

**MINUTES OF A MEETING OF THE BOARD OF COMMISSIONERS OF THE
DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY HELD ON
AUGUST 26, 2021**

The regular meeting of the Board of Commissioners of the Danville Redevelopment and Housing Authority was held on Thursday, August 26, 2021 at 5 p.m. at the James Slade building, 135 Jones Crossing.

Those present were Chairman Amanda Oakes and Commissioners Faye Brown, Vanessa Cain, Alonzo Jones, and Larry Toomer. Commissioner Jermaine Parker was unable to attend.

Also present were Mark Loftis, Counsel; Larissa Deedrich, CEO/Executive Director; and Katya Urraco, Chief Financial Officer/Deputy Director.

Chairman Oakes called the meeting to order and the roll was noted.

There were no matters presented by the general public.

Commissioner Brown made a motion to approve the agenda, which was seconded by Commissioner Cain and approved unanimously. Commissioner Brown made a motion to approve the July 22, 2021 Board meeting minutes; Commissioner Jones seconded the motion and it was approved unanimously.

Mrs. Deedrich discussed revisions to the Public Housing Admissions and Continued Occupancy Policy. The policy has not been updated in several years, and the revisions will ensure that the policies are current and in line with Section 8 policies. The policy will be shared with other agencies that typically refer clients to the DRHA such as Danville Social Services, Virginia Legal Aid, Danville Pittsylvania Community Services, etc. and it will be on the Authority's website. A press release will be done and letters will be sent to the DRHA's partners.

Commissioner Jones made a motion to approve Resolution 2686 adopting the Public Housing Admissions and Continued Occupancy Policy revisions as presented; Commissioner Brown seconded the motion and it was approved unanimously.

Commissioner Toomer made a motion to adopt Resolution 2687 approving the sale of four vacant lots in the Monument Street/Berryman Avenue conservation area to James Buckner of Danville, Virginia for a total of \$7,500. Commissioner Brown seconded the motion and it was approved by a 5-0 vote with Commissioner Jones abstaining. The individual lots and sale prices are Parcel No. 22355 (\$1,500), Parcel No. 22356 (\$1,500), Parcel No. 20172 (\$2,300), and Parcel No. 23401 (\$2,200). Mr. Buckner's offer was publicized in a Public Notice that was published in the *Danville Register and Bee*, but no public comments were received. The DRHA was holding these properties in trust for the City of Danville, and there were no plans to develop them.

Commissioner Jones made a motion to approve Resolution 2688 adopting a leave time cash out policy for the employees of the Authority; the motion was seconded by Commissioner Brown and approved unanimously. Full-time employees may be paid for 40 hours of annual leave time once each calendar year provided that he or she has at least 40 hours of leave time remaining to cover unanticipated absences. Part-time employees who work at least 32 hours per week may cash out 32 hours of annual leave, provided they have 32 hours of leave time remaining in reserve.

Commissioner Jones made a motion to approve Resolution 2689 adopting new payroll procedures for the Authority; the motion was seconded by Commissioner Cain and approved unanimously. Beginning in February, 2022, pay dates will change from the 15th and last day of each month to the 7th and 22nd of each month for exempt and non-exempt employees. This will save time, reduce errors, and make payroll processing more efficient.

Ms. Urraco presented the financial report. Total revenue was under-budget because she was unable to download funding on the ELOCCS system. The problem has been resolved, and funding for July and August will be drawn down in August. The new remote deposit scanners have been installed in the site offices, and the staff has been trained. A higher interest earning reserve account was opened for the State Rental Assistance Program. Financial reporting has been set up in the Lindsey software system. Overdue tenant accounts totaling \$35,000 have been turned over to Piedmont Credit and Collections. The staff is helping the residents submit the required documentation to have their overdue rent balances paid by the Virginia Rent Relief Program.

Mrs. Deedrich said the Housing Choice Voucher program's PIC score is down, but HUD staff is working with Amy Barts, HCV Program Director, to increase the score. The Authority's PIC submissions are not transferring completely due to an issue with HUD's computer system, and this is affecting the score. There were no questions regarding the public housing reports.

The surge in coronavirus cases was discussed. Mrs. Deedrich is considering closing the offices to the public again. The offices may be closed four days per week, and appointments would be required for the one day the offices are open. Virginia Housing awarded the Authority an Acquire, Renovate, and Sell (ARS) grant for the purchase and rehabilitation of homes. The City of Danville will give the Authority properties to renovate, and the Authority can use up to \$40,500 from the grant for the renovation work. When the property is sold, the DRHA will keep the profits. Mrs. Deedrich believes the Authority's Family Self-Sufficiency grant will be renewed. The DRHA has applied for ROSS grants for the Authority, Cardinal Village, Cedar Terrace, and Pleasant View. The Authority's new website is ready, and Mrs. Deedrich will be trained on website maintenance.

The Commissioners presented their committee reports. The Human Resources Committee met on August 19th; the committee discussed the leave time cash out policy and hiring for two

positions. The Board vacancy created by Constance Covington's resignation will be advertised in the newspaper, and a new Commissioner may be appointed in October. Commissioner Jones said Pat Daniel, a Cedar Terrace resident, is interested in the position. The HUD Review Committee met in August. HUD has not revised the Authority's PHAS score, but the vacancy rates are improving. The Development Committee also met in August. The modular home program is moving forward and homes are nearly ready to be set up on Lee Street and Berryman Avenue. The new 501c3 corporation is pending. A contractor has been hired to renovate a house on Temple Avenue.

There was no old business or new business for discussion.

All the Commissioners indicated they could attend the September 23rd Board meeting to be held at 5 p.m. at the James Slade building.

Commissioner Toomer made a motion to adjourn the meeting. Commissioner Jones seconded the motion and it was approved unanimously.

Chairman

Secretary