

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND
HOUSING ADVISORY COMMISSION
MONDAY, JUNE 12, 2017

1. Call to Order

The meeting was called to order by Chair Farr at 3:35 PM.

2. Roll Call

All Commissioners were present, except Commissioners Weekes, Alcantara, and Smith; Council Liaison Choi was also absent.

3. Welcome and Meeting Procedures

Chair Farr gave the welcome and read the meeting procedures.

4. Agenda Review and Adoption

The agenda was adopted.

5. Approval of Minutes

Minutes from the March 13, 2017 meeting were reviewed. Motion to approve the minutes was made by Vice-Chair Scott and seconded by Secretary Hegstrom.

6. Introduction of Invited Guests: none

7. Announcements through the Chair: Chair Farr announced that she will address the orientation of new commissioners at some point in the future. She would like to call a special meeting for this purpose.

8. Acting Executive Director's Report: William Bounthon introduced himself as Acting Executive Director and introduced Tia Ingram, HUD specialist consultant. They will be taking over for former Executive Director Tim Jones. Mrs. Ingram has many years of experience as executive director of Housing Authorities, including formerly in Richmond, the county of Alameda, and the city of Berkeley. She hopes to turn around the Richmond Housing Authority, with priority on serving the clients (residents/families). Mrs. Ingram briefly discussed the status of the Richmond Housing Authority. She noted that Section 8 vouchers are significantly underutilized. RHA can assist 1800 families, but is currently only assisting about 1600. There are around 250 vouchers that are not being utilized. This results in a significant loss of income for the RHA. She also mentioned that the public housing vacancy rate is low. She said that the RHA currently does not maintain a waiting list. She plans to open one soon. Secretary Hegstrom pointed out that there was an opening of the senior and disabled housing list in July 2016. Mrs. Ingram also is working with the City of Richmond Rent Board to determine how the new rent control laws will impact Section 8 landlords.

Consultant Ingram very briefly touched on HUD Regulatory/Compliance Issues that she has been working on, including 2016 and 2017 HUD audit findings, HUD Inspector General Findings, SEMAP Certification and PHAS Certification. There are several areas where the RHA is currently out of compliance. Mrs. Ingram is working with HUD and the city of Richmond to bring RHA back into compliance. She will give us more details at a further meeting.

Consultant Ingram also briefly touched on the RHA Annual Plan. The RHA is behind schedule so she is working hard to finalize the three components of the plan: the Administrative Plan, the Admissions and Continued Occupancy Policy (ACOP), and the Capital Projects plan.

Acting Director Bounthon then introduced Tony Taplin of the finance department to present a Finance Update. Mr. Taplin described the independent auditor contract. Four firms bid on the contract. The four bids were put into a matrix to determine the lowest responsible bidder. Bidding is now closed and the final decision will be made soon. Mr. Taplin answered questions from commissioners regarding the selection process. Mr. Taplin then discussed the RHA FY 2018 budget, and passed out a handout with the current figures. Both Mr. Taplin and Mrs. Ingram answered questions. There is still work to be done to balance the budget.

Giulia Colbacchini then spoke about Resident Services. She is going to create a short-term Resident Advisory Board, comprised of 3 – 5 residents from Nystrom Village and Nevin Plaza. They will assist the RHA by reviewing documents and giving advice. Ms. Colbacchini also plans to partner with Richmond Works to have them create a jobs and/or computer training program for residents. She also hopes to have the American Lung Association come and do a presentation to help residents who smoke to stop smoking. Ms. Colbacchini will also be sending out a Resident Satisfaction Survey to see if residents are satisfied with the maintenance services provided. She is working on a wage rate determination with the maintenance contractors. At 4:30 PM (midway through Ms. Colbacchini's presentation), Vice-Chair Scott moved that we extend the meeting 30 minutes until 5PM. Secretary Hegstrom seconded the motion.

9. **Housing Advisory Commissioner Reports:** none
10. **Presentations:** none.
11. **Recommendations to the Housing Authority:** none
12. **OPEN FORUM:** Cordell Hindler passed out flyers for the play 'In the Heights' to be performed at the Contra Costa Civic Theater June 9 – July 16. He also offered to help get someone from Crime Prevention department to help set up a resident council at Nystrom Village. He announced that the next Crime Prevention meeting will be June 21st at the Recreation Center. There will be someone from the fire department to talk about how to prevent fires. **Sybil Hall** reported that the locks on her apartment door were finally changed. **Vice-Chair Jaycine Scott** reported that she has some serious concerns about the security services at Nevin Plaza.
13. **Old Business:** none.

14. New Business: Consultant Ingram briefly mentioned that there are several Action Items which she plans to bring to the city of Richmond Housing Board in the next few weeks. She said she will give commissioners a copy of the items once she has finished preparing them. They are: 1. Payment Standards for Section 8 Tenant-based and Project-based Voucher Program. 2. Utility Allowance Schedule for Section 8 Based, Project Based, and Public Housing Programs. (She mentioned that these will be going up slightly). 3. Wait List Opening – Section 8 and Project-based Voucher and Public Housing Programs. (She plans to open these lists on-line only). 4. Lease at 360 S. 27th Street with Richmond Build. (She plans to ask for a rent increase and for the Richmond Build to pay the back-owed utility bills for this property). 5. Vacant Property Security Contract (She plans to hire a security firm to monitor the empty Hacienda building site. A brief discussion about the Hacienda development ensued. The city of Richmond is now working with Mercy Housing again to develop the site. It will be owned and managed by a private firm and no longer run by the RHA). 6. The RHA FY 2017-2018 Budget (due to HUD June 30). 6. She plans to issue a Request for Proposals for Maintenance Contractors.

15. Next Meeting

This Commission meets every 2nd Monday at 3:30 p.m. at 2400 Nevin Avenue in the Community Room. This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date. The next meeting is scheduled for **Monday, July 10, 2017**.

16. Adjournment. There was no further Housing Advisory Commission business, and Chair Farr called for a motion to adjourn. Vice Chair Scott made the motion and Secretary Hegstrom seconded. The meeting was adjourned at 4:58pm.