

MINUTES OF ZOOM MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF RALEIGH  
BOARD OF COMMISSIONERS  
SEPTEMBER 24, 2020

The members of the Board of Commissioners of the Housing Authority of the City of Raleigh, North Carolina met in a Zoom meeting on Thursday, September 24, 2020 at 5:00 p.m.

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

Present: Eric Braun, Niya Fonville, Kistina Freeman, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Absent: Don Carothers, Kistina Freeman

Visitors: Charles Francis, RHA attorney.

RHA Staff: Sonia Anderson, Priscilla Batts, Liz Edgerton, Wayne Felton, Laura McCann, Jennifer Morgan, Donna Perez, Gwen Wall.

The Board Chair declared a quorum present and welcomed everyone to the meeting. (Commissioner Morris ran the meeting due to the absence of Commissioner Freeman.)

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RECOGNITION OF VISITORS

The Board Chair welcomed Charles Francis, RHA attorney, to the meeting.

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ANNUAL MEETING

Commissioner Morris turned the meeting over to Mr. Felton to begin the annual meeting to elect the Chair and Vice Chair.

Mr. Felton, as secretary of the Board of Commissioners of the Housing Authority of the City of Raleigh, declared the annual meeting in session. He declared the offices of Chair and Vice Chair vacant and opened the floor for nominations for the office of Chair. Commissioner Morris moved and Commissioner Winstead seconded the nomination of Ms. Kistina Freeman for office of Chair. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

Mr. Felton opened the floor for nominations for the office of Vice Chair. Commissioner Winstead moved and Commissioner Mutisya seconded the nomination of Mr. Arne Morris for office of Vice Chair. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

The annual meeting was closed. Mr. Felton congratulated Ms. Freeman and Mr. Morris on their appointments.

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CONSENT AGENDA

Item 1

Charge-off of delinquent resident accounts for August 2020

Item 2

Financial statements for August 2020

Item 3

Vacancy and Turnover Summary for August 2020

Item 4

Minutes of August 27, 2020 regular meeting

RECOMMENDATION: Approval as submitted by staff.

Commissioner Fonville moved and Commissioner Braun seconded approval of the Consent Agenda. A vote being called, the ayes and nays were as follows:

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench,

Nay: None

The Consent Agenda has been adopted.

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REPORT OF THE BOARD CHAIR

The Board Chair had no report.

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REPORT OF THE BOARD SECRETARY

**COVID Update**

- Mr. Felton said there have been very few residents testing positive for COVID-19.
- Staff has begun going into units to do routine work orders.
- There was an incident where a maintenance technician had been in a unit yesterday, went back this morning to finish up their work, and the resident told them that a relative they had seen over the past weekend had tested positive. As a precaution, that employee was sent home to self-quarantine and consult with their doctor.

**PHADA Conference**

PHADA had an e-conference last week. Some of the things discussed included:

- The CARES Act money and what PHAs need. The timeframe for spending the public housing money has been extended. RHA received \$775,000 for public housing to help with COVID expenses. That money was originally required to be spent by December 31, 2020. They have extended that deadline to December 31, 2021. RHA received \$1.1 million for Section 8 COVID expenses and that deadline has been extended to June 30, 2021.
- HUD was considering restarting the REAC inspections for troubled PHAs in areas that are not considered COVID “hot spots”. PHADA has been against this decision because of the virus and HUD has decided to pull back on doing those inspections.

### **CARES Act Money**

Of the \$775,000 RHA received from the CARES Act money for Public Housing, staff has spent \$212,000. Of the \$1.1 million for Section 8, \$58,000 has been spent.

Most of that money has been spent on the following:

- Salaries
  - Making any employee affected by COVID-19 whole in their salary. The Family First Act covers the first two weeks being out of the office. For the next 12 weeks they pay 60% of their salary. RHA had some employees who fell into that category and the CARES Act money is paying the remainder of the salary.
- Equipment
  - Laptops for staff to work remotely.
  - Two new servers to handle added remote users.
  - New chairs for 971 Harp, Community Center.
  - New desks and stations to meet with residents.
  - System to notify residents through voice messaging.
  - Air purifiers.
  - Looking at ways to assist residents.

### **Raleigh Area Land Trust**

Staff had a call with Rhett Ferrell who is heading up the Raleigh Area Land Trust. The discussion included how RHA could collaborate on home buying and how the land trust would work.

### **Police Meeting**

Staff met with the police and some RHA residents via Zoom yesterday. There were 18 people total on the call: 5 RPD officers, 3 staff members, and 10 residents. Most of the residents were from Heritage Park. Staff had sent the notice to Kentwood, Heritage Park, and Birchwood/Eastwood residents since it was questionable how much participation there would be and staff didn’t want to overload Zoom. Those are the RHA communities that have the most need for police presence.

The meeting went very well and staff received good information from it. One of the biggest things that came out of the meeting was that RPD does a lot to help the public – such as mask giveaways – and some of the residents didn’t know about it. Most of their advertising is on a Christian radio station and on their Facebook page. Since many RHA residents are not on Facebook, staff will monitor their site and try to pass along important information. It was good to know that the RPD continues to outreach to the community, even through the pandemic.

Commissioner Mutisya asked about the purpose of the meeting (were tenants giving complaints or suggestions on what police officers could do). Mr. Felton said the call was mainly to have a conversation between the police and residents and to understand more how the residents were feeling. There was one

person on the call who said they were a resident but it was never confirmed. They wanted all police out of southeast Raleigh. The residents spoke up and said that they need the police on their properties. Staff is trying to find ways to build trust between the residents and police.

### **Dorothea Dix study**

An email was sent to the Board two weeks ago from the City of Raleigh about a Dorothea Dix study. The city is looking for some residents to join the study. Heritage Park was not part of the study area – it cut off at Martin Luther King Blvd. Walnut Terrace is part of that area and staff is working to get residents from Walnut Terrace and Heritage to join (the city said Heritage Park could join in). The RHA Board was also invited to join the study.

Commissioner Braun said he reached out to them and submitted an online application. He said he was unsure of the timing of the meetings, etc.

### **Rezoning Heritage Park**

An RFP was sent out for the rezoning of Heritage Park. Staff received three proposals today and will be evaluating them to make a decision by next week.

Commissioner Mutisya asked if the contract for rezoning Heritage Park will be out next week. Mr. Felton said staff will evaluate the proposals and it will be under contract next week.

Commissioner Warren asked about the protocol for accepting bids – is it something that would be shared with the Board? Mr. Felton said this proposal is for attorneys – it's based on experience (not fees) – so staff is not necessarily required to go with the lowest price. However, price is considered in the evaluation.

