



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS  
BOARD MEETING**

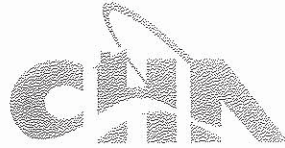
*November 4, 2009*

*Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28202*

*Mission Statement*

*“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”*

*David Jones-Chairman  
Rodney W. Moore-Vice Chairman  
Dan Page  
Will Miller  
Joel Ford  
Lucille Puckett  
Benjamin Hill*



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

**SPECIAL  
BOARD MEETING**

BOARD OF COMMISSIONERS' MEETING

*Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28203*

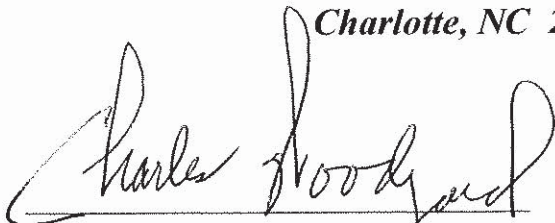
*November 4, 2009*

---

*NOTICE* is hereby given that a *Special* Board meeting of the Board of Commissioners' of the Housing Authority of the City of Charlotte will be held on *November 4, 2009* as follows:

**TIME/Date:** *9:00 A.M.  
November 4, 2009*

**LOCATION:** *Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28203*

  
*Charles Woodyard/CEO*

# Housing Authority of the City of Charlotte

## Special Meeting of the Board of Commissioners

Central Office  
1301 South Boulevard  
Charlotte, NC 28203

*November 4, 2009*

---

**9:00 a.m.** - ***Special Board Meeting Convenes:***

### **Special Meeting Agenda:**

1. Pledge of Allegiance
2. Additions to the Agenda
3. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *October 20, 2009 (Tab 3)*
4. Report from the CEO
  - Discussion about Consultants
5. **Business Agenda Action Items:** *Note that these items must be resolved at this meeting in order to meet the Boulevard Homes HOPE VI application deadline of November 17, 2009.*
  - A. Approval to enter into a Memorandum of Agreement with Thompson Child & Family Focus (*Resolution 1762*) **(p.1)**
  - B. Boulevard Homes CSS MTW Budget Commitment Approval **(p.3)**
  - C. Boulevard Homes HOPE VI-MTW Commitment (*Resolution 1751*) **(p.4)**
  - D. Boulevard Homes HOPE VI Authorization (*Resolution 1757*) **(p. 6)**
6. **Executive Session:**
  - A. Legal Matters

**Business Agenda:**

**Business Agenda items for the November 4, 2009 Special Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**5. A Approval to enter into a Memorandum of Agreement with Thompson Child and Family Focus**

<p><b>Action:</b>      <b>Approve Resolution No. <u>1762</u> to Authorize CHA to enter into a Memorandum of Agreement with Thompson Child and Family Focus to lease and operate a new child development center at the Boulevard Homes HOPE VI redevelopment.</b></p>
--

**Staff Resource:**      Kathleen Foster, Tylee Kessler, Gainor Eisenlohr

**Strategic Business:**   Real Estate

**Strategic Goal:**      Maximize Economic, Social and Physical Value of Real Estate;  
Facilitate the Development of Client Families

**Explanation:**

The planned educational campus at the revitalized Boulevard Homes HOPE VI site includes a child development center. This child development center will work closely with the CMS K-8 school and the case managers to ensure that children in the new community have the highest level of educational opportunity.

The 2009 HOPE VI NOFA describes the type of child development center and programs that will qualify for scoring purposes:

- The Center must commit to intensive community outreach with a goal of enrolling at least 65% of children ages 0-5 in the new community.
- The Center must be a high-quality (NAEYC accreditation is specified as an indicator), results-oriented institution (measurable outcomes).
- Best practices include a low student-teacher ratio, parental involvement, intensive outreach and presence in the community, and family supports such as health, nutrition and social services necessary to help young children learn.

CHA plans to provide an endowment with HOPE VI funds that enables all public housing families living in the new community to attend the new child development center. This endowment will provide tuition while families are on the waiting list for Childcare Resources vouchers.

CHA has competitively selected (see selection process outlined below) a local non-profit, Thompson Child and Family Focus, operating as Thompson Child Development Center, "Thompson," to operate a new child development center onsite. Thompson is a 501(c)(3)

human services agency that has been operating in Charlotte since 1893. They are a leading provider of developmental early childhood education, effective clinical mental health treatment and professional development/technical assistance programs, especially for early childhood centers.

