programming during the early planning stages.** o Resident Services follows up on this and moves forward with planning early on so programming can start as soon as redevelopment is finished. • We are more specific with designating items in contracts and/or funding streams for certain partners. • **We are working towards establishing MOUs with partner organizations.** • Sixth Street Building A worked closely with UVA Health to establish programming and space for a medical clinic. • Westhaven will undergo an intensive assessment this year to inform partnerships and community space needs.

Site plan approvals took a lot longer than expected.	• We need to expect site plans to take a long time to get approved. • We should consider what factors may affect site plan approval.	• We have built in more time in timelines for 6th St and Westhaven for site plan approval and thus for LIHTC targets. • Engineers are now considering how phasing affects other phases from City perspective and design perspective.
Need a better trash collection plan.	• We had excess trash and not enough dumpsters.	• We communicate with architects and engineers our occupancy expectations, which are often higher than theirs, to ensure that there are enough dumpsters for the expected number of residents. • We have added more dumpsters to the site plan for SFSP2. • We have developed the trash plan for 6th street Building A and 6th street Phase 2 based on CRHA occupancy expectations. • We will clearly define the trash collection plan in the Westhaven Master Plan.
Cost increases between planning, LIHTC, contractor selection and construction.	• Most cost issues at CH and SFSP1 were unforeseen (Covid etc.) or contractor issues. • Multiple realizations of deep cost increases at SFSP2 caused us to	• **We are adding the additional capacity needed and services needed to contract to ensure we are assessing the price throughout the pre-development process.**

	completely change the subsidy structure. • 6th St Building A had real "sticker shock".	

III. Contracting

Issue	Lessons Learned	Action
There were several issues with Section 3 (Section 3 sub-contractors not hiring, Section 3 hires conflict with contractor)	• We recognize that capacity was an issue for CRHA and contractor compliance to Section 3 policy	• **CRHA is developing a list of Section 3 contractors which we will provide to all contractors going forward.** • CRHA now requires the contractors to provide job descriptions for any open positions before the contracted work begins. • CRHA holds pre-construction meetings with contractors before any project takes place. Contract Section 3 policy requirements and the Davis Bacon wage deduction process are both covered during these meetings • **CRHA is in the planning stages of creating training programs based upon the contractor's work schedule instead of conducting generalized training.** • We are in the final hiring stages for an EOP Coordinator who will oversee the Section 3 program

There was not enough communication from contractors.	• We need to ask contractors for more transparency and be clear with our expectations.	• CRHA now requires frequent reporting, communication, and coordination from contractors to ensure transparency. • CRHA now has owner's representation for all redevelopment projects.
Pricing Issues	• Must assess price based upon design more frequently to ensure we are designing within budget.	• CRHA has added additional capacity needed and services needed to contract to ensure we are assessing the price throughout the pre-development process.

IV. Delays

Issue	Lessons Learned	Action
HUD demo/dispo takes a lot of time.	• We need to start earlier and expect delays from HUD. • Involving Senator Kaine's office was effective in getting the 6th St approval delivered after lengthy HUD delay.	• We now plan for demo/dispo delays by starting earlier so that there is time built-in for possible delays. • We will start the process for Westhaven much earlier than we had started for previous projects.
Site plan amendments lead to delays.	• This is somewhat unavoidable; however, we recognize that any change can lead to the need for a site plan amendment.	• The design teams are working to avoid site plan amendments, anticipate potential changes and reduce potential delays. • We are working to group any necessary changes together to limit the frequency of site plan amendments needed.

Residents get frustrated by delays and have questions/concerns.	• We need to recognize that delays can cause changes, and this can lead to distrust from residents.	• We communicate with residents monthly, establish special meetings when changes come up, and we continue to communicate frequently and openly. • Never give certainty on anything, remind people that things can change and take longer than expected.
Delays can be costly.	• Delays can lead to lost revenue from tax credits, lost revenue from rents, lost revenue from subsidies.	• We work to address the cause of the delay as quickly as possible and ensure that accountability is taken. • Current contracts have liquidated damages clauses based upon delays and number of units.