Commissioner Warren suggested staff talk to Commissioner Braun since he has been very active in the rezoning process. He could be a valuable resource for evaluating the proposals.

Commissioner Braun said Mr. Felton talked to him prior to receiving the proposals. He said he would be happy to help in any way possible.

### **Kentwood Tennis Event**

There was a tennis giveaway event at Kentwood on September 16<sup>th</sup>. Ten children and a few adults participated. Those pictures were emailed to the Board this afternoon.

Commissioner Braun asked about the Development Department monthly report. He asked about the process of asbestos abatement and if it is being taken into consideration for RAD conversion or for the budget of Section 18. Mr. Felton said RHA only abates asbestos if it is disturbed. Staff keeps a spreadsheet of all the asbestos abatement throughout the properties so those units that have already been abated will not need it again. He said asbestos is something that staff is looking at as far as the obsolescence of Heritage Park.

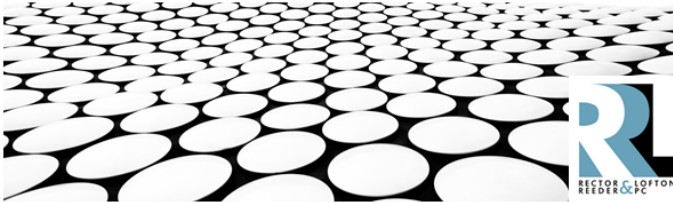
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### **REPORT OF THE AUDITOR**

Mr. Dale Rector, with Rector, Reeder and Lofton, spoke to the Board about RHA's audit. He thanked RHA and the Board for allowing him to share the audit report this evening. Mr. Rector thanked Mr. Felton for his kindness with COVID issues (closing and opening the offices and allowing his staff to come onsite and complete the audit). He said Mrs. Edgerton and the Finance team did an outstanding job, and this is probably the strongest Finance department that he works with in the entire country.

## HOUSING AUTHORITY OF THE CITY OF RALEIGH

BOARD PRESENTATION - SEPTEMBER 24, 2020



## RESULTS OF FINANCIAL & COMPLIANCE AUDIT

# RESULTS



- ✓ Clean Audit Opinions
- ✓ No reportable Significant Deficiencies
- ✓ No material weaknesses
- ✓ No findings for noncompliance
- ✓ Financial Statements - clean

## IMPORTANT PAGES

|             |                                  |
|-------------|----------------------------------|
| Pages 1-2   | Independent Auditor's Report     |
| Pages 3-12  | Management Discussion & Analysis |
| Pages 58-59 | GAGAS Report                     |
| Pages 60-61 | Single Audit Report              |
| Page 62     | Summary of Results               |
| Page 97     | SEFA - \$39,069,903              |

## IMPORTANT NUMBERS

|         |  |
|---------|--|
| Page 4  | Current Assets increased to <b>\$38.5M</b>   |
| Page 4  | Unrestricted equity increased to <b>\$33.4M</b>  |
| Page 5  | Total Revenue <b>\$49.7M</b> , increase of <b>\$1.5M</b>   |
| Page 5  | Total Expenses <b>\$47.8M</b> , increase of <b>\$1.1M</b><br>(most of the increase is HAP expense) |
| Page 11 | Total debt is less than <b>\$7M</b> , no new debt  |
| Page 21 | Cash generated from operating activity - <b>\$4.6M</b>   |

Commissioner Warren asked Mr. Rector to explain RHA's restricted and unrestricted funds. Mr. Rector said RHA currently has \$4 million of unrestricted cash in Public Housing. Commissioner Warren asked if RHA can do anything it wants with that money. Mr. Rector said it is unrestricted to the Public Housing program, not to the entire agency.

Mr. Rector said for CAD, the unrestricted equity or unrestricted cash in investments is unrestricted for the entire agency. He said RHA's unrestricted equity is approximately \$33.4 million. \$7-\$8 million of that is restricted by a particular program. Everything else is fairly flexible to be used and leveraged to build more affordable housing in accordance with the state charter.

Commissioner Warren thanked Mr. Rector for that information. He asked if the restricted funds for Public Housing can still be used to support the Public Housing initiatives, and if there is flexibility to invest some of that unrestricted capital into more affordable housing (like what was done at Walnut Terrace). Mr. Rector said that is correct. RHA spent \$40 million on Walnut Terrace – leveraging about \$10 million of Public Housing reserves – developing both public housing and a mixed-finance property. RHA's business activities and CAD helped develop the entire community. Much of RHA's cash flow comes from the surpluses in Walnut Terrace.

Mr. Felton said Walnut Terrace has a very good cash flow. He said there's no debt on the public housing side – the debt is on the affordable market rate side. Staff is able to make additional payments on that to pay it down quicker.

Mr. Rector said all of that cash flow can be leveraged into future deals. He is very excited that RHA is going to make more affordable housing since there is a shortage of affordable housing in Raleigh.

## AFFORDABLE HOUSING BOND DISCUSSION

Mr. Felton said Raleigh is proposing an Affordable Housing bond in November. It is an \$80 million bond with five different buckets:

- Site acquisition for future tax credit developments.
- Public/private partnerships for permanent supportive housing.
- Gap financing for tax credit deals.
- First time home buyers down payment.
- Owner-occupied rehab.

Mr. Felton turned the meeting over to Commissioner Warren, who has been working with the city on this bond. Commissioner Warren said he is asking the Board to endorse this bond. He thinks it's important that RHA be a leader by saying this non-partisan issue coming before the voters in November is important. He doesn't think RHA would ever use any of this money, that is not why he's asking RHA to endorse it. However, they are looking for a wide range of organizations to endorse the bond and provide some financial support to help promote the bond.

Commissioner Warren said there is little to lose as an endorser, and it shows RHA's leadership for supporting affordable housing across all spectrums. He would like the Board to consider approving a motion to endorse this bond. He said he would also challenge the Board to identify a modest amount of money that would go to the committee that was established by the chamber (non-partisan) to help promote the bond. The group has a \$300,000 budget.

Commissioner Warren said DHIC has contributed approximately \$3,500 and he asked Commissioner Winstead about their involvement with endorsing the bond. Commissioner Winstead said DHIC is very much in support of the bond and they have staff on the committee that help to get the word out to the community about the bond.

Commissioner Warren made a motion to approve the endorsement of the Affordable Housing Bond. He turned the meeting over to Commissioner Morris to open it up for discussion.