Thompson will commit to the community enrollment outlined above, and will prioritize all neighborhood children for enrollment. Several factors set Thompson apart in the RFP process:

- Thompson is a 5-star, NAEYC accredited center.
- Thompson provides onsite supports including speech and language therapy, occupational therapy and physical therapies and early intervention to meet children's special needs at minimal or no cost to families (depending on income).
- Thompson had the lowest staff-student ratio of the applicants.
- Family counseling and parent education is also provided.
- Thompson serves as a demonstration teaching site for other area providers.
- Other special programming includes music and art programs, a Moral Quotient initiative and several community outreach programs.

**Selection Process:**

CHA issued a Request for Proposal (HACC-2009-P-K010) for a Child Development Center Operator at Boulevard Homes on September 6, 2009. The RFP contained 7 areas of evaluation including qualifications and experience, programming and staff ratios, contribution to low-income families, results-orientation and measurements, financial capacity, Section 3 compliance and MWBE consideration. Proposals were received on October 2, 2009. The following companies responded to the RFP:

1. A Way Forward
2. Thompson Child and Family Focus
3. University Child Development Center

- 1. Using the Evaluation Form for RFP HACC-2009-P-K010 for a Child Development Center Operator at Boulevard Homes:** 3 Evaluators (*Miller, Eisenlohr, Kessler*) rated respondents in the 7 categories above.
- 2. Interviews of the Respondents:** Interviews were conducted during which the firms answered any clarification questions on their proposals and described how their centers distinguished themselves from others in Charlotte. Questions were also asked about CCRI start-up working capital and online background checks into complaints and findings at their current centers.
- 3. Selection:** In accordance with the above RFP process the panel rated Thompson as the top child development center to operate at Boulevard Homes.

**Action Requested:**

Authorize the CEO to enter into a Memorandum of Agreement with Thompson for purposes of the HOPE VI application due November 17, 2009 and subsequent lease agreements if the HOPE VI is awarded for the operation of the Child Development Center at the revitalized Boulevard Homes (**see attached MOA**).

**Board Discussion:**

This item was presented as a business agenda item at the October 20, 2009 Board meeting. Commissioners raised questions relating to whether CHA funding for a child development endowment was really necessary given other sources of funding available in the community. Staff clarified that the endowment funding is essentially “bridge” funding. When families are admitted to the program, staff would work with them to ensure that they apply for all local, state and federal subsidies available. When those subsidies are received, a family would no longer draw from the endowment. Endowment funds would then be made available to the next eligible family and the process would be repeated.

**Funding:**

None

**Section 3/MWBE Consideration:**

Initiatives in accordance with these policies are addressed in Exhibit B of the MOA.

**Attachments:**

Overview of Evaluation Scoring (Tab 1)

Memorandum of Agreement (Tab 1)

Resolution No. 1762 (Tab 2)

**5. B Boulevard Homes – CSS MTW Budget Commitment Approval**

**Action: Approve the Commitment of up to \$3,800,000 of CHA MTW Funds for the CSS Plan for the HOPE VI Redevelopment of Boulevard Homes.**

**Staff Resource:** Ralph Staley

**Key Business:** Finance and Administration

**Strategic Goal:** Attain Long- Term Financial Viability

**Explanation:**

The Charlotte Housing Authority is currently working on a 2009 HOPE VI application for the redevelopment of Boulevard Homes. Self reliance for able- bodied clients is one of the primary goals of CHA’s new Moving Forward initiative and mandated by MTW and HUD’s HOPE VI program. The “Community and Supportive Services” (CSS) are a critical element of any HOPE VI initiative and are intended to be consistent with, and a subset of, the broader “Moving Forward” program. The CSS portion of our Boulevard Homes HOPE VI will assist public housing residents in their effort to become financially self-sufficient and less dependent on direct government housing assistance. The commitment to use up to \$3,800,000 of MTW funds was presented to the Client Relations Committee.

**Board Discussion:**

This item was inadvertently not approved by the Board at the meeting held on October 20, 2009. This item is the budget commitment related to the “Approval to Negotiate and Enter Into a Contract with Youth Homes, Inc.” which was approved at the October 20, 2009 meeting.

