

MINUTES OF A REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF RALEIGH
BOARD OF COMMISSIONERS
SEPTEMBER 22, 2022

The members of the Board of Commissioners of the Housing Authority of the City of Raleigh, North Carolina met at 900 Haynes Street and via Zoom on Thursday, September 22, 2022 at 5:00 p.m.

The Board Vice Chair called the meeting to order and upon roll call the following were present and absent:

Present: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris (late), Gregg Warren, Joe Whitehouse, Yolanda Winstead

Absent: Valerie Crutchfield, Bahati Mutisya

Visitors: Charles Francis, Francis Law Firm, PLLC; Public: Iesha Cobb, Kesha Johnson, Nathan Wilson.

RHA Staff: Sonia Anderson, Susie Bass, Priscilla Batts, Suzy Bryan, Liz Edgerton, Laura McCann, Jennifer Morgan, Tanya Orr, Jason Schloop, Gwen Wall.

The Board Vice Chair declared a quorum present and welcomed everyone to the meeting.

(Commissioner Braun ran the meeting because Commissioner Morris was traveling and would be attending the meeting via cell phone.)

RECOGNITION OF VISITORS

Mrs. Edgerton welcomed the visitors to the meeting.

RHA BOARD ANNUAL MEETING

Commissioner Braun turned the meeting over to Mrs. Edgerton to begin the annual meeting to elect the Chair and Vice Chair.

Mrs. Edgerton, as Interim Secretary of the Board of Commissioners of the Housing Authority of the City of Raleigh, declared the annual meeting in session. She declared the offices of Chair and Vice Chair vacant and opened the floor for nominations for the office of Chair. Commissioner Braun moved and Commissioner Warren seconded the nomination of Mr. Arne Morris for office of Chair. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

Mrs. Edgerton opened the floor for nominations for the office of Vice Chair. Commissioner Warren moved and Commissioner Whitehouse seconded the nomination of Mr. Eric Braun for office of Vice Chair. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

The annual meeting was closed. Mrs. Edgerton congratulated Commissioner Morris and Commissioner Braun on their reappointments.

REPOSITIONING COMMITTEE ANNUAL MEETING

Mrs. Edgerton said the Repositioning Committee Charter states that the Repositioning Committee will be composed of not more than four Commissioners from the Board of the Raleigh Housing Authority. In addition, the Executive Director of the Raleigh Housing Authority shall be a member of the Repositioning Committee.

The Raleigh Housing Authority Board will appoint Committee Members at the Annual Meeting of the Board for a term of one year. Any vacancies on the Committee shall be filled by the Board.

The current members of the committee are: Gregg Warren, Arne Morris, Bahati Mutisya, Joe Whitehouse, and Liz Edgerton.

Commissioner Mutisya would like to step down from the committee so a nomination is needed to fill that position.

Commissioner Warren moved and Commissioner Whitehouse seconded the nomination of Commissioner Winstead as member of the Repositioning Committee. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

Mrs. Edgerton said at this point the floor is open for nominations for the office of Chair of the Repositioning Committee.

Commissioner Winstead moved and Commissioner Whitehouse seconded the nomination of Mr. Gregg Warren as Chair of the Repositioning Committee. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

Congratulations went out to Commissioner Warren for his reappointment as Chair of the Repositioning Committee.

Commissioner Braun moved and Commissioner Winstead seconded reaffirming the current composition of the Repositioning Committee:

- Gregg Warren
- Arne Morris
- Joe Whitehouse
- Yolanda Winstead
- Liz Edgerton (Interim Executive Director)

PUBLIC COMMENTS

Iesha Cobb

Residents at Heritage Park are complaining about maintenance charges. Due to these apartments being unfixable, I was wondering if there's any consideration you can take by removing work order charges, due to the fact that we haven't had inspections for over two years. The wear and tear is definitely there. Can we get the charges taken off for these items that aren't fixable?

Commissioner Braun said we will need to ask staff to take a look at it. Staff can look into that and then give us a report. At our next meeting we'll report back to the Board and to Ms. Cobb.