Commissioner Morris asked if DHIC made a contribution to support the bond. Commissioner Winstead said they did make a monetary contribution. Commissioner Winstead said she thinks it was \$2,500. *(Commissioner Winstead later clarified that the amount was \$3,500.)*

Commissioner Morris said since it is a non-partisan bond, RHA should not have any repercussions from endorsing it or making a contribution. Commissioner Warren said he hopes RHA would not have repercussions. However, Raleigh voters will be voting to increase their taxes by roughly \$20 per month for the average-value home. There may be anti-tax people who are against the bond.

Commissioner Braun said he thinks that number is actually \$20 per year for the median-valued home. Commissioner Warren said that is correct – \$20 per year, not \$20 per month.

Commissioner Mutisya asked if the monetary donation goes toward campaigning. Commissioner Warren said that is correct. The donations are governed by the North Carolina Board of Elections so it would not be unlike donating to a candidate (although that would be a partisan donation). It is not tax deductible but the donations will be public record.

Commissioner Braun said the Board is doing two things with this issue:

1. Approve that RHA will publicly support the Affordable Housing Bond.

2. Board agreement to make a donation to support the bond.

Charles Francis thanked Commissioner Braun for clarifying what the Board is voting on. He said the motion right now is for RHA to support the bond. He said Commissioner Warren has moved and there has been no second yet. Commissioner Braun seconded the motion for RHA to support the Affordable Housing Bond.

Mr. Francis said the RHA staff has spoken with HUD and there is no regulatory impediment to endorse the bond and make a contribution. Commissioner Warren said the key is that it's non-partisan.

Mr. Felton wanted to add the following items before the vote:

- The bond is for housing, which is RHA's mission.
- There are some buckets within the bond that help RHA residents.
- Even though there are nay-sayers within every issue, staff doesn't think there will be any negative repercussions against RHA.
- Any donation would need to be taken out of RHA's Local Fund (no Federal Funds could be used).

Commissioner Warren moved and Commissioner Braun seconded that RHA support the Affordable Housing Bond that is scheduled to be voted on in the November 3<sup>rd</sup> election.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench,

Nay: None

RHA's support for the Affordable Housing Bond has been approved.

Commissioner Warren moved and Commissioner Winstead seconded that RHA contribute \$5000 from unrestricted funds to the Citizens for Supporting Raleigh Committee to assist them to promote and communicate the importance of this bond issue.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench.

Nay: None

RHA's donation of \$5,000 from unrestricted funds to the Citizens for Supporting Raleigh Committee has been approved.

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## NEW BUSINESS

Mr. Felton thanked Mr. Rector and his staff for their thoroughness of the audit. He said this is RHA's 33<sup>rd</sup> consecutive year with no financial audit findings. Staff is not aware of anyone coming close to this. This is Mrs. Edgerton's first full year audit as Director of the Finance Department. A big thank you goes out to the Finance staff for the work they do annually to make this possible.

While the audit is mostly financial, it involves every department at RHA so thanks also go out to the entire staff for their efforts with the audit.

This resolution considers the audit for the Board's approval. Part of the audit is the Management Discussion and Analysis ("MD&A") which the board approved the draft form in June. There have been only minor changes to the MD&A.

The MD&A, financial statements, and the notes to the financial statements were prepared by the Finance staff. The auditors review these statements and test the results.

The audit has been accepted by the NC Local Government commission and is being reviewed by HUD. This resolution approves both the audit and the MD&A.

Commissioner Morris thanked the staff on behalf of the Board for all of their hard work.

HOUSING AUTHORITY OF THE CITY OF RALEIGH  
RESOLUTION NO. 49 (2020)

WHEREAS, U. S. Department of Housing and Urban Development ("HUD") requires a housing authority to contract with an independent auditor for an annual financial audit; and

WHEREAS, the audit must conform to the federal requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, Audits of States, Local Governments, and Non-Profit Organizations; the Government Auditing Standards issued by the Comptroller General of the United States; and the Sarbanes-Oxley Act of 2002; and

WHEREAS, HUD regulations require the audit report be issued within 9 months of the end of the fiscal year, or December 31, for the Housing Authority of the City of Raleigh ("RHA"); and

WHEREAS, the RHA Board of Commissioners approved Resolution No. 3 on January 23, 2020 selecting Rector, Reeder, and Lofton, PC, Certified Public Accountants, to perform the audit for the fiscal year ended March 31, 2020; and

WHEREAS, Rector, Reeder, and Lofton audited the financial statements of RHA as of and for the fiscal year ended March 31, 2020; and

WHEREAS, Rector, Reeder, and Lofton issued their report thereon dated August 3, 2020; and

WHEREAS, the Management's Discussion and Analysis for the fiscal year ended March 31, 2020, which was adopted by the RHA Board of Commissioners with Resolution No. 38 on June 25, 2020, is included in the audit report; and

WHEREAS, the audit report and the management letter has been distributed to the Board of Commissioners for review; and

WHEREAS, the audit report on the financial statements for the fiscal year ended March 31, 2020 contains an unqualified opinion and there were no audit findings, which is RHA's 33<sup>rd</sup> consecutive year with no financial audit findings;



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that the Management’s Discussion and Analysis and Audited Financial Statements as of and for the fiscal year ended March 31, 2020, prepared by Rector, Reeder, and Lofton, PC, Certified Public Accountants, be accepted.

Commissioner Warren moved and Commissioner Braun seconded approval of the foregoing resolution.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

Resolution No. 49 (2020) has been adopted.

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Mr. Felton 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 items which are included in the agency plan. However, if staff potentially needs to change a policy it must be in RHA’s agency plan.

These items are being discussed with staff and residents to hear their concerns and suggestions. A draft plan has been prepared and staff will meet with the Resident Advisory Board and post the plan on RHA’s website for comments. The plan will be ready for public review in October for 45 days. Staff will prepare the final plan for approval at the December board meeting.

Behind the resolution is a summary of the proposed changes to the agency plan. Those changes include:

- Updated statements regarding RAD since RHA has been awarded its CHAPs.
- ACOP and Administrative Plan will be updated and part of the Agency Plan.
- Updated security camera locations.
- Analysis of Impediments is updated and has been completed.

The next Analysis of Impediments is due in five years.

Commissioner Braun said there is a reference to the Inter-Community Council and the Resident Advisory Council. He asked how many people are on each of those and how often do they meet. Mr. Felton said pre-virus the Inter-Community Council (“ICC”) met approximately six times a year (every two months). He said not every property has a Resident Advisory Council – there are about ten Resident Advisory Councils. He said each property can set up a Resident Advisory Council and they would elect a President for that property. All of the Resident Presidents come together to form the ICC and they elect a President.

Commissioner Braun asked if every one of RHA’s communities have a Resident Advisory Council. Mr. Felton said not every property has a Resident Advisory Council – there are only about ten (about 60% participation).

