

**MINUTES OF A MEETING OF THE BOARD OF COMMISSIONERS OF THE
DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY HELD ON
MAY 28, 2020**

The regular meeting of the Board of Commissioners of the Danville Redevelopment and Housing Authority was held on Thursday, May 28, 2020 at 6 p.m. at the James Slade building, 135 Jones Crossing.

Those attending were Constance Covington, Chairperson; Amanda Oakes, Vice-Chairperson (via conference call); and Commissioners Vanessa Cain, Geary Davis, Alonzo Jones, Jermaine Parker, and Larry Toomer. Larissa Deedrich, CEO/Executive Director, was also present. Mark Loftis, Counsel, was available via conference call, as needed.

Chairperson Covington called the meeting to order. There were no responses to public comments for consideration.

Commissioner Cain made a motion to approve the minutes of the April 23, 2020 regular Board meeting; the motion was seconded by Commissioner Toomer and approved unanimously.

Commissioner Jones made a motion to approve the Board meeting agenda as presented; the motion was seconded by Commissioner Cain and approved unanimously.

Mrs. Deedrich said the Authority received two grants from the Virginia Housing Development Authority. A \$75,000 grant will be used to purchase new computers, software, and carpet for the James Slade building. A \$40,000 grant will be used to purchase permanent office space in Martinsville for the Housing Choice Voucher program.

Mrs. Deedrich discussed a reorganization of the Maintenance department that will take effect on June 1st. The Maintenance staff will be divided into three teams for unit preparation, preparation of work orders, and planned maintenance. A mobile work order system will be implemented, and iPads will be used to track time, charges, etc. Linwood Terry will oversee the maintenance teams and his job title will be changed to Director of Maintenance and Modernization. A consultant will be hired to recommend improvements at the public housing sites and help market the units. In accordance with recommendations from HUD staff, the Housing Choice Voucher program will lease 282 new vouchers by August 1st in order to spend down \$1 million in reserves that would be recaptured otherwise. Stimulus funding will be used to start a security deposit incentive program for the HCV program; the Authority will pay a new tenant's security deposit provided he or she signs a lease and moves in within 60 days. Regarding COVID-19 restrictions, Mrs. Deedrich said the DRHA staff will be required to wear face masks while working in apartments or dealing with the public. The staff will be discussing reopening strategies for implementation when restrictions are eased. Transportation will be provided for the residents for essential needs. Plexiglass will be installed in DRHA vehicles to separate the staff from their passengers.

Commissioner Jones believes the maintenance reorganization will increase productivity and encourage accountability. Regarding future Board meeting agendas, the Commissioners agreed that reports from the Finance department, Housing Choice Voucher program, public housing sites, and security should be added to each agenda. The site reports will include information

about vacancies, leasing of units, past due rent, and applicants by bedroom size. Supplementary reports from other staff will be sent to the Board separately.

The Board agreed to form three committees. Chairperson Covington and Commissioner Cain will serve on the HUD Reviews and Recommendations committee that will update the Board on HUD recommendations and the progress being made to implement them. Vice-Chairperson Oakes and Commissioner Jones will serve on the Policies and Procedures committee and will review organizational charts, policies, job descriptions, and the DRHA's Mission Statement. The Development committee, comprised of Commissioner Davis and Commissioner Toomer, will meet with City officials and the Land Bank committee regarding properties the DRHA holds for the City under the Memorandum of Understanding. The DRHA's attorneys are now reviewing the Memorandum of Understanding to determine if the Authority has any liability in holding these properties. Commissioner Parker and Mrs. Deedrich will serve on the Strategic Planning committee. Commissioner Jones suggested that Deputy City Manager Earl Reynolds be asked to serve on the Development committee. The committees will become active July 1st, and Vice-Chairperson Oakes will prepare schedules and timelines for each committee.

Mrs. Deedrich said the Authority lease will be updated to include language about bullying. The DRHA will receive \$330,000 in COVID-19 funding for public housing and \$163,000 for the HCV program, which will be used to purchase Chromebook computers for children participating in "IXL," an online learning program. COVID funding will be used to purchase new vehicles, hire contractors to complete work orders, and implement the security deposit incentive program.

A Substantial Completion certificate has been issued for the Upper Street apartment complex. Some windows and thermostats still need to be replaced, and minor work items remain to be completed. Mrs. Deedrich has received some applications for the new units. Gary Wasson, former CEO/Executive Director, is being paid to help complete the project.

The Southside Community Learning Center construction site will be cleared next week. A news release will be issued when construction work begins.

The June Board meeting was rescheduled from June 25th to June 18th. The meeting will be held at 6 p.m. at the James Slade building.

Chairperson Covington talked about an online Father's Day event to be held Friday, June 19th, from 1-2 p.m. A guest speaker will discuss fatherhood, and an online auction will be held on Zoom. Thirty-two items will be auctioned, with the proceeds going to the two youth centers. Some of the youth who participated in Project Graduation are helping with the event.

Commissioner Toomer made a motion for adjournment, which was seconded by Commissioner Jones and approved unanimously.

Chairperson

Secretary