Paula Coppola

Thank you to the Board for making the effort and helping to address the issues that I have. It's progressing forward. I still would like to get everything completed. I would appreciate if the staff could still continue with me and have open communication with me in a positive manner.

Commissioner Braun said Mrs. Edgerton is acknowledging that we will continue working with you and we'll make sure staff stays in touch.

CONSENT AGENDA

All items on the Consent Agenda are considered to be routine and may be enacted by one motion and second. If a Commissioner requests that an item be removed from the Consent Agenda it will be done and considered as a separate item. The vote will be a roll call vote.

Item 1

Charge-off of delinquent resident accounts for August 2022

Item 2

Financial Statements for August 2022

Item 3

Vacancy and Turnover Summary for August 2022

Item 4

Minutes from August 25, 2022 regular meeting

RECOMMENDATION: Approval as submitted by staff.

Commissioner Whitehouse moved and Commissioner Ellinger seconded approval of the Consent Agenda.

A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Elligner, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead.

Nay: None

The Consent Agenda has been adopted.

REPORT OF THE BOARD CHAIR

Commissioner Morris reminded the Board that an informal “Meet & Greet” for the RHA Board and CAD Board has been scheduled for October 20th at 4:00pm to be held at 971 Harp Street. He encourages all of the Commissioners to attend.

REPORT OF THE BOARD SECRETARY

Resolution 73 (2022)

This resolution has been pulled from the agenda because this resolution was previously approved in March 2022. The staff member who usually completes the elderly designation was out on leave and didn’t realize it had already been completed.

RAD Updates

- Thank you to staff for their collaboration to work together to make this happen
 - Jennifer Morgan – for coordinating all of the pieces that had to come together.
 - Donna Perez and the Contract Services Department for completing the repairs from the Critical Needs Assessment.
 - Jason Schloop and the Maintenance Department for completing the work orders related to the inspections.

- Sonia Anderson and Priscilla Batts – along with the Housing Management Department and Leased Housing Department – for setting up the meeting for signed leases.
- Laura McCann for holding the required meetings.
- Suzy Bryan and the Finance Department for working with the banks to set up accounts and to set up our ledgers.
- The conversion of Berkshire Village to RAD was closed on August 31, 2022. The Housing Management and Leased Housing departments held a meeting on September 15th for residents to sign the new voucher lease and fill out the required voucher paperwork. 33 out of 40 families attended. Staff is in the process of meeting with the remaining seven residents for them to sign their lease. The lease is effective October 1st.
- All of the final executed closing documents for Berkshire Village have been uploaded to HUD’s website as required by HUD. We have also placed these in the Board Portal.
- The sources & uses was updated due to a change in operating reserves.
- The ground lease was clarified (the intent remained the same).
- The repairs cited in the Critical Needs Assessment for Berkshire Village which include planting grass seed, power washing the units, and replacing some vent piping on the gas water heaters are either underway or are set to begin shortly and should be completed by December 31st. Once these repairs are complete, staff will upload a completion certification to HUD to document that the work was completed.
- Staff met with representatives from HUD on Tuesday to discuss the closing of Terrace Park, Meadow Ridge, and Valleybrook. It is expected that these three properties will close by October 31st with a HAP and lease effective date of December 1, 2022. Staff will meet with tenants in early November to sign their lease and complete the necessary voucher paperwork.

IT Updates

- **Cyber Security Insurance**
 - The insurance rep called several weeks ago to tell us they are still waiting on the quotes.
 - She told us it is normal for the insurance companies to take a long time to generate a quote.
- **Network Contractor Update**
 - The network contractor is almost finished with the Domain Controller upgrade. He ran into a problem with an old active directory setting and has contacted Microsoft to remedy the problem.
- **Yardi Conversion**
 - The IT Committee and IT staff will meet with Yardi by the end of September to discuss the things that RHA will need to do prior to conversion.

Commissioner Braun asked if RHA has entered into a contract with Yardi. Mrs. Edgerton said staff is meeting with them to finalize any questions that we have. The contract will be written up after that meeting.

