

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND  
HOUSING ADVISORY COMMISSION  
MONDAY, OCTOBER 16, 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. Secretary Hegstrom was present by conference call.

**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 September 19, 2017 meeting were reviewed. A spelling error was detected. A motion to approve the corrected minutes was made by Vice-Chair Scott and seconded by Commissioner Alcantara, the minutes were approved.

**6. Introduction of Invited Guests:** none.

**7. Announcements through the Chair:** none.

**8. Acting Executive Director's Report:** William Bounthon was not present, Special Consultant Tia Ingram gave the report. NAHRO membership: RHA is a member of NAHRO (National Association of Housing and Redevelopment Officials). Consultant Ingram said that there is room for three commissioners to become registered through NAHRO, she suggested the Chair, Vice-Chair and one other commissioner. All of the commissioners present expressed an interest. Ms. Ingram said she will find a way to accommodate everyone.

Commissioner training: Several options for commissioner training were discussed. Ms. Ingram suggested that someone from an organization such as NAHRO could come to Richmond and give a training to the commissioners as a group or individually. Chair Farr suggested that the commissioners be given a link to do training online. Commissioners who are members of NAHRO are also able to attend local and national conferences including training sessions offered during the conference.

Discretionary policies: Consultant Ingram briefly discussed the Section 8 administrative plan and the public housing admissions and continued occupancy policy.

Consultant Ingram then reviewed the six Staff Reports scheduled to be brought before the Housing Authority Board of Commissioners meeting on October 17<sup>th</sup>, 2017. 1. Approve the Third Amended and Restated Bylaws of the RHA Housing Corporation which clarify how directors are removed. This will change the Directors of the non-profit RHA Housing Corporation to be City of Richmond employees: the City Manager, the City Finance Director and the Building Services Department Director. Ms. Ingram explained that those positions were formerly held by RHA positions that are no longer filled. Given the uncertainty of the existence of the RHA in the future, there are no RHA staff to fill the positions, thus HUD has agreed to allow City staff to fill the positions on an interim basis. Consultant Ingram is not an option as her contract is up at the end of October. Thus the need for officers from the City of Richmond to fill these positions. 2. Increasing the payment standard to 100% of Fair Market Rent for Section 8 Tenant-based and Project-based voucher programs. Consultant Ingram explained that this change will allow RHA to remain competitive in the housing market. Chair Farr said we voted in July to raise pay standards to 105%, Consultant Ingram responded that that was for 2017, RHA is required to review PS each time HUD issues new FMRs this vote is in response to HUD published FMRs for 2018. 3. Award 162 project-based vouchers to Twenty-One and Twenty-Three Nevin, 79 project-based vouchers to Miraflores, and 50 to Monterrey Pines. Consultant Ingram explained that the project-based vouchers guarantee hard units for very-low income households in the City of Richmond (and will provide rehousing options for Nevin Plaza and Nystrom Village residents in the future), and it also provides a guarantee of payments to the building owners. 4. Award one-year contracts to Bay Hawk Plumbing, B&B Professional Locksmith Services, Kelly Pest Control, Line Answering Service, HR Management and Accountemps, and increasing the current contract with A Step Above Elevator Service. RHA does not have its own maintenance department and must contract out these services. RHA's future is uncertain, so they are using temporary services for temporary front office staff and in the finance department. There were brief discussions about the duties of the locksmith and the status of the elevators at Nevin Plaza. 5. The status of the Richmond Housing Authority. Chair Farr asked if RHA will become part of Contra Costa County Housing Authority (CCCHA). Consultant Ingram discussed the three options for RHAs future. Chair Farr suggested that the HAC have a special meeting to discuss the three options and to come to a consensus on what the HAC recommends. She suggested that we invite the Mayor and City Manager to come and discuss the various options with us. Consultant Ingram suggested this item is of vital importance, and that HAC commissioners should act to be certain our voices are heard. One way of doing this would be to go to the city council meeting when this issue will be discussed and speak during open forum, to ask that they defer any action until the HAC has had a presentation on this. She also suggested we request that the mayor or city manager come give a presentation to the HAC. Ms. Ingram stated that there is now a meeting scheduled with HUD and Mayor Butt to discuss the future of the RHA. She said that HUD thinks RHA should be transferred to CCCHA. To put resident service in context, she noted CCCHA has 20,000 clients, RHA has only 2,000 clients. Chair Farr said she thinks transferring RHA to CCCHA would be a terrible idea. 6. Authorize the chair of the RHA Board of Commissioners to take necessary actions to conduct a hearing in the future. Consultant Ingram explained that this agenda item was brought forth by Mayor Butt (who is the Board of Commissioners Chair). She said that Mayor Butt wants the authority to subpoena HUD officials and the former Executive Director Tim Jones, and possibly others. Consultant Ingram said she can't speak for the mayor but that she thinks one issue he is concerned about is that HUD is not giving enough money to the RHA to run its programs. He thinks the City of Richmond should not be penalized for this. Consultant Ingram acknowledged insufficient

