

**MINUTES OF A MEETING OF THE BOARD OF COMMISSIONERS OF THE
DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY HELD ON
MARCH 9, 2022**

The regular meeting of the Board of Commissioners of the Danville Redevelopment and Housing Authority was held on Wednesday, March 9, 2022 at 5 p.m. at the James Slade building, 135 Jones Crossing.

Those present were Chairman Amanda Oakes, Vice-Chairman Vanessa Cain, and Commissioners Faye Brown, Pat Daniel, Alonzo Jones, Jermaine Parker, and Larry Toomer.

Also present were Mark Loftis, Counsel; Larissa Deedrich, CEO/Executive Director; Katya Urraco, CFO/Deputy Executive Director; and Caleb Milam, Director of Procurement.

The meeting was called to order and the roll was noted. There were no matters presented by the general public.

Commissioner Jones made a motion to approve Agenda Item A (the Board meeting agenda), Agenda Item B (minutes of the February 10, 2022 Board meeting), Agenda Item C (Resolution 2697 approving changes to the DRHA's *Admissions and Continued Occupancy* policy), Agenda Item D (Resolution 2698 approving a contract award to The Landmark Group of Winston-Salem, North Carolina for up to 60 project-based vouchers for the development of the Seeland Valley senior apartment complex), and Agenda Item E (Resolution 2699 approving the Seeland Valley senior apartment project). The motion was seconded by Vice-Chairman Cain and approved unanimously.

Katya Urraco presented the financial report. The staff is evaluating vendors and pricing and is checking for better health insurance rates. Utility costs increased during the last two months but will decrease in the spring. The Authority received \$129,000 in development fees for the Seeland Crossing properties. The DRHA was awarded ROSS and Family Self-Sufficiency grants; the FSS funding has already been received and the ROSS grant funds should be deposited shortly. Some of this money will be used for site improvements. The City of Danville is expected to raise utility rates, but Capital Funds and other sources will be used to offset the cost. The Authority's phone service will be changed to an Internet-based service which will save \$20,000 annually. Mrs. Deedrich is negotiating with a company to provide a fiber optic network for DRHA offices, the Seeland Valley apartment complex, and eventually the Seeland Crossing community.

The Housing Choice Voucher and public housing reports were discussed. The HCV PIC score increased to 98.79% and should be 100% by next month. Ms. Urraco and Amy Barts, HCV Program Director, worked very hard to correct the incorrect information submitted during previous years. Difficulties encountered in leasing Housing Choice Voucher units were discussed. Many landlords prefer to lease their units to tenants at market rate rather than rent them to HCV tenants, and many landlords who will accept HCV tenants have substandard units. The Authority may purchase homes to use as rental properties for these tenants. The public housing PIC score is still 100% and the site managers are working to increase occupancy.

Mrs. Deedrich gave her report. At this time, no DRHA employees are quarantined due to the COVID virus. She is conducting interviews for the ROSS Coordinator and FSS Case Manager positions. Two Assistant Rental Property Managers will be hired shortly. In the near future, DRHA tenants will be able to pay their rent using debit cards. REAC inspections have been

scheduled for April 4th-8th, and the property managers and Maintenance staff are preparing their sites. The Five-Year Plan and Annual Plan have been updated. The 2020 audit is pending and the 2021 audit will begin shortly. The audits were delayed due to COVID.

The Board's committee reports were discussed. The Human Relations committee discussed Mrs. Deedrich's annual evaluation and goals for this year. The Board asked her to include personnel changes in her Board meeting reports each month. Chairman Oakes reported for the HUD Review/Finance committee. The committee requested a mid-year budget report sometime around May of each year and discussed preparations for REAC inspections. Some DRHA employees now earn less than \$15 per hour, and the committee discussed how to increase their wages to \$15 per hour by 2026 as mandated by Virginia law. The committee also discussed base salaries and salary caps.

The Commissioners will have a virtual training session on Thursday, March 10th from 3-5 p.m. They can watch it from home or at the Slade Building.

There was no old business or new business for discussion.

All the Commissioners indicated they could attend the April 28th Board meeting to be held at 5 p.m. at the Slade building.

There were no questions or comments from the Board.

Vice-Chairman Cain moved that the meeting of the Board of Commissioners of the Authority be recessed and that the Board immediately reconvene in executive, closed session for the purpose of discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of employees as permitted by Subsection (A)(1) of §2.2-3711 of the *Code of Virginia*, 1950, as amended to discuss Mrs. Deedrich's annual evaluation and contract. The motion was seconded by Commissioner Jones and approved unanimously.

Vice-Chairman Cain made the following motion, which was seconded by Commissioner Toomer 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 Daniel made a motion to adjourn the meeting at 6:15 p.m. Vice-Chairman Cain seconded the motion and it was approved unanimously.

Chairman

Secretary