Commissioner Braun asked if an implementation time table has been given to us. Mrs. Edgerton said that will be discussed during the meeting next week.

Contract Services Update

- Ms. Perez and her staff are overseeing the installation of a new fire alarm system at Carriage House. This process required three passes through each floor, including work in all residential units. The contractor is now finishing its final common area work and coordinating with the BDA (Bi-Directional Amplifier) Contractor to begin testing the new system. That will require another pass through the building. Once live and satisfactorily inspected by the City of Raleigh, the contractor will demolish the old system. We are still on track for a November 2022 completion.
- Ms. Perez and her staff are completing the bench installation project at Walnut Terrace. Concrete pads have been installed, and the benches are on order with an expected delivery by October 10, 2022. An installation contractor has been identified and we anticipate an October 2022 completion.

Commissioner Braun asked if there were any other properties that have open areas with no benches.

Mrs. Edgerton said staff is adding some benches at Capitol Park and she will check with Ms. Perez to see if there are additional properties that could use benches.

- Ms. Perez and her staff have overseen the installation of eight security camera poles at Chavis Heights. Progress Energy is completing their final tasks, anticipating energizing the poles by the end of September 2022. Arborists from the City of Raleigh are reviewing our request for tree removals that are necessary for the camera views; we anticipate their response by the end of September 2022. A tree removal contractor has been identified and we anticipate prompt removal after receiving City approval.

Audit Report

- Our Audit report was finalized earlier today. Staff is reviewing the final report.
- Our auditor principal, Dale Rector, will be presenting the report at our next meeting.
- We continue to work to catch up our late recertifications through staffing and are working to contract with an outside contractor.
 - Leadership from Housing Management, Leased Housing, and Mrs. Edgerton met with an outside service provider to discuss the process they would use to work through the files. Staff will put together a scope of work next week that we want them to assist with. This will allow the contractor (Nan McKay) to provide a final proposal to us. Once we have agreed on the process and cost, they may begin the first of November assisting our staff with this process. We will also conduct reference checks. Staff believes this service will bring value in assisting our staff as we tackle this project.

Commissioner Braun asked how long it will take to catch up if we get Nan McKay to help. Mrs. Edgerton said we need to identify how many files we want them to help with. It may be

up to a year, because the staff in both departments are so new. That will help the newer staff get trained in the process, too.

- Both departments are working on recommendations for new hires. Management will also continue to interview to fill vacant positions.

Commissioner Braun asked if we know why we're currently getting more productive job searches. Mrs. Edgerton said we're advertising more and we've reached out to temporary services and direct placement services and we're getting candidates from them, as well. In some cases, if the temporary candidate works out we hire them permanently.

Building Futures Initiative

- We recently had a check-in meeting with TDA Consulting and Enterprise Community on Sept 6th. TDA Consulting and Enterprise are working toward establishing MOUs between RHA and partners.
- Wake Tech is willing to offer apprenticeship programs. They will be offering two short talks with interested residents. The dates of these events have not yet been coordinated.
- A separate call will be set up to go over survey results/findings.
- Enterprise will be working on a one-page document of the program to share with residents.
- They are working on the storytelling aspect of the program to increase interest.

PHADA training and Conference

- PHADA held their Legislative Forum Conference Sept 11-13th.
- This conference always provides information that is coming up for the new 2023 Federal fiscal year budget.
- At first glance, it appears that the White House, House of Representatives, and the Senate are all proposing increased funding for HUD programs.
- PHADA urges caution when viewing the proposals as they will likely change as Congress debates the distribution between defense and non-defense discretionary spending.
- It is likely that there will be a continuing resolution until the mid-term elections in November.
- Other current topics of interest included:
 - HUD staff plans to develop a new Annual Contributions Contract.
 - PHADA has been adamant that any updated version isn't based on one that was circulated a few years ago since that version included objectionable provisions.
 - Many PHAs are experiencing high Tenant Accounts Receivables.
 - HUD recently confirmed that almost 20% of agencies have been severely impacted by rental income losses.
 - PHADA is urging HUD to refrain from penalizing agencies through performance reviews