funding from HUD over several years, but added other Public Housing Authorities are likewise impacted, but manage to function on what HUD pays them. She shared a concern raised by HUD about lack of governance, noting the limited time of the average RHA Board of Commissioners meeting, leaving the RHA with little oversight. A brief discussion ensued. Consultant Ingram said that RHA has lot of issues, including not enough staff, not enough staff training, historically not holding staff accountable, and that the RHA has not been addressing these problems. She is currently working with staff to correct these problems. A motion was made and seconded to approve the Staff Reports and the motion was passed unanimously. At 4:30 PM, Vice-Chair Scott moved that we extend the meeting 30 minutes until 5PM. The motion was seconded by Commissioner Thorpe and the meeting was extended.

9. **Housing Advisory Commissioner Reports:** Vice Chair Scott reported two issues: 1. A senior on her floor currently does not have a functioning or locking front door and it has been that way since Friday, October 13<sup>th</sup> when the fire department broke her door down to gain access to her apartment. Consultant Ingram said she will make sure that is fixed today and will find out why there was a delay and why the fire department did not use the master key in their lock box. She said that there is now a policy in place for this level of complaint. The RHA is starting a communication log to track every communication. This will allow them to follow up on the issues and will be used to provide training. 2. Vice-Chair Scott asked about a squatter on her floor that is still present, she had been told would be gone by the end of September. Giulia Colbacchini of RHA answered that the court-ordered eviction would not be final until October 18<sup>th</sup>, 2017.
10. **Presentations:** none.
11. **Recommendations to the Housing Authority:** none
12. **OPEN FORUM:** Cordell Hindler announced that the next Crime Prevention meeting will be October 19<sup>th</sup> at the Recreation Center. He said the library commission will be giving training on the Brown Act. Mary Ann has questions about the new policies at Nevin Plaza: she does not understand why the security will let some people in but not others. Barbara Doss said that she is the 4<sup>th</sup> floor monitor and that contractors cleaning out apartments are leaving cockroach infested furniture and messes in the hallways. Consultant Ingram replied that these types of issues should be reported. Nadine commented that her floor is not getting cleaned on a regular basis. Consultant Ingram replied that RHA will publish a cleaning/vacuuming schedule so residents can report if it's not being done. She said that residents need to report problems. She will hold the resident managers accountable. Chair Farr asked who can be floor monitors at Nevin Plaza. Barbara Doss volunteered for the 4<sup>th</sup> floor, Vice-Chair Scott on the 3<sup>rd</sup> floor, and Dee Warren for the 2<sup>nd</sup> floor west and Secretary Hegstrom for 2<sup>nd</sup> floor east. There are currently no monitors for floors 1 and 5-7.
13. **Old Business:** none.
14. **New Business:** Chair Farr suggested that Consultant Ingram get back to the commissioners either by email or at the next meeting to let the commission know how she has addressed the concerns raised during this meeting, including NAHRO membership and training for the commissioners.

**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, November 13<sup>th</sup>, 2017.**

**16. Adjournment.** There was no further Housing Advisory Commission business, and Chair Farr adjourned the meeting at 4:56pm.