V. Construction

Issue	Lessons Learned	Action
Planners groups are needed for feedback during the construction process.	• Some issues or decisions came up during the construction process and we needed to be able to meet with residents for feedback.	• We continue planners meetings regularly during the construction phases of redevelopment.
The public needs to be kept informed during the construction process.	• We found that the public wanted to stay informed about construction updates. • Updating the public about the redevelopment effort generated excitement and support.	• CRHA has hired a Communications and Marketing Director. • The CRHA website is being used much more effectively to follow the redevelopment process. • We are continuing regular Facebook Lives to inform the

		public and provide updates. • **We are developing a plan to intentionally keep the public informed in all redevelopment and development efforts**

VI. Occupancy and CRHA

Issue	Lessons Learned	Action
Residents were forced to fill out documents multiple times due to funding streams and expiration dates on forms.	• This issue has had a negative financial impact on residents who were forced to find transportation or pay for the documents.	• **CRHA's new HOTMA regulations will allow us to use the forms from the LIHTC program. This does not go into effect until January 1, 2025.**
There was excessive damage to units and corridors during the moving process.	• Moving contracts need to be revised to limit damage.	• **We are improving moving contracts to include a damage clause to limit the damage caused by moving furniture.**
Need to limit bedbugs.	• The current bedbug inspection seems to be effective.	• We are continuing the requirement for bedbug inspection before move-in. • CRHA has hired two licensed certified pest technicians who will be responsible for approving units for relocation going forward. The previous process had large gaps between the inspection and moving dates.
There is not enough space for CRHA flyers on redeveloped sites.	• Flyer space should be considered during the design phase.	• We have asked the design teams to create more signage and bulletin board space for flyers.

		• **CRHA is also working on a QR code badge that will be installed on the site and allow residents and guests to stay up to date with our activities.**
We have very few photos of finished units for display.	• We need to take photos of finished units before residents move in.	• The design team will now take quality photos of finished units and spaces before move-ins take place.
Move Ins and Re-oocupancy were badly coordinated	• The moving schedule dates caused much confusion and changes of dates. • Crescent Halls and SFSP1 both had issues with resident confusion, policy, and problem solving • There was confusion around deposits	• CRHA has returned the Relocation Coordinator to the Redevelopment Department and is liaison with property management. • The Relocation Coordinator is now much more hands on. • We are relaunching the Relocation Assessment Team.
Resident expectations for community spaces were not met upon move in	• At CH and SFSP1 expectations for use of community spaces were not fully understood by property management and at times in conflict with previous assumptions from the planning stage. • Community spaces were not fully ready and accessible at CH and SFSP1	• We now have greater coordination with property management and maintenance during the design phase. • We have improved documentation of decisions in planning stages for SFSP2, 6th St, and Westhaven • Pre-move-in meetings will be held with residents before occupancy.

Summary

- CRHA has hired a Language Access Coordinator to create and implement a new **language access plan** which will increase community engagement.
- CRHA is continuing its policy where resident planners receive **stipends** for attending meetings and meeting the designated **participation criteria** as this has correlated with an increase in participation at planners meetings.
- CRHA is increasing **polling, written updates, and community events** at all sites.
- CRHA is working to plan for programming in community spaces during the design stage, establishing **dedicated program spaces** where necessary.
- CRHA is working towards establishing **MOUs** with partner organizations.
- CRHA is developing a list of **Section 3** contractors which we will provide to all contractors moving forward.
- CRHA is in the planning stages of creating **training programs** based on the contractor's work schedule instead of generalized training.
- CRHA is maintaining **transparency** and constant **communication** with residents, contractors, and the public.
- CRHA is developing a plan to **keep the public informed** in all redevelopment and development efforts with the help of the newly hired Communications and Marketing Director.
- CRHA's **new HOTMA regulations** will allow us to use the forms from the LIHTC program starting January 1, 2025.
- CRHA is improving moving contracts to include a **damage clause** to limit damage caused by moving furniture.
- CRHA is working on a **QR code badge** to install on all sites for residents to scan and stay informed.