New Vouchers Issued

- On August 26, HUD issued a PIH notice for the issuance of new incremental Housing Choice Vouchers.
- HUD is not requiring any separate reporting of these vouchers or setting any special terms and conditions.
- We received 34 new vouchers.
- In order to help us expeditiously lease these new vouchers, HUD is providing a one-time startup fee of \$750 per voucher. This will help with any immediate start-up costs that we may encounter.
- Staff would like to add to our special admissions vouchers.
 - We currently have 50 Coordinated Entry Vouchers and would like to add 24.
 - We currently have 5 Domestic Violence Vouchers and would like to add 10.
 - We would like to put 24 of these to the coordinated entry and 10 for the Domestic Violence Vouchers.

Commissioner Braun asked about the Emergency Vouchers that RHA received – there was money allocated to incentivize landlords to accept them. Does HUD provide that kind of incentive money for Housing Choice Vouchers in general or was it just for that program? If they don't, do we have any incentives that we provide to try to get more landlords to accept them?

Mrs. Edgerton said PHAs are allowed to use money for incentivizing. Staff has talked about implementing that and Mrs. Batts is currently working on it. We were looking at \$500 per unit leased, and \$250 for referrals from current landlords.

Commissioner Warren asked if the landlord would get \$500 for signing up a Housing Choice Voucher tenant.

Mrs. Edgerton said we are still discussing how that process would be. That is the current suggestion.

Commissioner Braun asked for a report at the next meeting about what staff is considering.

Commissioner Winstead asked if staff has looked at Wake County's program. They have the landlord engagement there. Their fee is \$750 where they're trying to incentivize.

Mrs. Edgerton said that was mentioned. We are considering offering the first six months as an extra incentive to sign up early to raise that to \$750. Those are some things that we are discussing.

Commissioner Warren said he would like a report at the next meeting. We hear all the time that people cannot find housing. Also, not only incentives to the landlords but also the ability to pay for damages, that sort of thing, which I think Wake County has. Also, doing all we can to increase the rents to the maximum possible. That may reduce the number of vouchers we have, but at least that ought to be a discussion and a policy point as well.

Mrs. Edgerton said we've increased to 120%, which is our max. We were required to get HUD's permission. That's for the 0, 1, 2, and 3-bedrooms. They have put out the 2023 rents and those did increase. When they went out for that study, they incorporated the private market to calculate those FMRs.

Commissioner Warren asked how much they increased by.

Mrs. Batts said from 2022 to 2023 is approximately a 17% increase. When we implement the new one, and go up 10% to 20%, we will be almost above market rate based on the new numbers.

Commissioner Warren said maybe you can speak to that at the next meeting – whether or not that would be the staff recommendation to go up to that level under those new rents.

Commissioner Braun asked for a global report on what we're doing to try to get more landlords to accept vouchers.

Commissioner Morris asked how people obtain Domestic Violence Vouchers if they need them.

Mrs. Batts said we currently have forms in our main lobby that reference that form if they need them. They submit them and they come to me. I review the form and contact the families and determine the need. We get more than five per year. If we get five leases, then we meet the quota that we currently have. That's why we're adding some to it.

Commissioner Whitehouse asked how we promote it so the general public would know about it.

Commissioner Braun asked if we coordinate with some of the agencies that handle domestic violence cases.

Mrs. Edgerton said RHA does partner with other people and agencies.

Mrs. Batts said we work with Interact for our Coordinated Entry Emergency Housing Vouchers. They recommend families because they know we have extra vouchers for outside of the areas where they refer to the housing authority already. We work with other agencies also.

Commissioner Warren asked if it would be useful at some point to have an informal gathering of Wake County, the City of Raleigh, and maybe the Apartment Association to discuss the problem – we can't have voucher holders who are not able to find housing, and we now have the ability to increase our rents. Are there other impediments that we need to be aware of to really align and match up with best practices to get as many landlords in the program as possible? Is that something that staff would consider doing?

