

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND  
HOUSING ADVISORY COMMISSION  
REGULAR MEETING  
MONDAY, OCTOBER 20, 2014

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

The meeting was called to order and the Pledge of Allegiance was led by Chair Thompson. Chair Thompson then introduced the new HAC Officers and passed the agenda to be moved by Secretary Gray-White.

**2. Roll Call**

All Commissioners were present, except Commissioner Carillo. Council Liaison Corky Booze' joined the meeting after roll call was taken.

**3. Welcome and Meeting Procedures**

Secretary Gray-White gave the welcome and read the meeting procedures.

**4. Agenda Review and Adoption**

There were no changes to the agenda; the agenda was adopted.

**5. Approval of Minutes**

A motion was made by Commissioner Scott to approve the minutes and seconded by Commissioner Johnson. The minutes for the Regular meeting of September 8, 2014 were approved by unanimous vote.

**6. Introduction of Invited Guests**

There were no invited guests.

**7. Announcements through the Chair**

Chair Thompson requested an update on the status of new business cards for all commissioners.

Chair Thompson announced October is National Housing Month.

Chair Thompson announced that she had fire prevention materials to handout; and crime free multi-housing materials to handout as well.

Chair Thompson announced that she was nominated as volunteer of the year.

Chair Thompson also asked that staff checks on the processing of the September and October Commissioners stipends.

**8. Executive Director's Report**

The Executive Director presented his report which focused on two Housing Authority staff reports being presented at the next RHA Board of Commissioners meeting, one regarding a contract for outdoor plumbing services and the other regarding a contract for PHA financial consulting services. After each report was presented, discussion ensued.

**9. Housing Advisory Commissioners' Reports**

Written reports were submitted by Commissioners, discussion ensued.

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

**10. Presentations**

There were no presentations.

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

Council Liaison Booze' asked several questions regarding when fire drills were last conducted on public housing properties. He recommended that staff obtain information regarding how often HUD required fire drills to be conducted, and that this information be made available to all members of the Housing Advisory Commission, further discussion ensued.

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

**12. Open Forum**

There were five (5) open forum speakers; Ms. Warren from Nevin Plaza speaking on storage locks and giving out her personal information, Ms. Juanita H. from Nevin Plaza speaking on the recent fire at Nevin Plaza, Ms. Classen from Nevin Plaza speaking on Flat Rents, Ms. Cynthia from Nevin Plaza speaking on her heater/thermostat needing repair and Mr. Russell from Nevin Plaza speaking on safety.

**13. Old Business**

- The old business item regarding Cypress Security (Review & Discuss scope of work per the security contract as well as the protocol for distribution of security reports to staff was tabled until the next meeting.
- The old business item regarding an update from staff on the revised pet policy was framed by Chair Thompson, and discussion ensued.

- The old business item regarding the Commissioner training was framed by Chair Thompson and discussion ensued with the date of October 24, 2014 confirmed as the date HUD would conduct the Commissioners training.
- The old business item regarding an update from staff on the repair of the parking lot gate at the Hacienda was addressed during Commissioner Johnson's Hacienda report.
- The old business item regarding a request for print-out(s) on outstanding / completed maintenance requests specifying request over 30, 60, and 90 days was framed by Chair Thompson, discussion ensued with staff committing to providing the requesting information.

#### **14. New Business**

- The new business item regarding a status report from staff on the last fire drill(s) held in public housing and the procedure for fire drills was framed by the Executive Director and a written report was handed out to all HAC members.
- The new business item regarding concerns about improved communication and customer service between staff and the residents; forms used for reporting incidents, problems and concerns and recommendations on the property was tabled until the next meeting.
- The new business item regarding discussing and reviewing changes needed for all PHA parking lots was tabled until the next meeting.
- The new business item regarding the Grievance Procedure Committee. Establishment of an Ad-Hoc Committee to ensure that the rights of the residents(s) are adhered to according regulations was tabled until the next meeting.
- The new business item regarding review/discuss procedure for issuing receipts to residents was tabled until the next meeting.

#### **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 is scheduled, **Monday, November 10, 2014.**

#### **16. Adjournment.** Chair Thompson adjourned the meeting.