Commissioner Braun asked why there isn’t more participation in the other communities. Mr. Felton said that residents are busy so it’s more difficult to get participation. A few of RHA’s communities are spread

out and they don't have a place to meet so that makes it a little more difficult. Occasionally a President will step down and it may take a year or two before someone takes their place.

Commissioner Braun asked if there isn't a Resident Council for a particular property, what does RHA do to communicate changes. Mr. Felton said staff will go directly to the residents by putting flyers on everyone's door, etc.

Commissioner Braun about Moving to Work – what is that and what efforts is staff doing to become a Moving to Work Agency? Mr. Felton said Moving to Work (“MTW”) is a demonstration program that started in 1996. At that time, HUD allowed 39 agencies to be part of MTW. MTW allows the PHA to set up its own program with different work requirements than are allowed in Public Housing. RHA had been considering this program. However, HUD closed it out for several years. In 2016 HUD opened it up to an additional 100 PHAs. At that time, RHA staff were interested in the RAD program and wanted to lock in to those high rents. HUD has recently made changes to MTW that requires the PHA to meet more criteria. There may still be an opportunity to do MTW but staff is not actively looking at it at this time. It must still be in the RHA plan in case staff decides to look into it again.

Commissioner Warren asked Mr. Felton to send out the current 5-Year Plan for the Board to review. Mr. Felton said it attached to one of the resolutions coming up later in the meeting.

Commissioner Warren asked which resolution the plan is behind. Commissioner Morris said it is behind Resolution No. 52 (2020).

#### HOUSING AUTHORITY OF THE CITY OF RALEIGH RESOLUTION NO. 50 (2020)

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

WHEREAS, Raleigh Housing Authority ("RHA") is in the process of revising the annual plan to reflect actions to be effective April 1, 2021; 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 FYE 2022 Agency Plan; and

WHEREAS, RHA will publish a public notice of this plan and policy revisions in the *News and Observer* which will also announce the date and time of the public hearing to discuss these revisions; and

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

WHEREAS, RHA successfully received a RAD portfolio award from HUD in January 2020 which will be reflected in revisions to the annual and five year plans as required by revision four; and

WHEREAS, the attached summarizes the proposed items and/or modifications that may be included in the Agency Plan submission; and

WHEREAS, there may be other items added to the plan 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 Agency Plan for April 1, 2021 and to seek public input and comment on this plan prior to presenting the final plan to the RHA Board.

BE IT FURTHER RESOLVED that the final plan 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 Bran moved and Commissioner Mutisya seconded approval of the foregoing resolution.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

Resolution No. 50 (2020) has been adopted.

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Mr. Felton said staff has proposed to change the Property Manager I position at Stonybrook to a Property Manager II position. Stonybrook is a CAD-owned property.

As a Property Manager II, they would also be managing the scattered home sites (106 units) for RHA. Reasons for this proposed change include:

- Stonybrook is affordable market rate apartments. Staff makes sure the residents qualify when they move in and there are no interims or recertification as with public housing. It is a standard market rate apartment complex.
- Scattered sites are part of RHA's incentive properties (residents must have been working 24 months for 35 hours per week in order to live there). Residents must also continue working during their stay and there is a 10-year limit. Residents must also complete homeownership training each year.
- There is a separate application for potential residents to fill out in order to be considered for the scattered sites. There is also a separate waiting list.
- When the Property Manager for scattered sites retired a few years ago, RHA absorbed their position and split the scattered sites between two Property Managers.
- Given the recent audit findings, staff feels that added scattered sites along with the previous portfolio may be too many units.
- Stonybrook has been operating well the last few years. Staff feels a manager meeting Property Manager II qualifications can handle this portfolio and the additional requirements for this program.
- Staff did not feel scattered sites warranted a designated position because some of these units may potentially be sold.
- Scattered sites are then run by one person and one person would be maintaining the wait list. This will be less confusing for applicants to have one manager for all.

This will reduce the work load at a couple of property management offices which will give them more time to focus on the remaining portfolio.

RHA would be better utilizing a position that currently exists. It is less expensive for RHA than adding an entirely new position.

Commissioner Warren asked if all of the properties are RHA or are some CAD? Mr. Felton said Stonybrook is CAD and the Scattered Sites are RHA. CAD has a Management Agreement with RHA so the employee is still an RHA employee at Stonybrook.

Commissioner Warren asked if that employee bills their time to CAD for Stonybrook under a contractual relationship with CAD. Mr. Felton said there are similar situations at Capitol Park, Chavis Heights, and Walnut Terrace and they are done unitarily. Liz Edgerton, Director of Administration-Finance said there is a proration that is applied. She said in this case, because there are 106 units for Stonybrook and 108 for Single Family Homes, it would basically be a 50/50 split from the salaries (50% gets charged to CAD and 50% gets charged to RHA).

HOUSING AUTHORITY OF THE CITY OF RALEIGH  
RESOLUTION NO. 51 (2020)

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Raleigh (“RHA”) approved the original operating budget for the fiscal year ending March 31, 2021 at its regular meeting on December 5, 2019; and

WHEREAS, the operating budget for FYE 2021 included a Schedule of All Positions and Salaries necessary to operate all programs under management and development at RHA; and

WHEREAS, Property Manager I is responsible for managing one affordable market rate community, Stony Brook Apartments, consisting of 106 units; and

WHEREAS, a Property Manager II is responsible for managing one or more public housing and/or affordable market rate communities; and

WHEREAS, RHA owns 108 public housing Single Family Homes (“SFH”) located across the City of Raleigh; and

WHEREAS, in the Schedule of All Positions the management of the SFHs were split between two Property Manager II positions; and

WHEREAS, having one manager responsible for all SFH units will allow the wait list to be managed more efficiently; and

WHEREAS managing public housing units require the knowledge of the Department of Housing and Urban Development (HUD) regulations, income based rent calculations, and interim rent changes; and

WHEREAS, moving the SFH units under the management of the current affordable market rate Stony Brook property manager would increase the responsibility of the Property Manager I position; and

WHEREAS, staff recommends a revision to the Schedule of All Positions and Salaries in the 2021 operating budget to change the Stony brook Manager from a Property Manager I to a Property Manager II; and

WHEREAS, staff estimates initially cost for equipment to be an amount of \$500 not to exceed \$1,000 to provide the equipment to up fit the requested position; and

WHEREAS, there are sufficient operating funds available in the current fiscal year to fund these changes;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that one Property Manager I position (Grade 11) be changed to a Property Manager II (Grade 14) effective September 26, 2020, the beginning of the next pay period.

