

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
February 15, 2023**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, February 15, 2023, at the Administrative Office located at 120 Hope Lane, Bristol, VA.

I. Call to Order - Roll Call

Chair Franklin called the meeting to order at 12:05 p.m. and declared that a quorum was present. Franklin led everyone in the "Pledge of Allegiance".

ROLL CALL

COMMISSIONERS PRESENT: Ms. Denise Franklin, Chair
 Ms. Jennifer Taylor, Vice-Chair
 Mr. Mark Cofer (virtual)
 Mr. Josh Fleenor
 Dr. Gary Poulton (virtual)

COMMISSIONERS ABSENT: None

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: Mr. Todd Musick, Senior VP Operations & Dev.
 Mr. Ray Austin, VP Finance & Administration
 Ms. Camilia McNew, Executive Assistant
 Ms. Enola Cardwell, O&D Admin. Assistant

II. Public Comment

There were no public attendees.

III. Approval of Minutes

Commissioner Franklin made a motion to approve the minutes of the Regular Meeting of January 18, 2023. Commissioner Taylor seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye
Chair Franklin thereupon declared the motion carried as introduced.

IV. Staff Spotlight – Donald Dewayne Estep- Dewayne joined the Maintenance Dept. in January 2023 and is one of BRHA’s residents. Dewayne is a Marine Corp veteran. He has a daughter who enjoys participating in BRHA’s Kids Club. The Commissioners had a brief conversation with Dewayne, thanked him for his military service and welcomed him to BRHA.

V. Presentation/Approval of Reports

- | | |
|-----------------------------|--------------------------------------|
| A. Monthly Program Reports | January 2023 |
| | RECOMMENDED ACTION: Receive and File |
| B. Collection Loss Report: | January 2023 |
| | RECOMMENDED ACTION: Receive and File |
| C. Monthly Financial Report | January 2023 |
| | RECOMMENDED ACTION: Receive and File |

Monthly Reports Update – Porter reviewed the Public Housing Operations and Development monthly report. Unit occupancy is at 94.15% due to unlawful detainers and court action. Collection loss for January 2023 with 6 accounts is \$11,162.19. There will be more accounts in February because of court cases/unlawful detainers due to rent delinquencies. Porter noted some residents have entered into repayment agreements (“TPA”) and some are in default of these agreements. UTA is also being impacted with move-outs and set-outs. A discussion followed.

The Emergency Housing Voucher (EHV) Program has 15 out of 15 leased, Mainstream Vouchers (MS) has 36 out of 39 leased. HCV has 241 out of 307 leased.

Resident Services Update – Porter noted the Resident Services team is assisting tenants with rent assistance through various agencies and contacting them by phone and email for rent delinquencies.

EnVision Center Update – Porter noted that Ms. Myra Edmonds has been hired as the new receptionist at the EnVision Center. Porter stated the EnVision Center has

processed 47 referrals, assisted 7 people with computer help and assisted 12 people with EnVision Center referrals to community partners during the month of January.

Social Media Report – Porter stated the BRHA newsletter has had 128 opens for February 2023, and Facebook for January 2023 had 149 followers and Twitter had 369 and 7 “tweets”. Seventy-three percent (73%) of the people that searched, did so with a mobile app.

Financials – Austin provided some information about the Financials, including a February deposit of \$84,000 for Operations that was drawn down from the 2021 capital fund grant. Austin stated a budget workshop would be scheduled soon. Austin noted the tax credit audits were with the auditors and he hopes to have their report by next month’s board meeting.

Chair Franklin asked if there was any discussion on the reports.

Commissioner Cofer made a motion to approve the reports. Commissioner Fleenor seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye, Fleenor, Aye

Chair Franklin thereupon declared the motion carried as introduced.

VI. Executive Director Reports

- A. Retirements - Porter indicated that Diana Carter and Donna Cato have decided to retire around the 1st of May, 2023. Diana Carter has been with the Housing Authority for over 37 years and Donna Cato has been with BRHA for over 20 years. Porter noted she will be looking at reorganization / restructuring.
- B. Update on Security Concerns – Porter stated the contract for security guards at Jones Manor & Stant Hill will be expiring in the next week and this service will need to be looked at to determine continuing due to the substantial cost of providing this service. Commissioner Taylor noted that

she had noticed a calmer & more peaceful atmosphere when she had recently visited there.