Mrs. Edgerton said staff speaks to other partners to try to come up with different ways to promote that. We've talked about hiring a Landlord Liaison. Laura McCann is looking at our P3

contract to see if they could help us advertise in publications where landlords would view, to educate them on our process and program.

Commissioner Braun said there's likely a lot of misinformation out there – there might be landlords who may be interested if they knew about the incentives and potential repair money.

Mrs. Edgerton said the housing inspectors were talking about contacting landlords if they see lease signs. We've budgeted money to host a landlord event to bring them in and explain the process. Also, Mrs. Batts gets feedback about the paperwork process being cumbersome and maybe we can help process that paperwork for them. Staff talks at least once a week about this, because we know that we have to get those vouchers leased. This is a national problem – we talked about it at the conference. The problem is everywhere.

Commissioner Whitehouse asked what the process is – once a landlord makes an inquiry about it and inspectors inspect the house. How long does that take?

Mrs. Batts said the first step is determining if the families qualify for that unit, because there is no need to inspect the unit if they don't qualify. What takes the most time has been on the front end and the inspection piece is usually within the week. The inspection schedule is the quickest part.

Commissioner Braun said he heard that there was an issue with inspections and the time it took to get inspected.

Commissioner Ellinger had heard that about recertifications – getting it finally approved from initial inspection to re-inspection. However, that may have been may have been pandemic related.

Mrs. Edgerton said she has talked about the need for inspectors and feels our inspectors can handle the workload. Sometimes if we have a scheduled inspection and they aren't at the unit, we have to reschedule and there can be some time lapse getting it completed.

Commissioner Whitehouse said he had a property manager speak to him about the timing issue. He said he would discuss it offline.

Mrs. Edgerton said we definitely want to know about any issues.

On-site Resident Meeting at Heritage Park yesterday

- 7 staff members, 2 Board members, 21 residents were in attendance.
- The meeting was approximately 1 hour long.
- Staff presented some of the core principles that were determined for the property and then we gave them a chance to ask questions.
- Items discussed included:
 - Larger bed rooms
 - Right to return
 - How the phasing would work

- Concern about landlords not accepting vouchers if they chose a voucher. (A staff member will work with them to ensure everyone finds housing.)
- Discussion moved to maintenance concerns
 - Charges applied to their accounts
 - Trash on property
 - Concerns about the air quality of units (filter changes – the filters were changed last week; pest control is scheduled for Oct 4th).

Mrs. Edgerton said she has met with each department to discuss how these concerns can be alleviated.

Commissioner Braun asked if the staff has regular meetings with all of our communities. It sounds like this meeting went from a discussion about the redevelopment, to questions about the resident’s rights and other issues unrelated to the redevelopment.

Mrs. Edgerton said individuals are able to come to the property managers. Laura McCann can speak about the Resident Council meetings since she attends those meetings. To my knowledge, those are the only meetings being held.

Mrs. McCann said that is correct. The Resident Council meeting times are determined by the residents. She said she is not aware of any regular calendar between a staff and a community to voice their concerns.

- A Zoom meeting with the Heritage Park residents is scheduled for next Tuesday at noon. The Zoom information can be found on our website.

REPORT OF THE REPOSITIONING COMMITTEE CHAIR

Commissioner Warren said the Repositioning Committee has been focusing on the Memorandum of Understanding with the proposed Co-Developer. We had a conference call on September 14th, to prepare a counterproposal on the MOU. Commissioner Ellinger joined us for that meeting. Mrs Edgerton will be working on presenting that to the Co-Developer, probably this week.

Mrs. Edgerton said a meeting has been scheduled for tomorrow.

Commissioner Warren said the Repositioning Committee Meetings are scheduled for the second Tuesday of each month, at 11:30 am.

REPORT OF THE TRANSITION COMMITTEE CHAIR

Commissioner Braun said we went live yesterday with advertising the position and he will send out the official final job posting for that. It will be posted on the RHA website. Now that it is officially out there, he encourages all Board Commissioners to circulate it to their networks and other places. We put together potential places to advertise and organizations that the search

consultants don't have obvious places to advertise. If any of you know, or have contacts at those places (and it's appropriate), please ask someone to circulate it among their organization.