BE IT FURTHER RESOLVED that the appropriate budgets be amended to reflect the change in position and the equipment necessary to perform the requisite job duties.

Commissioner Braun moved and Commissioner Winstead seconded approval of the foregoing resolution.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

Resolution No. 51 (2020) has been adopted.

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Mr. Felton said a revision must be made to the 5-year plan for the Carriage House roof replacement. The Carriage House roof replacement was not part of the 5-year plan.

While looking at the façade repairs at Carriage House, staff realized the roof needed to be replaced. The roof was added to the Capital Fund Grant. However, the 5-year plan was not updated. This resolution updates the plan so that the funds will be available to proceed with the roof installation.

Commissioner Braun said Resolution No. 50 (2020) referenced the 5-Year Plan goals and Resolution No. 52(2020) is a capital plan for expenditures (mainly spreadsheets). He asked where the text of the plan is located for review. Commissioner Warren said that goes back to his previous question. Mr. Felton said the 5-Year Plan is typically the Capital Fund – where RHA would lay out the plan for what it wants to do for capital improvements for the next five years.

Commissioner Warren said some of the Board doesn't understand all of the plans at RHA. Mr. Felton said that can be discussed in detail when staff brings the final back for the December Board Meeting. Commissioner Braun suggested circulating it in advance so that the Board can look at it.

HOUSING AUTHORITY OF THE CITY OF RALEIGH  
RESOLUTION NO. 52 (2020)

WHEREAS, the Housing Authority of the City of Raleigh (“RHA”) receives annual funding for the Capital Fund Program from the Department of Housing and Urban Development (“HUD”); and

WHEREAS, the Capital Fund Program funding allocations are used for capital improvements to the public housing inventory; and

WHEREAS, the capital improvements at each public housing development were identified through the input of staff and discussion with public housing residents, finalized and submitted to HUD as part of the agency's annual plan; and

WHEREAS, by Resolution 71, dated December 5, 2019, the updated Agency Plan, including the 2020-2024 Capital Fund Five Year Plan was approved; and

WHEREAS, by Resolution 22, dated March 26, 2020, revisions to the 2020-2024 Capital Fund Five Year Plan were approved; and

WHEREAS, since the inception of grant eligibility, revisions to the grant are being proposed to better serve the needs of the public housing inventory; and

WHEREAS, staff is recommending that the revised 2020-2024 Capital Fund Five Year Plan be approved, which by reference are made part of this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF RALEIGH that the 2020-2024 Capital Fund Five Year Plan be approved for submission to the Department of Housing and Urban Development.

Commissioner Warren moved and Commissioner Mutisya seconded approval of the foregoing resolution.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

Resolution No. 52 (2020) has been adopted.

*(Resolution No. 53 (2020) has been pulled from the agenda and will be presented to the Board in October.)*

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Commissioner Morris congratulated Commissioner Winstead on her new position at DHIC and wished her the best of luck in the future.

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#### DISCUSSION TO ESTABLISH ADDITIONAL COMMITTEES

Commissioner Morris turned the meeting over to Commissioner Warren to discuss a motion he wanted to present to the RHA Board.

Commissioner Warren said during the last RHA Board Meeting, the Commissioners discussed creating a new committee to broadly address real estate issues. In addition, there are five new commissioners on the Board and there is interest from them to learn a little more about RHA's operations. One way to do that is to have subcommittees that can meet with staff to learn a little more about RHA operations, policies, and

get a better base of understanding of this complicated organization (rather than burden the full Board Meetings, which are transactional in nature).

Commissioner Warren said that initially a real estate committee was discussed. He said he tried to formulate it a little bit differently for the Board's consideration this evening. He sent a proposed motion to the RHA staff. (*Staff shared the proposal with the Board via Zoom share*).

The proposal stated the establishment of two new committees:

- Repositioning Committee:
  - This Committee will examine RHA's plans to redevelop and refinance its existing portfolio of properties including Heritage Park.
- Resident Services and Communications Committee
  - This Committee will explore support services provided either directly by RHA or in partnership with other organizations. Additionally, the Committee will examine means and methods that RHA uses to engage residents to advise RHA on service delivery matters.

Commissioner Warren said this is not meant to suggest that anything is wrong with the way that staff is managing RHA. It's simply a way of recognizing that RHA has a lot of new Board Commissioners who want to be educated more about what's going on. He said he also thinks the Commissioners have genuine contributions that they can make to RHA's operations.

Commissioner Morris asked for discussion before the vote is called. He said the motion is to create two committees and he read the motion to the Board:

The Committees will operate under the following general guidelines:

1. Committees will operate in an advisory capacity to the full Board of Commissioners.
2. The Committees will not include more than 4 Commissioners.
3. RHA staff will provide support to these committees by:
  - a. Setting up meeting schedules.
  - b. Assigning 2-3 staff members familiar with the subject matter of the Committee to advise and inform the work of the Committee.
  - c. Maintaining minutes of Committee meetings.
4. Upon establishment of the Committees, the Committees will promptly schedule an initial meeting at which time the Committee will:
  - a. Elect a Chair of the Committee.
  - b. A schedule of meetings.
  - c. A description of topics that the Committee wishes to explore.

Commissioner Morris moved and Bahati Mutisya seconded the discussion to establish additional committees of the Raleigh Housing Authority.

Commissioner Morris said he thought a Development Committee was established during the September RHA Board Meeting, which encompasses the same things as the Repositioning Committee that is being presented this evening. He asked if Commissioner Warren is suggesting renaming the Development Committee to the Repositioning Committee, or is it a separate committee. He said he has no problem renaming the committee but asked if there was a reason to create a new committee that would overlap with the Development Committee that was established in September.

Commissioner Warren said the committee is meant to be the same. He thought "Repositioning" might be more encompassing (to reflect all of the older deals). Commissioner Morris said it's really just a name

change for the committee and group that was established last month. Commissioner Warren said that is correct and there are already committee members who have volunteered to be on it.

Commissioner Braun said he thought the Board discussed creating the committee but he thought it would be voted on and technically established during this meeting. Charles Francis said the Board created the committee and then Commissioner Warren suggested a charter and asked (Mr. Francis) and Mr. Felton to bring a Charter back to the Board in October.

Commissioner Morris said the four members of the committee are:

- Eric Braun
- Arne Morris
- Bahati Mutisya
- Gregg Warren

*(This was confirmed in the meeting minutes.)*

Commissioner Warren said he's suggesting in this motion that the first meeting of the committee will be to elect a chair and discuss a schedule of the meetings. Commissioner Morris suggested the motion at hand should state that the committee is being renamed and establish the details about how the committee will operate. Some of those were discussed at the last meeting. Commissioner Morris said he doesn't think there needs to be three committees. Commissioner Warren agreed – that was never his intention.

