1. **Call to Order**

The meeting was called to order by Chair Smith at 3:33 PM.

2. **Roll Call**

Commissioners Autry, Hegstrom, Lam and Scott, Smith, and Council Liaison Choi were present. Commissioner Thorpe was absent. Also present were Richmond Housing Authority Executive Director Nannette Beacham; Gabino Arredondo, Richmond Housing Authority; and Mario Vaz from the City of Richmond.

4. **Agenda Review and Adoption**

The agenda was adopted.

5. **Approval of Minutes.** The minutes from the January 14, 2018 meeting were adopted with a minor correction. Vice-chair Scott made the motion which was seconded by Commissioner Autry. The revised minutes were approved unanimously.

6. **Introduction of Nannette Beacham, Executive Director.** There was one public comment, Cordell Hindler welcomed Ms. Beacham to the Housing Authority. Gabino Arredondo introduced Executive Director Beacham and she gave a brief history. She said she has been at RHA for 5 weeks now and has been learning a lot. She said she has over 30 years in housing, working her way up from a clerk/typist at the Berkeley Housing Authority. She said she grew up in Richmond.

7. **Announcements through the Housing Advisory Commission Chair.** No announcements.

8. **Executive Director's Update: Nannette Beacham, Executive Director of the Richmond Housing Authority** passed out a handout and gave a general update on the Housing Authority. **Security:** she said that there will be a review of the security companies’ proposals in response to the RFP and a decision will be made as to which company to hire. The decision will then go to the HAC before the RHA board for final approval. She said the procurement process for the CCTV system is now complete. **Landscaping:** The RFP process for landscaping services is now complete. **Staffing Section 8:** Due to a lack of staffing RHA was behind on some annual certifications, this has now been addressed. A new staff person has been added, currently there are 4 specialists, all temp workers through the Staffmark agency. Two front desk staff are leaving, they will be replaced with more temporary workers. **Developments:** Friendship Manor and Triangle Court are managed by John Stewart but RHA has a role in recertification of the units. There are about 150 units, of which about 30 were behind on recertification. This created a problem with retroactive payments. RHA has now completed the inspections and the issues are now resolved. **Hacienda:** RHA is working with Mercy Housing, who is currently in negotiations with a development partner to
renovate the Hacienda property. Mercy Housing had an anonymous donation of $7 million towards the project, but still needs other partners to get enough financing. The redeveloped Hacienda will require an additional 147 Section 8 Project Based Vouchers, which will be issued by the Contra Costa County Housing Authority. **Relationship with HUD:** Mayor Butt went to Washington, DC to talk with HUD in person. RHA is currently receiving technical assistance from HUD, and is requesting more assistance from HUD to provide advice on asset repositioning. RHA does not have enough funds to cover expenses, HUD has been helping housing authorities move towards mixed use housing in order to generate funds. HUD will provide technical assistance in how to reposition the Nevin Plaza and Nystrom Village properties. **Section 8 transfer:** The Richmond Housing Authority Board voted on February 5th to transfer section 8 vouchers to the Contra Costa County Housing Authority. CCCHA in turn voted to accept RHA’s vouchers. The process of transfer will require a memorandum of understanding between the two agencies. CCCHA does not want to incur any liability from RHA. **CERT training:** on February 28th, Nevin Plaza residents had a disaster preparedness training provided by CERT, as well as a resident dinner. The event was well attended.

There were discussions on each of these topics. Chair Smith was concerned that the RHA and CCCHA payment standards are different, she asked if Richmond Section 8 recipients will be forced to move. ED Beacham said that for 2 years they will continue to use the current RHA standards, after that CCCHA may increase their payment standard for Richmond. Chair Smith stated that so far, there has been no outreach to current Section 8 residents, she asked if Section 8 recipients were going to be notified that their vouchers will now be managed by CCCHA. ED Beacham said that the public was duly notified of the RHA board meetings where the decision was made. She said she is planning workshops, study sessions, and newsletters to keep residents informed. She said her goal is to sit down with landlords, tenants, legal aid agencies and anyone who has a stake in the matter. Chair Smith also asked when we will know what HUD’s decision regarding the transfer of vouchers will be. ED Beacham answered that it is her understanding that the HUD decision should be made in April. Gabino Arredondo then stated that free Wi-Fi is up and running at Nevin Plaza.

