

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND  
HOUSING ADVISORY COMMISSION  
MONDAY OCTOBER 21, 2019

**1. Call to Order and Pledge of Allegiance (1 min.)**

The meeting was called to order by Housing Advisory Commissioner, Carol Hegstrom.

**2. Roll Call**

All were in attendance except for commissioners John Thorp Jr., and two vacancies

**3. Welcome and Meeting Procedures**

**4. Agenda Review and Adoption**

The agenda was adopted.

**5. Approval of Minutes.** The September 16<sup>th</sup> minutes will be available at the next meeting on November 18, 2019.

**6. Introduction and Invited Guests:** Patricia Griffin-Easterling introduced as Acting Interim Secretary

**7. Executive Director's Update: Nannette Beacham** (ED Beacham) gave the Executive Director's report:

Richmond Housing Authority updates the Admissions and Continued Occupancy Policy (ACOP) regularly and the Agency Plan annually. There will be a series of meetings and a public review period. The entire process takes approximately 75 days.

Waitlist Activity: of 38 previous vacancies, 14 families have been housed at the Nevin Plaza property. Five (5) families were relocated from the Nystrom Village property due to habitability issues. RHA opened the waiting list for Nevin Plaza (only) in August 2019 and received over 500 applications.

Work Orders: Resident initiated work orders are received either by phone, walk-in, or online. From January 2019 to October 2019, there were a total of 286 work orders completed:

175 for Nevin Plaza  
111 for Nystrom Village

Two candidates for the Resident Housing Manager were interviewed last week. There are two possible candidates for the vacant position.

**8. Housing Advisory Commissioners' Reports:** Commissioner, Carol Hegstrom reminds board to submit applications for reelection

9. **No presentations.**

10. **Recommendations to the Housing Authority Board of Commissioners.**

- a. ADOPT a resolution approving a contract amendment with Century Group Executive Recruitment for temporary staffing services, in the amount of \$75,000, for a new total not to exceed amount of \$275,000 – Richmond Housing Authority (Nannette J. Beacham/Sharrone Taylor 621-1300).
- b. ADOPT a resolution amending the contract with BDO PHA Finance for accounting services by \$75,000 for a total not to exceed \$375,000-Richmond Housing Authority (Nannette J. Beacham/Sharrone Taylor 621-1300).

**Nannette Beacham passed out report to all in attendance for review.**

**Carol Hegstrom:** On page 33 “West” should read “South” because “the courtyard” is south and not west.

**Carol Hegstrom:** On page 35 it should be all zeros where it says “Hacienda”.

**Commissioner, Toni Autry:** questions what’s going to happen to the seniors because on page 45 it only says “Elderly”.

**Nannette Beacham responds:** One for one

**Toni Autry:** Does the table in the report represent rent collection?

**Nannette Beacham:** The data can’t be factual. The table will be updated. The info is drawn down from HUD’s website. If current info is not entered in a timely manner, the numbers will not be accurate. The Richard Village (formerly Easter Hill) development is managed by John Stewart. Their software has not communicated effectively with HUD.

**Toni Autry:** How do we get accurate data?

**Nannette Beacham:** That is a two-part answer. John Stewart provides a financial report once a month. Second part: HUD, the Housing Authority, and John Stewart checks the data to make sure the information matches up at the end of the year.

**Toni Autry:** Will John Stewart work with HUD to make sure the system works and is updated regularly?

**Nannette Beacham:** Yes. However, there is a two year back-log of data to be put in. They will either catch-up by entering the two year back-log data OR move forward.

**Carol Hegstrom:** No past Executive Director is why the Housing Authority is troubled.

**Commissioner, Preston Lam:** Please note on the second to the last page of report to change appendix G to appendix F.

**Nannette Beacham:** Notes that the report hasn't been updated because it reads May of 2020 so it will be updated.

**Toni Autry:** Reinstates that the report reflects pass items as if they are current events and says to "Please have it revised."

- c. ADOPT a resolution approving the Richmond Housing Authority (RHA) Asset Repositioning Strategy – Richmond Housing Authority (Nannette J. Beacham/Shasa Curl 621-1300)

Carol Hegstrom: Modify Asset Repositioning Strategy Report and resubmit at a later date.

**MOTION APPROVED TO TAKE OUT.**

11. **Open Forum:** There were no speakers for open forum.

12. **Old Business:**

a. **Nevin Plaza RFP**

On hold after seismic study

b. **Nevin Plaza Waitlist Update**

Waitlist is moving along successfully. Maintenance turnaround is satisfactory.

c. **Hacienda Development Update**

Wait -- Stipend

13. **New Business: (ED Nannette Beacham)**

a. **Annual Plan – Resident Advisory Board**

Five year plan – Strategic plan for RHA

b. **Admission & Continued Occupancy Policy**

Meetings, Outreach, Community Members.

Feedback and recommendations are welcomed.

c. **RHA Holiday Closure Schedule**

Not yet approved. Will advise if holiday closure will happen.

d. **RHA New Hours of Operation**

RHA will be closed to the public (walk-in and phone) every Friday except for the first Friday of the month. This will assure that tenants will have the opportunity to turn rent in on-time without receiving a late fee. The change will be included in newsletters, on the RHA website, and by sending out letters to tenants.

**14. 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 18, 2019 (due to a holiday on November 11<sup>th</sup>)**.

**15. Adjournment.** Vice-Chair Scott adjourned the meeting at 4:33 pm.