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, August 26th, 2024 at 6:00 pm
City Council Chambers

Minutes

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") held the Board Meeting at 6:04 p.m. on August 26th, 2024, at the City Council Chambers, with Commissioner Wicks presiding.

I. **Call to Order**

Commissioner Wicks called the Board Meeting to order at approximately 6:04 p.m. on August 26th, 2024.

Roll Call of Commissioners

	Present	Absent
Bellamy, Chair		**X**
Wicks, Commissioner	**X**	
Goldblatt, Commissioner	**X**	
Payne, Commissioner	**X (virtual)**	
Hicks, Commissioner	**X**	
Raudales, Commissioner	**X(virtual)**	
Washington, Commissioner	**X**	

Staff Present:

Kathleen Glenn-Matthews, Deputy Director
Maria Carey, Executive Assistance

Moment of Silence:

Commissioner Wicks called for a moment of silence.

General Announcements / Meeting Dates / Reminders

Safety Committee every other Wednesday at 4:00pm: Next meetings: September 11th, at 4:00pm and September 25th, at 4:00 pm
Resident Services Committee: September 10th at 1:00 pm
CRHA Board Work Session: Thursday, September 12th, 2024, at 6:00 pm
CRHA Board Regular Meeting: Monday, September 23rd, 2024, at 6:00pm

II. **Public Comments followed by PHAR Comments**

Kathleen Glenn-Matthews: update on Jobs Plus Grant:

- Hired a program manager to start on September 3rd.

- Will be attending HUD training for the program.

Syleethia Carr:

- Would like to bring up safety concerns during the maintenance meeting and maintenance concerns at the safety meeting.
- Commissioner Wicks and Commissioner Goldblatt agreed with Ms. Carr.

III. Updates from Commissioners and Discussion

No updates from Commissioners

A. Approval of Board Minutes from July 22nd , 2024,

Commissioner Wicks motioned to approve the minutes of the Board of Commissioners meeting held on August 26th, 2024. The "Ayes" and "Nays" were as followed.

	Ayes	Nays	Abstain	Absent
Bellamy, Chair				**X**
Wicks, Commissioner	**X**			
Goldblatt, Commissioner	**X**			
Payne, Commissioner	**X (virtual)**			
Hicks, Commissioner	**X**			
Raudales, Commissioner	**X(virtual)**			
Washington, Commissioner	**X**			

IV. Resolution # 1478 Authorizing Security Contract

Commissioner Wicks motioned to approve the Authorizing Security contract, and Commissioner Raudales seconded.

	Ayes	Nays	Abstain	Absent
Bellamy, Chair				**X**
Wicks, Commissioner	**X**			
Goldblatt, Commissioner	**X**			
Payne, Commissioner	**X (virtual)**			
Hicks, Commissioner	**X**			
Raudales, Commissioner	**X(virtual)**			
Washington, Commissioner	**X**			

V. Housing Director Update

A. Per Kathleen:

CRHA has received a 91% on Crescent Halls INSPIRE inspection

All the violations have been completed. 90% of the violations were from contractors' work.

Preparing for inspections at 6th Street and Westhaven in September.

VI. **Adjournment**

Commissioner Wicks motioned to adjourn the meeting at 6:04 p.m.; Commissioner Goldblatt moved to adjourn the meeting, and Commissioner Hicks seconded.

	Ayes	Nays	Absent
Bellamy, Chair			**X**
Wicks, Commissioner	**X**		
Goldblatt, Commissioner	**X**		
Payne, Commissioner	**X (virtual)**		
Hicks, Commissioner	**X**		
Raudales, Commissioner	**X(virtual)**		
Washington, Commissioner	**X**		