Commissioner Morris asked that the motion be amended to state that the committee be renamed to the "Repositioning Committee". Commissioner Warren said that is correct.

Commissioner Braun said, just to be clear, there was no vote to create this committee. There was discussion and people said they would serve, but there was no vote creating a committee. Mr. Felton said the charter that is brought back to the Board would officially create the committee. Mr. Francis said that would be a better way to do it.

Mr. Francis said often times the committees of a non-profit entity or corporation are designated in the By-Laws. He said that doesn't have to be the case, there is no legal requirement for that. In RHA's case, the By-Laws have a section for Officers and Committees but there are no committees designated. He said it's a Board decision what committees they want to have. It is an important decision because it takes a lot of staff time and resources. What tends to happen with committees is ideas germinate and they come forward for action. He said it is a good idea to have some idea in mind of what these committees really are going to do so the Board knows what they're voting on. There should be a good amount of discussion with the Executive Director about how this is going to work in practice. Although it isn't a By-Law change, it is a consequential decision.

Mr. Francis asked Commissioner Morris about the current established committees within RHA. Commissioner Morris said the only committee right now is the Audit Committee.

Mr. Francis said RHA is tripling the number of committees with this motion tonight. He said he's not speaking for or against it – it's not his role to do that. He's suggesting that the Board may want to give some thought as to what the committees are going to do before they are put in place.

Commissioner Morris said Mr. Francis made some good points. He was trying to break this down into the following points:



- last month the committee had been created
- volunteers were in place
- it would move forward

Commissioner Morris said the Board should have discussion about the second committee – the Resident Services Committee. He said he agrees with Mr. Francis that there is a time element – not just for the Board Commissioners but it’s also for the staff – and the Board needs to be respectful of that time.

Commissioner Morris said it was mentioned that there is talent on the RHA Board and they can assist with various things when the agency requests that assistance. However, the Board needs to manage and make sure they are acting as a governing board and not as an operational board – because the Board should not be getting too deep into the operations of the agency.

Commissioner Morris said RHA just hired someone who is a Community Services Coordinator – Delores Cruz – and she could be a liaison with that committee. He asked Mr. Felton to explain Ms. Cruz’s role at RHA to make sure there isn’t overlap between her position and what the committee would be trying to accomplish. Mr. Felton said Ms. Cruz has been with RHA for three years – she was originally hired for the Section 8 department. She is a staff of one. Since the pandemic, she has been reaching out to families who need help. If they need help with utilities, she points them where to go to get that help. She was also part of getting the Raleigh Tennis Association donations. Ms. Cruz has been working with Arts Together to do dance classes at RHA properties. She’s been working with Dress for Success and Build a Better You to help the residents. Ms. Cruz has been asked to focus on helping residents find work and be successful (and also find ways that RHA can give kids something to do and keep them busy).

Commissioner Morris asked Commissioner Warren and Commissioner Braun to give him their thoughts on what things this second committee would be looking at.

Commissioner Braun said he understands this is a big change from how the RHA Board has operated in the past. He said he has been on a lot of Boards and he’s never served on one that didn’t have committees. Since he’s been on the RHA Board, there hasn’t been a lot of opportunity to engage in topics during the meetings. There is no section on the agenda about “Commissioner Concerns”. He said when a Commissioner raises a question, there has been a real emphasis to move the meetings along to get them over with. If the Board isn’t going to have an opportunity to have discussions in detail about policy guidance and issues during the meetings, then they need to be at committee meetings. He said his personal opinion is that they see a lot of trees on the Board but they doesn’t see a lot of the forest – and the policy guidance is at the forest level. Commissioner Braun said he isn’t sure what the forest is and he has a difficult time evaluating the trees that are brought before the Board because he can’t see where they fit in to the forest.

Commissioner Braun said he would like other Commissioners to weigh in on this issue. Commissioner Mutisya agreed that the meetings take a long time – there is a lot that needs to be discussed. She said there are more questions that the Board has and committees would help get those answers. She said it would be helpful for the new Commissioners to ask questions away from the Board Meetings so as not to take up the time of the more established Board Commissioners.

Commissioner Mutisya said she understands what Commissioner Morris is saying about not becoming operational, to make sure the Board maintains its role as a guide and not taking over the operations of the agency. She thinks the point of the committees is to ask more questions to have a good understanding and then to provide guidance from there.

Commissioner Mutisya said that Ms. Cruz would be a great liaison for that committee. She is in support of having the two new committees – not a third committee.

Commissioner Fonville said the only thing that she would add is that it's important for the Board to acknowledge that some of the questions that come out of their advisory capacity might result in RHA changing some of its operations, if they desire. However, she thinks that by having these committees, the Board, with its newfound understanding of what's going on, may be able to provide some guidance that lends to the policy piece (even if, in the execution of it, the RHA staff decides to implement some operational changes or modifications).

Commissioner Winstead added that in her role at DHIC, their Board is structured so that it has subcommittees to help dig into the meat of things and provide guidance to the staff. DHIC really relies on the expertise of those committees and Board Members to help them think through things. She thinks it could be useful in this setting as well.

Commissioner Morris said his next comment would be to make sure they establish the right committees. He said he thinks the Repositioning Committee is a correct committee. However, he thinks there may be something more meaningful than the Resident Services and Communications Committee to give the new Board Commissioners the knowledge about RHA and its operations. He would like to brainstorm whether that is the right committee because he doesn't want to establish a committee and later determine that it wasn't the right committee. He would rather give some thought as to what is that next right committee.

Commissioner Mutisya asked Commissioner Morris to discuss what his concerns are about the Resident Services and Communications Committee. Commissioner Morris said he doesn't have a concern. He said when he hears new Board Commissioners say they need more knowledge, he's not sure that talking about the relationships with residents and the services of Arts Together, etc. is going to be the knowledge that they are looking for. These are all nice events and services that are beneficial to the residents.

Commissioner Braun said RHA builds and operates affordable housing. The other big ticket item that RHA does is that it deals with customers (RHA residents) and he thinks this kind of committee will help educate the Board about the residents and what their needs are – and will help the Board understand where RHA might be able to enhance services help the residents in certain ways. He said from a policy perspective, it's looking at who are RHA customers, what services is RHA providing, and are there other services that RHA should consider providing. He said, to him, the big things for the Board to consider are building things, maintaining them, and understanding the people that use what RHA builds. He sees the Resident Services and Communications Committee as a good fit but he's open to discussion.

