

**MINUTES OF A MEETING OF THE BOARD OF COMMISSIONERS OF THE  
DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY HELD ON  
JANUARY 28, 2021**

The regular meeting of the Board of Commissioners of the Danville Redevelopment and Housing Authority was held on Thursday, January 28, 2021 at 5 p.m. at the James Slade building, 135 Jones Crossing.

Present were Constance Covington, Chairman; Amanda Oakes, Vice-Chairman; and Commissioners Faye Brown, Vanessa Cain, Alonzo Jones, Jermaine Parker, and Larry Toomer.

Also present were Mark Loftis, Counsel; Larissa Deedrich, CEO/Executive Director; and Dennis Carter, Director of Accounting. Mr. Loftis and Mrs. Deedrich attended via conference call.

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

Vice-Chairman Oakes made a motion to approve the meeting agenda, which was seconded by Commissioner Toomer and approved unanimously. Vice-Chairman Oakes made a motion to approve the minutes from the November 19, 2020 regular and annual meetings; the motion was seconded by Commissioner Cain and approved unanimously. Commissioner Toomer moved the adoption of Resolution 2674 approving the write-off of \$12,697.52 in uncollectable tenant accounts receivables; Vice-Chairman Oakes seconded the motion and it was approved unanimously. Commissioner Jones moved the adoption of Resolution 2675 approving revisions to the DRHA's *Policies and Procedures Manual*; the motion was seconded by Commissioner Cain and approved unanimously. Commissioner Cain moved the adoption of Resolution 2676 approving the Authority's 2020 Annual Plan; the motion was seconded by Commissioner Parker and approved unanimously. Commissioner Jones moved the adoption of Resolution 2677 authorizing the CEO/Executive Director to purchase land in an amount up to and including \$60,000 to be used for affordable housing rental and homeownership development; Commissioner Brown seconded the motion, and it was approved unanimously.

Mrs. Deedrich discussed the Housing Choice Voucher program report. Twenty-one annual inspections were done in December, of which three failed. Five re-inspections passed. Of the 161 available vouchers, 50 are Mainstream vouchers of which seven have been issued and 20 are pending. Currently, the Authority has 184 Mainstream vouchers, of which 88 are leased and 96 are pending.

Regarding the public housing program, the PIC (Public and Indian Housing Information Center) score is 100% for Cardinal Village, Cedar Terrace, Ingram Heights, and Pleasant View. Vacancies have increased, but some applicants are waiting for verification of eligibility. The maintenance staff is working to decrease unit preparation time. Many public housing residents have moved from public housing into HCV program units. Mrs. Deedrich said rent receipts have decreased drastically due to the eviction moratorium. Many residents have stopped paying their rent because they know they can't be evicted for non-payment.

The CEO/Executive Director's report was presented. More employees have contracted the coronavirus, and Mrs. Deedrich has re-written the Authority's COVID policy. In the future, the Danville Health Department staff will write a letter saying when employees may safely return to work. Returning employees will be required to complete a questionnaire to assess their symptoms. Through a partnership with Averett University, the DRHA staff registered 250 public housing residents for COVID vaccinations. The vaccinations are for those ages 65 and older or younger individuals with medical conditions, and will be given at the Community Market.

Committee reports were presented. The Human Resources committee reviewed personnel policies and discussed the preparation of a new job description for the Director of Accounting position. The CEO/Executive Director's evaluation form will be shortened and sent to the Board prior to Ms. Deedrich's one-year anniversary on April 1<sup>st</sup>.

Commissioner Cain gave the HUD Review committee report. The Authority's PHAS score remains the same, and it will be some time before another evaluation is done. The last audit revealed some issues with the Housing Choice Voucher program files that will be addressed by the committee in the coming weeks.

Mrs. Deedrich gave the Development committee report. She talked about SERCAP (the Southeast Rural Community Assistance Program) through Virginia Housing in Richmond, Virginia; this program provides housing and community development assistance and could be very beneficial to the Danville area. Virginia Housing wants to use Danville as a program test area.

As required, the Authority published a Public Notice soliciting comments from the general public regarding revisions to the Authority's Housing Choice Voucher Administrative Plan. The Board discussed how to remove tenants from the program in the event that funding was lost, and they agreed that the first tenants put on the program should be the first to be taken off. This will be incorporated into the Plan and the Board will vote on the approval of the revisions at the February 25<sup>th</sup> meeting. Other proposed revisions include changes in preference points for veterans, families who lose their assistance due to insufficient program funding, and applicants who qualify for Mainstream vouchers when they are available. The Administrative Plan and the proposed changes have been posted on the Authority's website for public viewing.

The new Southside Community Learning Center on Chatham Avenue should be completed in February. Linwood Terry, Director of Maintenance/Modernization, conducted a tour earlier in the day for the Commissioners. The Commissioners discussed the sign for the new building, and requested new logo samples. The acronym "SCLC" on the logo will be changed to "DRHA" to avoid confusion with another agency. Some residents have asked if they could offer suggestions for the naming of the building. The building name and logo will be discussed further at the February meeting.

All the Commissioners indicated they could attend the February 25<sup>th</sup> Board meeting, which will be held at the James Slade building at 5 p.m.

Questions and comments from the Board were considered. Commissioner Brown, who formerly worked at Social Services, said the online applications process enables Social Services workers to process information faster. Computers are available at all five DRHA sites for applicants to submit their applications online.

Vice-Chairman Oakes moved that the meeting of the Board of Commissioners be recessed and that the Commissioners immediately reconvene in executive closed session for the purpose of consultation with legal counsel retained by the DRHA regarding specific legal matters requiring the provision of legal advice by such counsel relating to a communication from the U.S. Department of Labor denying a requested modification of Davis-Bacon Act wage rates in connection with a DRHA construction project and potential legal issues raised by this denial, which discussion is exempt under Virginia Code Section 2.2-3711(A)(7) and (8); the motion was seconded by Commissioner Jones and approved unanimously.

Vice-Chairman Oakes made the following motion, which was seconded by Commissioner Jones and approved unanimously: BE IT RESOLVED that during the immediately preceding closed meeting, to the best of the Commissioners' knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such public business as was identified in the motion by which the closed meeting was reconvened were heard, discussed, or considered.

Commissioner Cain made a motion to adjourn the meeting. The motion was seconded by Vice-Chairman Oakes and approved unanimously.

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Chairman

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Secretary