**9. Housing Advisory Commissioners’ Reports:** Vice-Chair Jaycine Scott said that currently no commissioners are assigned to Nystrom Village, perhaps at our next meeting assignments of commissioners should be on the agenda. Commissioner Hegstrom said that the security situation at Nevin Plaza continues to improve.

**10. No presentations.**

**11. Recommendations to the Housing Authority Board of Commissioners or Housing Authority Commission.**

a. **Adopt a resolution approving the purchase of evacuation chairs for Nevin Plaza.** Mario Vaz said 18 chairs will be purchased, 2 for each floor of Nevin Plaza. They will be used to evacuate residents in case of emergency. They will be placed on each stairwell on each floor. They are for the use of first responders, resident managers, and anyone else in order to help evacuate residents as needed. Commissioner Hegstrom moved to approve the resolution, Commissioner Autry seconded. The motion was approved unanimously.

b. **Adopt a resolution removing former RHA Acting ED Gabino Arredondo and adding RHA ED Nannette Beacham as authorizing signatory on Mechanics Bank depository and checking accounts.** Chair Smith moved to approve the resolution, Commissioner Autry seconded. The motion was passed unanimously.
12. **Open Forum: Cordell Hindler** made several announcements about events in the community. The Richmond Chamber of Commerce is having a mixer at Portumex restaurant on Thursday March 14, Crime Prevention is having their next meeting at the Communication Center, The Commission on Aging is presenting CERT disaster preparedness training, on March 28th RPAL is having their annual board meeting. **Mary Elizabeth Sims** said that the residents of Nevin Plaza were promised rent rebates for the days there was no hot water or heat. Chair Smith said that at a RHA Board meeting a city attorney announced that legally Nevin Plaza residents are not entitled to a rent refund. Gabino Arredondo said that some residents were submitting claims to the city (3rd floor of 450 Civic Center) for increased PG&E bills. He said if any residents can document increased bills due to the heat outage, they can get reimbursed for those expenses.

13. **Old Business:**

   a. **Elevator Update:** The process for getting new elevators at Nevin Plaza is about 65% complete. An architecture company has been developing construction specifications for the elevators, which are needed to create an RFP. The next steps will be to select and define the new cab designs. The RFP should be ready to be released by the end of March. Then a contract must be signed with the company that is chosen. The time-line is about 2-3 months before work starts. Currently there is one elevator company working on one elevator. Their contract expires June 30, 2019.

   b. **Maintenance work orders update/when did RHA get rid of maintenance staff.**

      ED Beacham explained the time line of when RHA maintenance staff was let go. Mario Vaz gave an update on the current status of work orders. He said 600/1000 work orders at Nevin Plaza have been cleared, and about 100/700 at Nystrom Village have been cleared. He said most of these old orders have already been completed but that they were never properly signed off. Commissioner Hegstrom commented that currently, work order requests left on the work order telephone line are not being addressed. ED Beacham said that if residents don't get a response in 48 hours, that they should call the RHA main number to get maintenance help.

   c. **Update on Expenditures That Involve the HUD Settlement Money.** A brief discussion ensued about how the $2.1 million from HUD has been spent. Most of the money has been allocated for security at Nevin Plaza and Hacienda, the boiler replacement at Nevin Plaza, and the elevator upgrade at Nevin Plaza. The rest has been spent on a forensic audit, financial management and consulting, and the needs assessment.

14. **New Business:**

   a. **Approval of Housing Advisory Commission meeting start time.**

      One public speaker, Cordell Hindler. Mr. Hindler said that he likes the current start time of 3:30 PM. A motion was made by Commissioner Autry to keep the start time at 3:30 PM, and seconded by Commissioner Hegstrom. The motion passed unanimously.

   b. **Items That Went Before the Commission.** Chair Smith read a list of items that were passed in February by the Richmond Housing Authority board. A contract amendment with Municipal Resources Group, A resolution approving the revised fiscal year 2018-19 Richmond Housing Authority budget, a resolution approving the voluntary transfer of RHA’s Section 8 program to Contra Costa County Housing Authority, and a resolution approving a revised scope of work with MGO to assist in implementing the recommendations of the HUD audit, and additional scope related to assessment of procedures and tax returns with a not to exceed amount of $225,000.
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, April 8, 2019**.

16. **Adjournment.** Chair Smith adjourned the meeting at 5:13 PM.