Commissioner Warren said he is used to having committee charters and it could be easily added to item number 4 in the motion tonight that the committee's first charge is to come back to the RHA Board with their proposed charter. He said he would also not object to suggest these committees would have a one-year life to be renewed, if they are useful. He thinks a lot of this is simply information that new Board Members want in order to learn more about RHA's operations for an advisory role. These committees are strictly advisory in this motion.

Mr. Felton said he appreciates all of the new Board Commissioner's interest in RHA and how it operates. The Board votes on a lot of things and are responsible for that. He asked since the key goal of the committees is seemingly to share information, is there a way to combine all of this into one committee (either by committee or information-sharing session, etc.)? He wondered if there was a way to get the Board the information they are looking for without creating so many committees that cut into staff's time.

Commissioner Morris said he thinks the Repositioning Committee should be a separate committee because there are some huge tasks going forward for RHA and the Board. That will require a lot of focused discussion and has a specific objective. However, the Resident Services and Communications Committee is a broader committee that covers more topics and is more flexible.

Commissioner Mutisya agreed that the Repositioning Committee should be a separate committee. She said she doesn't know what else would be included with the Resident Services and Communications Committee.

Commissioner Morris said what he was thinking maybe since the Resident Services and Communications Committee is broader it could address other things as well.

Commissioner Warren said he thinks maybe the communications piece of that committee description could also incorporate how RHA relates to external parties (for example, the city's request for participation in the Dix planning process). There might be an opportunity to extend out that committee.

Commissioner Fonville asked if it would be more community engagement – residents or third parties (such as the Dix Project). Commissioner Warren said yes, it could be. This is all open discussion.

Commissioner Braun said for him, the main goal of these committees is to use the Board's collective expertise. Each Commissioner brings something to the table in different ways. He doesn't think it is just information sharing. One of the things HUD emphasizes is getting feedback from residents and understanding residents' concerns. For example, with Heritage Park, it's letting the residents know what is going on and what options they have. He said there are other services that communities can help RHA residents with (financial, daycare, etc.). The Board doesn't hear much about the services that RHA provides to the residents and it would be helpful to know if RHA is providing the right services. Those are not operational – they are higher level discussions. However, there are operational ways to implement them.

Commissioner Braun asked what are the goals for resident services within RHA – who sets them and where has that ever been set?

Mr. Francis offered some history with RHA resident services. He said before he became an attorney for RHA, Floyd Carter was the Executive Director. Mr. Carter was well-regarded in national housing authority circles. During the 1980s and early 1990s, RHA was more involved in some of the things that Commissioner Braun is implying, in terms of providing services to residents. In 1992, a woman and her child were tragically killed by Carbon Monoxide poisoning at Walnut Terrace. It was found that RHA had been terribly negligent and the entire Board and Executive Director were dismissed. After one or two Executive Directors, they settled on Steve Beam. Mr. Beam's very firm guidance and leadership was that RHA wasn't going to do resident services of the type being discussed tonight. He wanted to focus on bricks and mortar and on the finances of the agency.

Mr. Francis said it's not that RHA doesn't promote those services. They're mostly done through third party service providers. For example, St. Saviour's Center rents the building next to Glenwood Towers and provides the residents with services. The agency needed to focus on getting its finances in order, which it has (as heard about from tonight's presentation from the auditor).

Mr. Francis said this would be a change in course from what has been done previously. He said he is not speaking against it – there is always room for change and improvement. However, it would be different and that is why the Board hasn't heard anything about it. The agency doesn't do that.

Mr. Francis also wanted to add that he has also been involved with a lot of Boards. He said the model for the RHA Board governing process for a long time has been that the staff generated the proposals, they were discussed at the Board level, and then the staff acted on those proposals. Obviously, the model that some of the new Board Commissioners have in mind is different from that. He said the Repositioning Committee has been suggested so that the Board's expertise can be utilized in the redevelopment of Heritage Park and other things. There is no right or wrong way – it's just a different model. The YMCA Board operates somewhat like what is being suggested this evening where there are committees that do all the work and then a proposal is brought back for a new YMCA and the Board says "yes" or "no".

Mr. Francis said the Board should have its eyes wide open since it would be a shift in how the RHA Board previously governed the agency, as well as the Executive Director. He also said establishing a committee is not a constitutional type of change, but it is significant. There has been a good definition of what the Repositioning Committee will do. However, it is a little vague what the Resident Services and Communications Committee is going to do. Mr. Francis suggested the Board think about whether it has been "fleshed out" enough to set it up tonight. There may be more definition needed – or maybe, in terms of education, it could be accomplished in some other way.

Commissioner Braun said he appreciates that information (in particular the history of resident services). He said Mr. Francis raised an issue that is a perfect example of service providers for the residents. Instead of RHA providing direct services to the residents, the concept is more third parties providing those services. He said he's not talking about whether RHA gets in the business of providing services to the residents or not. He is suggesting the committee discuss what the services are that the client needs and does RHA have the right partners helping provide for those needs. Could RHA do a better job in facilitating those third party service providers? Those are policy issues, not operational. Right now, there's not a good exchange of information about how to understand it and determine whether RHA is actually achieving what it hopes to achieve.

Commissioner Winstead says it sounds like there may be some consensus around the Repositioning Committee. Perhaps the missing piece may be providing more information for the new Board Commissioners. Would there be an opportunity to do some kind of work session or retreat where the Commissioners could get up to speed on some of these things where there are knowledge gaps? There could also be discussion as to whether there would be an opportunity for an additional committee that could provide guidance.

Commissioner Morris said that is a great suggestion and he has two questions for the Board and staff:

1. Would the Board want this education to be during the 8:00 am – 5:00 pm hours or after 5:00 pm hours?
2. When can Mr. Felton provide some of the staff that will be needed for these educational sessions?

Mr. Felton suggested getting a list together of what needs clarification – Heritage Park redevelopment, resident services, or any other areas that the Board would like more information about.

Commissioner Morris suggested that information could be compiled and sent back to staff.

Commissioner Winstead said that the things they have been involved in recently have been a couple of hours one day a week for a couple of weeks – or a format like that where they don't try to do long stretches at a time.

Commissioner Morris asked Commissioner Winstead if that would be between the 8:00 am and 5:00 pm hours. Commissioner Winstead said she is completely open to the timing of it. She said it's important enough that she thinks the Board would make time for it during the day if that's easier for RHA staff.

Commissioner Morris suggested making it a "Lunch and Learn" (11:30 am – 1:00 pm).

Commissioner Morris asked Mr. Felton if that would be feasible with the staff. Mr. Felton said would work with the staff.