Commissioner Warren asked if there is a closing date for the applications (or is it open-ended?).

Commissioner Braun said it's open-ended. It's going to be driven by when we feel we have a complete and diverse applicant pool. They are also going to continue with the stakeholder outreach. They did some of that as part of the job description posting. However, we are going to continue to do outreach with community stakeholders and staff to continue to try to gather input and get a sense of what the community is looking for. This will help us as we screen applicants and ultimately begin interviewing applicants. Our goal is to have a new CEO in place by the first of the year – and probably earlier than that.

Commissioner Warren asked if the goal is to have someone in the seat – or just selected.

Commissioner Braun said he would like to have it seated. However, it will definitely be selected. That is contingent on the person and their relocation issues.

Commissioner Warren said the resolution on the agenda regarding the Transition Committee notes that the committee would essentially disband after that individual has been selected. It may be wise to keep the Transition Committee in place to help with the onboarding process or provide some guidance for onboarding and coaching.

Commissioner Whitehouse asked if there is a temporary period that would be in the contract for a hire to make sure it's a good fit.

Commissioner Braun said the committee didn't talk about that. We are going to negotiate a contract with our selected candidate and that will be part of the contract.

Commissioner Braun said we haven't gotten to the point where we started talking about the coaching or contract terms, other than researching compensation package and elements of that. Of course, that's all going to come back to the Board. It's not going to be a Transition Committee decision.

Commissioner Ellinger said we are going to look at creating a new contract for the new ED. We won't be using the old one.

Commissioner Braun said their job description demonstrates different responsibilities and different areas of focus. All of that is going to be open for discussion. The search consultant is also going to assist with onboarding (that's not a substitute for what Commissioner Warren is suggesting). They will assist with the onboarding process for several months into it.

Commissioner Braun said we are also going to talk about whether it's in our strategic planning process or somewhere else about a committee structure.

Mr. Francis said he drafted that resolution because our Bylaws do not detail guidance on committees. There's a section that mentions committees in the heading. But it doesn't enumerate any committees. It doesn't talk about a process for appointing committees. I think we ought to come back to that at another point with Bylaw amendments. I was just trying to put something together that I thought expressed your intent for the Transition Committee. If it is different, just edit it when you when you get to that point in considering the resolution. On the other point that was made about the review period, I would just remind you that right now we're in open session, and maybe when we're talking about contracts in closed session you can go into in in more detail.

Commissioner Braun said the committee will keep you updated. He will circulate the email with the final job posting to make sure you have the final draft. Wait for the official version to come out tomorrow. If you have potential candidates, we'd like to keep that discussion within the committee. Send your referrals to me, as the Committee Chair, and then I'll get them to the committee and the consultant so that we're not having multiple Board Commissioners talking about the position outside of that. We want to be consistent and have a consistent message.

Commissioner Warren said it is his assumption that Board Commissioners are not supposed to get involved in detailed discussions with any candidates – we push that all on to the committee and the consultants.

Commissioner Braun said that is correct. We want to make sure that we have a consistent message and are not entering into any sort of negotiation with a potential candidate (or giving them the impression of something). If you're not sure, call or email me and we'll get it straight so that we can consistently have a good and positive message and not have any conflicts and miscommunications.

COMMISSIONER COMMENTS

Commissioner Warren said he found the meeting at Heritage Park useful (listening to the residents about their concerns). One takeaway that I heard was that they understand it's going to be redeveloped, but they were wondering if the maintenance there was being pushed to the side and not a priority. One resident mentioned that there's no parking stripes and I noticed that too. It's really important that we keep up maintenance and do what we're doing with all our other properties.

NEW BUSINESS

(Resolution No. 73 (2022) was pulled from the agenda as it was not needed.)

Mrs. Edgerton said RHA has been required to complete an Agency Plan since 2000. The purpose of this plan is to inform HUD, residents, and the public about RHA's plans and policies. RHA is not obligated to do the items that are included in the Agency Plan. However, if we potentially need to change a policy, it must be included in our Agency Plan.