- C. Creation of Entities for Goodson Hills – Porter noted that several entities were created for the proposed Goodson Hills development, i.e., the management entity, Bristol Hope LLC, which will be used as the management entity for projects going forward. Goodson Hills LLC entity will be the Owner of the Goodson Hills development.
- D. HR Improvements - Porter stated that some changes and consolidation for HR duties is being done with Ms. Camilia McNew, who has a Bachelor's Degree in H.R. and Mr. Rich Pannell, with SHRM certification, which provides access to more resources. Porter noted one new change is an "Onboarding" procedure for new employees with Ms. Edmonds being the 1st new employee to go through this process.

VII. Items for Consideration/Discussion

- A. Resolution to approve Landlord Incentive Funding and Payments –The landlord incentive program is part of our Moving to Work supplement #1 waivers. The first payout was made for the last quarter of 2022. With the incentives, landlords receive \$500.00 for a new unit and they also are eligible to receive \$50.00 for each inspection that passes on the 1st attempt. This shall be re-authorized each year.

Commissioner Fleenor made a motion to approve the resolution. Commissioner Franklin seconded and upon roll call the following vote was recorded:

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye , Fleenor, Aye

Chair Franklin thereupon declared the motion carried as introduced.

- B. Development – Porter shared a site rendering for the proposed Goodson Hills development. This provided an idea of the Goodson Hills design along the Moore Street location. A similar design should also be at the Mary Street location. This design allows for the building of 39 units total

for Mary St. & Moore St. Porter stated BRHA is planning on using Project Based Vouchers ("PBV") for this development.

- C. Executive Director Evaluation and Personnel Issues – Porter noted a Fair Housing complaint was received on February 14, 2023, and BRHA has 10 days to respond. This matter has been turned over to BRHA attorney Eric Reeher.
- D. Porter stated the 2nd supplement to Move-To-Work ("MTW") has been submitted and work has begun on the 3rd supplement.

Porter reviewed several items which were accomplished in 2022:

- a. Yardi transition
- b. Johnson Court new parking lot
- c. Exterior renovations for Mosby Homes, and soon to be completed for Rice Terrace and Johnson Court.
- d. Grants; FSS, CDBG, FAHE.
- e. Clean audits
- f. Updated 911 addresses
- g. EnVision Center – new space
- h. FAHE membership
- i. FSS graduations & escrow meeting goals for several tenants
- j. MTW implementation
- k. Kid's Club
- l. Senior activities
- m. "What Home Means to Me" poster winner on national level.

Porter noted several items which are being considered for 2023:

- a. Jones Manor & Stant Hall will be the next redevelopment project.
- b. Rebranding
- c. Major reorganization for the future.
- d. New acquisition of properties

- e. Special Board meeting at offsite location to discuss direction BRHA needs to pursue for future endeavors.

VIII. Executive Session

Commissioner Franklin made a motion to go into Executive Session for discussion of personnel matter of the Bristol Redevelopment and Housing Authority in accordance with Section Virginia Code 2.2-3711(A)(1) of the Code of Virginia, discussion of personnel matter The motion was seconded by Commissioner Fleenor and upon roll call the following vote was recorded.

Franklin, Aye, Cofer, Aye, Poulton, Aye, Taylor, Aye , Fleenor, Aye

The Chair thereupon declared said motion carried as introduced.

The Commissioners entered into Executive Session at 1:20 PM.

The Board reconvened into open session at 1:53 PM.

Commissioner Fleenor introduced a motion stating that the members of the Board of Commissioners hereby certify that to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered by the Board in the immediately preceding Executive Session.

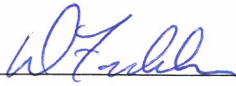
The motion was seconded by Commissioner Taylor and upon roll call the following vote was recorded.

Franklin, aye, Cofer, aye, Poulton, aye, Taylor, aye, Fleenor, aye

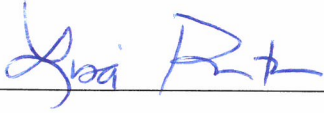
With no other business to be discussed, Commissioner Fleenor made a motion to adjourn, Chair Franklin seconded and all voted affirmatively.

The next regular meeting is scheduled for Wednesday, March 22, 2023, at 12:00 PM.

The meeting was adjourned at 1:55 p.m.



Chairman



Secretary

3-22-23

Date

3-22-23

Date