

**MINUTES OF A MEETING OF THE BOARD OF COMMISSIONERS OF THE
DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY HELD ON
SEPTEMBER 24, 2020**

The regular meeting of the Board of Commissioners of the Danville Redevelopment and Housing Authority was held on Thursday, September 24, 2020 at 5 p.m. at the James Slade building, 135 Jones Crossing.

Those present were Constance Covington, Chairman; Amanda Oakes, Vice-Chairman; and Vanessa Cain, Geary Davis, Alonzo Jones, Jermaine Parker, and Larry Toomer, Commissioners.

Also present were Mark Loftis, Counsel; Larissa Deedrich, CEO/Executive Director; and Dennis Carter, Director of Accounting.

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

No matters were presented by the general public for discussion.

Vice-Chairman Oakes made a motion to approve the meeting agenda, which was seconded by Commissioner Toomer and approved unanimously. She made a motion to approve the August 27th Board meeting minutes as presented; the motion was seconded by Commissioner Parker and approved unanimously. Commissioner Jones made a motion to approve Resolution 2668 awarding a contract for \$36,740 plus a \$3,900 annual fee to Revize Government Website Experts of Troy, Michigan to redesign the DRHA's website; Resolution 2669 for a contract award in the amount of \$42,655 for the purchase of a new grounds truck; and, Resolution 2670 for a contract in the amount of \$61,239 with Take A Break Home Improvement of Axton, Virginia, to remodel Apts. 1 and 2 at 141 Cedar Place to serve as the Cedar Terrace Youth Center. The motion was seconded by Commissioner Davis and approved unanimously.

Mr. Carter presented the financial report. The Authority received a substantial amount of COVID funding which is being used for salaries, benefits, activities, new vehicles, and office upgrades. All DRHA programs are operating positively and are far ahead of budget projections. Income of \$63,000 was budgeted, but actual income is now \$228,000. Mr. Carter mentioned that any unspent funding from this fiscal year may be carried over to 2021.

Mrs. Deedrich reported on the Housing Choice Voucher program. She is training Amy Barts, the new Housing Choice Voucher Program Director, about HCV reports and software. Of the 64 annual inspections done in August, five failed. All the reinspections passed. Sixty-six vouchers were issued and 47 are pending. The HCV PIC (Public Housing Information Center) score is 100. There are 480 applicants on Danville's HCV waiting list and 456 on the Martinsville waiting list. More vouchers will be issued in October.

Mrs. Deedrich presented the CEO/Executive Director's report. DRHA offices are still closed to the public, with appointments being scheduled on an as-needed basis. No inspections are being done on occupied units. The maintenance staff is catching up on work orders and residents must be in another room while work is in progress. Ron Collier, the Authority's grant writer, has prepared four ROSS (Resident Opportunities and Self-Sufficiency) grants that are ready for submission. Cedar Terrace reports have been completed and submitted to HUD. Shebra Waddell was hired as the new HCV Specialist, replacing Amy Barts. Previously, she worked at

the Sanford, North Carolina, Housing Authority. Rita Claiborne, currently the Pleasant View Youth Coordinator, will become the Resident Services Coordinator for Cardinal Village effective October 1st. She will continue to work with the youth at Pleasant View; a part-time youth coordinator may be hired in the future.

The Commissioners presented their committee reports. The Human Resources committee reviewed the Vehicle Usage and paid time off policies and discussed GPS systems for DRHA vehicles. Patice Holland of Woods Rogers will work with the committee to review the policies, and Mrs. Deedrich will have a conference call with Ms. Holland next week. Mrs. Deedrich wants to hire an outside agency to do an agency-wide salary review. The committee discussed the DRHA's contract with First Defense Security and Investigations, and is looking at other options for security services. Mrs. Deedrich and other DRHA staff met with police department officials to discuss the possibility of contracting with the Danville Police Department for these services.

The HUD Review committee met on September 18th. They talked about rent collection at the sites. Collections increased from \$27,926.99 to \$43,037.88 this year. They discussed Housing Choice Voucher program vouchers. Monthly calls with HUD to discuss the Authority's "troubled authority" status are continuing. Although HUD has not revised the Authority's score, Mrs. Deedrich believes the DRHA would now qualify for a "standard authority" score with the corrective actions that have been taken. She said HUD is very happy with the Authority's progress.

The Development committee met on September 14th and discussed the Bibleway apartment project. An engineer who surveyed the proposed site said the fill dirt required would cost \$3 million. Mrs. Deedrich met with City of Danville staff concerning the project, and Earl Reynolds, Deputy City Manager, recommended she consult with HD Advisors to develop options. Because the Authority can't make money on small projects, the staff will look for others to add to make a larger one. The committee discussed public housing. Mrs. Deedrich will talk to HUD staff about upgrading the Authority's units to make them more marketable and competitive with other apartment complexes.

The Strategic Planning committee requested staff input to develop a plan for Authority-wide improvements. Mrs. Deedrich met with Sharon Adams, Deborah Morton, Kim Walker, Amy Barts, and Linwood Terry and they made some minor changes to the proposed strategic plan. The plan should be finalized and ready for the Board's consideration in October or November.

Old business was discussed. Construction on the new Southside Learning Center is progressing well, and Mrs. Deedrich has chosen the siding and bricks for the building. Marvin Martin, Jr., owner of Shining Diamonds, will donate money for the purchase of fitness equipment for the new center. The Board discussed the removal of a large tree close to the center. Mrs. Deedrich will obtain a price for the work.

Mrs. Deedrich is working with the architect to send in historic tax credit submittals for the Sherman Saunders Court project. An energy performance inspection will be done shortly. All ten units have been leased and the tentative move-in date is October 1st. The first developer's fee should be received soon, and payments will continue for five years. Commissioner Davis thought the Board should be kept advised about future costs related to the project. Mr. Carter

said some money was still coming in from the HOPE VI program that can be used for these expenses. The Upper Street project did not go smoothly, resulting in some cost overruns.

Chairman Covington discussed the Board's suggestions for a new Commissioner to replace Commissioner Davis, whose last term will end on October 31st. Mrs. Deedrich will prepare a letter to Mayor Jones recommending Lucius Chandler or Faye Brown for this position.

The Board agreed to change the time for future Board meetings from 6 p.m. to 5 p.m. All the Commissioners indicated they could attend the October 22nd Board meeting to be held at 5 p.m. at the Slade building.

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 sole purpose of discussion of specific personnel matters of the DRHA relating to staff compensation/bonus determinations, which discussion is exempt under Virginia Code Section 2.2-3711 (A)(1); the motion was seconded by Commissioner Davis 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 Jones made a motion to approve a bonus in the maximum amount of \$1,000 to all DRHA employees, which will be prorated based on the number of hours worked between April 1 and September 1, 2020; the motion was seconded by Vice-Chairman Oakes and approved unanimously. (Resolution 2671)

Before adjourning the meeting, Commissioner Jones presented Commissioner Davis with a plaque and other gifts for his retirement from the Board next month.

Commissioner Jones made a motion to adjourn the meeting, which was seconded by Commissioner Parker and approved unanimously.

Chairman

Secretary