We are discussing these items with staff and RHA residents to hear their concerns and suggestions. We have prepared a draft plan and will meet with the Resident Advisory Board and post the plan on our website for comments. The plan will be ready for public review in October for 45 days. We will prepare the final plan for approval at our December Board Meeting.

Behind the resolution, is a summary of the proposed changes to the Agency Plan. Those changes include:

- Including information on Project Based Vouchers.
- ACOP and Administrative Plan will be updated and part of Agency Plan.
- We are considering a Homebuyers Program.
- Capital improvements – parking lot improvements, fire alarm system installation at Carriage House, security camera upgrades.
- Included information regarding the redevelopment of Heritage Park.

Commissioner Braun said if we do move forward on the Homebuyers Program, both Raleigh and Wake County have programs and it might be worth figuring out if there's an opportunity to partner to leverage resources (or not duplicate effort). It's great that we are considering it. There might be a way to take advantage or work with our other community partners.

Commissioner Ellinger said she has done homeowner work with both DHIC, the City of Raleigh, and the City of Durham so I can help out, if needed.

Commissioner Braun said as we eventually move forward on the strategic planning process, if you'll help remind us how to tie this in. I know this is a HUD requirement, and it's more limited than what our strategic planning process is. It seems to me we ought to tie our Strategic Plan into this so that we link it together and make sure we're all moving in the same direction.

Commissioner Winstead said DHIC has the contract with Wake County to administer their Affordable Housing Program, which was initially seated at \$200,000 for down payment assistance, and also for foreclosure prevention.

Commissioner Warren said he is interested in the project based voucher but not sure exactly how you're going to do that. He would like to get more information on that. If you could send us into some more information about that it would be helpful.

HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTION NO. 74 (2022)

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires the development of a comprehensive PHA Annual Plan; and

WHEREAS, Raleigh Housing Authority ("RHA") is in the process of revising the PHA Annual Plan and five-year Capital Fund plans to reflect actions to be effective April 1, 2023; and

WHEREAS, RHA will conduct an analysis and review a number of major policies and procedures to determine items that need to be included in the 2023-2024 PHA Annual Plan; and

WHEREAS, RHA will publish a public notice of this plan and policy revisions and notices will also announce the date and time of the public hearings to discuss these revisions; and

WHEREAS, RHA will meet with the Inter-Community Council and Resident Advisory Board to provide an overview of the proposed plans and pending changes in policies; and

WHEREAS, there may be other items added to the plans over the next few months as RHA goes through the public comment and staff review process;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that staff is directed to complete the analysis needed for changes to the PHA Annual Plan and five-year Capital Fund plans and to seek public input and comment prior to presenting the final plans to the RHA Board.

BE IT FURTHER RESOLVED that the final plans will be brought back before the RHA Board of Commissioners at its December meeting for final approval prior to submitting it to the U. S. Department of Housing and Urban Development.

Commissioner Whitehouse moved and Commissioner Ellinger seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

Resolution No. 74 (2022) has been adopted.

Mrs. Edgerton said RHA's Grievance Policy was last revised in 2017. Staff updates the procedures as needed.

A summary of the updates is attached to the resolution. Revisions include:

- Updating our procedure to include federal guidance for RAD/PBV managed by the agency.
- We reorganized sections for easier reading to understand the procedures for informal and formal grievances.
- Separated time frames for requesting formal grievance hearings after receiving an informal settlement finding.
- Added verbiage that allows for reasonable accommodation for residents who may not be able to complete the forms.

- We expanded on interpreters in our procedures.

We sent the revisions to our attorney so that it can be reviewed for any changes during the review period.

Commissioner Warren asked if this comes out of the Housing Management department.

Mrs. Edgerton said Laura McCann drafted it and Sonia Anderson approved it.