Commissioner Braun said he is very flexible – he prefers the daytime – but he will make himself available for whatever is best for the rest of the group.

Mr. Felton said that idea is good – a "work session" (or whatever the Board would like to call it). A topic can be picked every week to discuss. He said Commissioner Winstead mentioned a retreat and that is a good idea – not only to learn about RHA, but also to learn more about each other. There are currently five new Commissioners on the Board and it would be helpful for staff and Commissioners to learn more about each other. It might need to wait until things loosen up a bit with the pandemic.

Commissioner Warren said there seems to be general consensus about creating the Repositioning Committee and there seems to be some reluctance – at least at this time – to commit to a Resident Services and Communications Committee. Instead, the Board is going to focus on some "Lunch & Learns".

Commissioner Warren noted that at the last meeting the Repositioning Committee wasn't firmly established. He asked Mr. Francis if it would be appropriate in some fashion to memorialize the committee with a motion and some sort of committee charter that could be drafted by that committee and then approved by the full Board. Mr. Charles said if what the Board is considering doing is to amend the motion to just include the Repositioning Committee, it would be appropriate to have a formal vote since there seems to be a consensus to establish that committee. He said the committee members should be named and the committee or staff should be directed to bring a charter back to the Board for approval.

Commissioner Braun said he is ready to establish the committee. However, he thinks the Board should authorize the committee to propose the charter and that should come back to the Board for approval. Commissioner Warren and Mr. Francis said that was the intention.

Commissioner Braun said he thinks there should be an additional committee (but that doesn't need to be established tonight). The Lunch & Learns are a good idea for everyone but he thinks there should be more discussion at some point about a second committee related to resident services.

Commissioner Morris said he doesn't disagree with that. However, knowledge from the Lunch and Learns can help vet out what that additional committee should look like.

Commissioner Morris asked Commissioner Mutisya and Commissioner Fonville if the Lunch & Learns works in their schedules. Commissioner Mutisya said she is good with the Lunch & Learns. Commissioner Fonville said she can do Lunch & Learns, except on Fridays.

Commissioner Warren asked who is responsible for establishing the Lunch & Learn agendas. Commissioner Morris said there probably should be someone on the Board to be a liaison with someone in the agency. Commissioner Winstead said she would take responsibility for that (to work on the Lunch

& Learn topics). Mr. Felton said the Board can send that to Ms. Wall and staff will decide who needs to be in the session.

Commissioner Warren said he thinks it's important to have subject matter experts in the meetings.

Commissioner Morris suggested maybe this first Lunch & Learn starts with Ms. Cruz, RHA Resident Services Coordinator, to move things along. Maybe she could be on board first to educate the Board on the programs that she has and what she's doing.

Commissioner Mutisya asked for clarification with the Lunch & Learn. Will there still be topics collected that the Board is interested in learning more about? Commissioner Morris said yes – send those to Ms. Wall. The topic of the first Lunch & Learn can be decided after the list is compiled.

Commissioner Braun asked if Commissioner Warren wanted to revise his motion and get a vote on the Repositioning Committee.

Commissioner Warren moved that the RHA Board create a Repositioning Committee to assist RHA in fulfilling its mission. The Committee will operate under the following general guidelines:

1. Committee will operate in an advisory capacity to the full Board of Commissioners.
2. The Committee will not include more than 4 Commissioners.
3. RHA staff will provide support to these committee by:
  - a. Setting up meeting schedules.
  - b. Assigning 2-3 staff members familiar with the subject matter of the Committee to advise and inform the work of the Committee.
  - c. Maintaining minutes of Committee meetings.
4. Upon establishment of the Committee, the Committee will promptly schedule an initial meeting at which time the Committee will:
  - a. Elect a Chair of the Committee.
  - b. A schedule of meetings.
  - c. A description of topics that the Committee wishes to explore.

Commissioner Warren said he thinks, as Mr. Francis suggested, nobody objects to number 4 on this list. However, rather than seeing a description of topics that the committee wishes to explore, the committee will bring back to the full Board of Commissioners a draft committee charter for consideration and approval by the RHA Board. The Commissioners on that committee are:

- Bahati Mutisya
- Gregg Warren
- Eric Braun
- Arne Morris

Commissioner Mutisya seconded the motion.

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

Aye: Eric Braun, Niya Fonville, Arne Morris, Bahati Mutisya, Gregg Warren, Yolanda Winstead, Doris Wrench

Nay: None

It has been approved to establish a Repositioning Committee and bring back the charter to the RHA Board for approval.

Mr. Felton asked the committee to send meeting times availability to Ms. Wall so that a meeting can be scheduled before the October 22<sup>nd</sup> RHA Board Meeting. That would allow enough time to meet and get the charter back to the Board for approval.

Commissioner Braun suggested that Mr. Felton send out his availability as well. What times during the month are best for staff going forward and the committee can work around that. Mr. Felton said he would look at his schedule and email it to the committee.

Mr. Francis said if a majority of the Board responds that they're going to attend, it would need to be opened to the public and a notice sent. If there is a majority meeting and discussing business, it is a public meeting. Also, if the Board is open to it, Mr. Felton and his staff may want to suggest some topics, too, to add to the knowledge base.

Commissioner Morris and Commissioner Braun both agreed to this suggestion.

Commissioner Warren asked if Mr. Francis has some model committee charters (he has a few from non-profit Boards that he's been on). Mr. Francis said he will provide those to the committee.

Commissioner Braun asked if there needs to be anything formalized about the Lunch & Learn sessions. Mr. Francis said there doesn't need to be a motion or voting on that. Commissioner Warren said as long as the minutes reflect the decision, it should be fine.

Commissioner Winstead clarified that DHIC's contribution to the Raleigh Affordable Housing Bond was \$3,500.

Mr. Francis asked, for the record, are there any Board Commissioners who want to speak with the auditor or have questions for the auditor that they would like to present to him outside of staff's presence? If so, Mr. Rector can be brought back for that.

Commissioner Morris said that is part of the RHA Audit Committee exit meeting. The staff is excused and there is a private conversation between the auditor and committee members. However, there are only three or four Commissioners on the committee so this opens it up to all RHA Board Commissioners.

Mr. Francis said he just wants the Commissioners to know they have that opportunity to ask questions outside of staff's presence. Commissioner Morris said he appreciates Mr. Francis bringing that to their attention.

Commissioner Mutisya asked if a vote was taken on the amount of the financial contribution of the Raleigh Affordable Housing Bond. Commissioner Winstead said the vote was taken and \$5,000 was approved.

## ADJOURNMENT

There being no further business to come before the Board, the Chair declared the meeting adjourned at 7:25 p.m.