

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND  
HOUSING ADVISORY COMMISSION  
REGULAR MEETING  
MONDAY, JANUARY 12, 2015

**1. Call to Order and Pledge of Allegiance**

The meeting was called to order and the Pledge of Allegiance was led by Chair Thompson.

**2. Roll Call**

All Commissioners were present, except Commissioner Hall.

**3. Welcome and Meeting Procedures**

Chair Thompson gave the welcome and read the meeting procedures, and offered a special welcome to the new Housing Advisory Commissioner Candy Capogrossi.

**4. Agenda Review and Adoption**

The Richmond Police Department Report was moved up before approval of minutes. There were no other changes to the agenda; the agenda was adopted.

Officer Rogers from RPD gave a presentation at this time regarding past year's calls for service at RHA properties, questions and discussion ensued. The Officer committed to attend future meetings and to bring updated calls for service reports for all public housing sites.

**5. Approval of Minutes**

A motion was made by Commissioner Johnson to approve the minutes and seconded by, Commissioner White. The minutes for the Meeting of November 10, 2014 were approved by unanimous vote.

**6. Introduction of Invited Guests**

There were no invited guests.

**7. Announcements through the Chair**

Chair Thompson requested all Commissioners familiarize themselves with Rosenberg's Rules of Order and the Housing Advisory Commission Ordinance and Bylaws that were included in their orientation packets.

Commissioner Johnson announced possible federal cuts to Medicare and Social Security and encouraged residents to register and to vote against the cuts.

**8. Executive Director's Report**

The Executive Director presented his report which focused on three items coming before the RHA Board of Commissioners on January 20, 2015: Service Contracts for Mold Remediation, Housing Quality Standards Inspections, and Landscape Services. Operating budgets for all public housing developments were also handed out to the Commission. After his presentation, discussion ensued. A packet of RHA program operational forms were passed out to all of the Housing Advisory Commissioners.

**9. Housing Advisory Commissioners' Reports**

Written reports were presented by Commissioners, and RHA Resident Managers responded to concerns identified on their properties, further discussion ensued.

A motion was made to accept the Executive Director's report and the Commissioner reports by Commissioner Scott and seconded by Commissioner Capogrossi. The motion passed unanimously.

**10. Presentations**

There were no other presentations.

**11. Recommendations to the Housing Authority Board of Commissioners and/or HAC**

There were no recommendations to the Housing Authority Board or the Housing Advisory Commission.

**12. Open Forum**

There were two (2) open forum speakers; Ms. Classen from Nevin Plaza speaking on the broken mailbox, and Ms. Gary from Hacienda speaking on the broken gate.

***At this time a motion was made by Commissioner Johnson to extend the meeting for 15 minutes and seconded by Commissioner Carillo. The motion passed unanimously.***

**13. Old Business**

The old business item regarding communication, which was set to discuss improvement in communication between staff, residents and commissioners that had been carried over from Nov. 2014 was tabled by Chair Thompson.

**14. New Business**

The new business item to discuss any/all forms and documents used for the following: vacate-walk through inspection forms used at the time a resident gives notice to vacate their unit; maintenance or pre-lease inspection forms re: pending work needed in/on vacant apartments at the time of leasing; forms used at the time of initial leasing and

transferring of residents; letters and forms mailed and used for the annual, interim re - certification process ; forms / notifications used for annual home inspections; print-outs of pending - completed work orders and staff incident reporting forms was tabled by Chair Thompson.

**15. Next Meeting**

This Commission meets every 2nd Monday at 3:30 p.m. at 2400 Nevin Avenue in the Community Room. The next meeting was scheduled for, **Monday, February 9, 2015.**

**16. Adjournment.** There was no further Housing Advisory Commission business. Chair Thompson adjourned the meeting.