

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE BRISTOL REDEVELOPMENT AND HOUSING AUTHORITY
March 22, 2023**

The Commissioners of the Bristol Redevelopment and Housing Authority met in a Regular Session on Wednesday, March 22, 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 (virtual)
Mr. Mark Cofer
Mr. Josh Fleenor
Dr. Gary Poulton

COMMISSIONERS ABSENT: None

OFFICER PRESENT: Ms. Lisa R. Porter, Secretary

ALSO PRESENT: 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 Poulton made a motion to approve the minutes of the Regular Meeting of February 15, 2023. 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.

IV. Staff Spotlight – Myra Edmonds – Myra joined the EnVision Center as Receptionist on February 2, 2023. Myra is originally from the Fredericksburg, Va. area and has lived in Bristol since 2018. She came from Healing Hands. Myra stated she loves working at BRHA. The Commissioners had a brief conversation with Myra and stated they were happy to have her working at BRHA.

V. Presentation/Approval of Reports

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

Monthly Reports Update – Porter noted there has been an increase in tenants using the Portal. Porter also stated the police dept. has someone in place as a contact for the housing authority. The PH occupancy rate is at 94% with 23 vacancies, primarily from unlawful detainers. Court action still continues but a lot of tenants have entered into Repayment Agreements. The waiting list is healthy. As expected due to after affects from the pandemic, charge offs equal \$54,353.57 which are from several accounts but one account includes \$14,000 of unreported income of a resident who has moved out. A discussion followed.

Emergency Housing Vouchers (EHV) has 15 out and leased, Mainstream Vouchers (MS) has 36 out of 39 leased. HCV has 341 leased out of 367. People are still having trouble finding affordable housing.

Resident Services Update – Porter noted there has been an increase in the enrollment in the Ross program, FSS and Elderly Services programs. The residents have also had three recent neighborhood watch meetings. The Kids Club recently visited Pins & Friends with 14 children and 9 parents participating. They used the transit

system for transportation to and from downtown Bristol. The Pins & Friends staff gave them a private room for food and the children had a great time. Next month they will paint and have Easter treat bags and the city Easter egg hunt will be promoted.

EnVision Center Update – Porter noted 70 people came to the EnVision Center in person for assistance and a lot of community referrals were made during the month of February. Porter stated MTW is being promoted in everything that BRHA is sharing with the community.

Social Media Report – Porter stated the BRHA newsletter has had 182 opens for March 2023. Facebook and Twitter followers are continuing to grow.

Financials – Austin provided some information about the Financials, including a deposit of \$84,000 in February for Operations from a drawdown on the 2021 capital fund grant. Austin noted the utility charges will settle down shortly. Austin stated the end of the fiscal year is upcoming and BRHA is in pretty good shape with nothing unusual expected.

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

Commissioner Franklin made a motion to approve the reports. Commissioner Cofer 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. MTW Supplement #2 Approved – Porter noted the MTW 2nd supplement has been approved and stated BRHA is now thinking about an amendment to allow BRHA to better utilize capital funds for our Goodson Hills project. This amendment should be submitted within the next month.

- B. LIHTC Submitted, DHCD Loan Approved – Porter stated the LIHTC Reservation Application was submitted on March 16th and noted there should be preliminary rankings in May and then Virginia Housing will meet to make final awards. Porter noted DHCD has approved BRHA for a \$700,000 loan for Goodson Hills. A second loan application is currently being worked on with the application deadline on April 4, 2023. Porter stated there are also 2 other applications available after this deadline.
- C. Security Concerns Update – Porter reported private security will end on March 24th at AMP 5 and the Housing Manager, Amy Thompson, will be going by there after hours and also the Neighborhood Watch group is hoping to help with this. Porter noted they did receive a complaint, with 30 signatures, about some of the security guards getting comfortable with the process and not doing their job. Porter stated BRHA may need to look at hiring someone directly since the homelessness issue is a concern.
- D. Housing 101 - Porter noted that Diana Carter is conducting a “Housing 101” meeting once a week to help the housing staff learn the housing processes and procedures more thoroughly.
- E. Organizational Update – Porter noted there will need to be some reorganization with Diana Carter and Donna Cato’s retirement.
- F. Tenant complaints – Porter noted that in previous meetings the Board was informed about a couple of tenant complaints made to HUD and provided updates today. With regard to both situations, we are waiting to hear a response from HUD.

VII. Items for Consideration/Discussion

- A. Resolution to approve Budget for FYB 4/1/23 - Porter noted information had been sent electronically to the Board on the Budget and she had a printed copy of the .pdf information if anyone wanted a copy. Porter noted there may be a Budget revision later in the year which may need to be considered. A discussion followed.

Commissioner Taylor made a motion to approve the resolution. 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.

B. Audit for Village at Oakview – Austin reported nothing is different from February's report. The Audit had "no notes" and "no findings" on the financial report and everything looked fine. Austin also stated the Audit for Sapling Grove should be received soon and the auditors have not asked any questions.

C. Resolution to Authorize Renewal Lines of Credit - Porter noted BRHA is just renewing these lines of credit from the previous year. There are no renewal fees nor any other fees. Porter stated the Lines of Credit are for \$250,000 if we would need them.

Commissioner Cofer made a motion to approve the resolution. 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.

D. Resolution to Approve Proposed Development of Goodson Hills – Porter asked the Board to grant official approval to move forward with the development of this project.

Commissioner Cofer 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.

E. Resolution to Approve HCV Utility Allowances – Porter stated the new HCV utility allowances would be effective April 1, 2023 with the approval of the this resolution. Austin stated there would not be much of a change as rates did not change drastically. Some discussion followed.

Commissioner Franklin made a motion to approve the resolution.
Commissioner Cofer 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.

F. Continuation of Executive Director Evaluation and Personnel Issues –
Porter requested that the Board enter into an Executive Session for discussion of personnel issues.

VIII. Executive Session

Commissioner Fleenor 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 Franklin 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 1:02 PM.

The Board reconvened into open session at 1:57 PM.

Commissioner Cofer 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 Franklin and upon roll call the following vote was recorded.

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

After coming out of closed session, Commissioner Fleenor introduced a motion approving the extension of the Executive Director's three-year contract for one (1) additional year, through 11/27/2025, with an increase in annual salary of 6% (\$7,020) increase retroactive to 11/27/2022. All other terms and conditions remain the same other than a base pay rate of \$124,020 annually.

The motion was seconded by Commissioner Poulton and upon roll call the following vote was recorded:

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

Porter asked the Board to consider raising the amount of pay for Commissioners from the current \$75 per month to \$100 per month so long as at least one meeting is attended during that month. Commissioner Cofer made a motion to raise the Commissioner pay as recommended effective April 2023. Commissioner Franklin seconded the motion which was approved with a unanimous affirmative vote by all present.

With no other business to be discussed, Commissioner Fleenor made a motion to adjourn, Commissioner Cofer seconded.

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

The next regular meeting is scheduled for Wednesday, April 19, 2023, at 12:00 PM.

The meeting was adjourned at 2:25 p.m.

Jennifer Taylor

Chairman

Lisa R. L.

Secretary

4-19-2023

Date

4-19-2023

Date