**HOUSING AUTHORITY OF THE CITY OF RALEIGH
RESOLUTION NO. 75 (2022)**

WHEREAS, the Housing Authority of the City of Raleigh (RHA) is required to set forth the requirements, standards, and criteria for the Grievance Procedure to be established and implemented; and

WHEREAS, in accordance with the applicable Federal regulations (24 CFR 966.50), the grievance procedure is applicable only to individual resident grievances relating to RHA; and

WHEREAS, in accordance with applicable Federal regulations and guidance, Rental Assistance Demonstration (RAD) statute requires residents of converted properties to have the same grievance and lease termination rights they had under Section 6 of the Housing Act of 1937; and

WHEREAS, staff has updated the Grievance Procedure which is attached to this resolution and by reference incorporated herein; and

WHEREAS, the Grievance Procedure shall be included in, or incorporated in by reference in, all RHA subsidized resident dwelling leases and the Agency Plan; and

WHEREAS, a public notice will be sent to each resident household to encourage public review and comments; and

WHEREAS, the draft of the Grievance Procedure will be available on RHA's web page; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that staff is directed to seek public input and comment on this draft prior to presenting the final procedure to the RHA Board.

BE IT FURTHER RESOLVED that the final procedure will be brought back before the RHA Board of Commissioners for final approval.

Commissioner Ellinger moved and Commissioner Warren seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

Resolution No. 75 (2022) has been adopted.

(A correction was made to the original resolution to add Yolanda Winstead as a member of the transition committee.)

Mrs. Edgerton said the Raleigh Housing Authority Board established a Transition Committee to oversee the search for a CEO and to make a recommendation to the full Board of Commissioners. Eric Braun, Susan Ellinger, Niya Fonville-Swint, and Yolanda Winstead volunteered to serve on this committee. This resolution approves the committee and ratifies and approves the actions within the scope of the committee thus far.

HOUSING AUTHORITY OF THE CITY OF RALIEGH
RESOLUTION NO. 76 (2022)

WHEREAS, the Housing Authority of the City of Raleigh (“RHA”) provides affordable housing to low and moderate income families in the City of Raleigh and throughout Wake County; and

WHEREAS, the RHA Board of Commissioners determined it was in the best interest of RHA to create the new position of Chief Executive Officer (“CEO”) to serve as the executive of the agency; and

WHEREAS, the CEO will be hired by and report to the Board of Commissioners; and

WHEREAS, the Board of Commissioners previously determined it to be necessary and useful to establish a Transition Committee to oversee the search for a CEO and make a recommendation to the full Board of Commissioners; and

WHEREAS, Eric Braun, Susan Ellinger, Niya Fonville Swint, and Yolanda Winstead volunteered to serve on the Transition Committee; and

WHEREAS, the Transition Committee will be dissolved once the CEO has been hired and the need for the Transition Committee has been fulfilled;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that the Transition Committee be approved to be in effect immediately.

BE IT FURTHER RESOLVED, that all things done and all actions taken heretofore by any and all of the members of the Transition Committee, while acting within the scope of the committee, are hereby, in all respects, ratified, confirmed, and approved.

Commissioner Warren moved and Commissioner Warren seconded approval of the foregoing resolution. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Susan Ellinger, Niya Fonville-Swint, Arne Morris, Gregg Warren, Joe Whitehouse, Yolanda Winstead

Nay: None

Resolution No. 76 (2022) has been adopted.

Commissioner Whitehouse asked that the staff consider putting together an RHA Bus Tour of the properties – whenever it fits into the schedule.

(In the past it was done every two years and it included the City Council and Wake County Commissioners. However, the COVID pandemic put it temporarily on hold.)

Commissioner Ellinger suggested doing a tour twice a year – if a Commissioner can't make it to one they can go to the second one.

Commissioner Braun suggested we offer the opportunity to the City Council and County Commissioners.

Commissioner Whitehouse asked if the Communications position has been filled yet.

Mrs. Edgerton said it was her understanding that we should wait until the CEO was hired.

Commissioner Braun said there was also discussion about revamping the website.

Mrs. Edgerton said that was also put on hold for after the CEO was hired.

Commissioner Braun said that can also be included in the strategic planning process.

ADJOURNMENT

There being no further business to come before the Board, the Chair declared the regular meeting adjourned at 6:15 p.m. to go into the OCAC Board Meeting.