**Funding:**

MTW Funds

**Attachment:**

None

**5.C Boulevard Homes HOPE VI – MTW Commitment**

**Action: To Approve Resolution No. 1751 for the Commitment of up to \$9,000,000 in CHA MTW Funds for the HOPE VI Redevelopment of Boulevard Homes.**

**Staff Resource:** Tylee Kessler and Kathleen Foster

**Key Business:** Real Estate

**Strategic Goal:** Maximize Economic, Social, and Physical Value of Real Estate

**Explanation:**

The Charlotte Housing Authority is currently working on a 2009 HOPE VI application for the redevelopment of Boulevard Homes. The proposed development plan includes an educational campus with a CMS K-8 school with an indoor track, a child development center and a state-of-the-art community space, as shown in previous presentations. The housing will be developed in two components, a 110-120 unit senior building and a 220-225 unit family development.

This resolution is a commitment to use MTW funds up to \$9,000,000 to make MTW loans to the Family Tax Credit deal, the Senior Tax Credit deal and to fund needed infrastructure improvements. Currently, the following are projected Sources and Uses for the Family deal:

<u>Sources</u>	
Tax Credit Equity	\$ 9,100,000
State Credit Loan	2,747,992
HOPE VI Loan	4,116,302
CHA MTW Loan	5,240,000
City HTF Loan	<u>3,000,000</u>
Total	\$ 24,204,294

<u>Uses</u>	
Construction	\$ 20,431,555
Prof. & Soft Costs*	1,100,618
Financing/Interest Costs	1,221,521
Development Fees	800,000
Reserves**	<u>650,600</u>
Total	24,204,294

\* *Professional and Soft Costs includes Design, Engineering and Marketing.*

\*\* *Reserves include Operating, ACC Lease-up and Social Service Reserves.*

Currently, the following are projected Sources and Uses for the Senior deal:

<u>Sources</u>	
Tax Credit Equity	\$ 9,100,000
State Credit Loan	1,570,060
HOPE VI Loan	1,185,872
<i>CHA MTW Loan</i>	<i>0</i>
City HTF Loan	<u>1,000,000</u>
Total	\$ 12,855,932

<u>Uses</u>	
Construction	\$ 9,973,232
Prof. & Soft Costs*	830,000
Financing/Interest Costs	767,200
Development Fees	800,000
Reserves**	<u>485,500</u>
Total	12,855,932

In addition, Infrastructure Costs, including NCDOT and Charlotte DOT required street improvements and greenway build-out, are projected to be \$11,800,000.

<u>Infrastructure Sources</u>	
City Commitment	\$ 7,000,000
HOPE VI Loan	1,000,000
<i>CHA MTW Loan</i>	<i>2,800,000</i>
CMS Site Specific	<u>1,000,000</u>
Total	\$ 11,800,000

The total current projected MTW funds are \$8.04 million. However, because of the fluctuation in the tax credit market, uncertainty related to the site costs and the long lead time before construction (2-3 years), staff is requesting a commitment of MTW funds of up to \$9.0 million to be available for the family and senior components and for infrastructure costs. Up to \$2.8 million is requested from the 2010-2011 budget for infrastructure related costs and up to \$2.5 million in the 2011-12 budget year if the senior



deal needs to be funded with MTW loans. The remaining \$3.7 million is requested in the 2012-13 budget year.

**Board Discussion:**

The Development Committee recommended approval to the full Board at the October 7, 2009 Committee meeting. Commissioner Ford requested that this item be pulled from the consent agenda for further discussion. Concern focused primarily on level of commitment to Section 3/MWBE goals.

**Community Input:**

N/A

**Summary of Bids:**

N/A

**Section 3/MWBE Consideration:**

In response to concerns raised at the October 20, 2009 Board meeting, staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

Note that the selection component developer, Crosland has agreed to a detailed Section 3 plan as an attachment to the Developer Agreement. A summary of this plan will be provided at the Special Meeting.

**Funding:**

MTW

**Attachment:**

Resolution 1751 (Tab 2)

**5. D Boulevard Homes HOPE VI Authorization**

<b>Action:</b>	<b>To Approve Resolution No. <u>1757</u> to approve the submission of a 2009 HOPE VI application for Boulevard Homes and authorize the Chairman to make necessary applicant certifications.</b>
----------------	---

**Staff Resource:** Tylee Kessler

**Key Business:** Real Estate

**Strategic Goal:** Maximize Economic, Social, and Physical Value of Real Estate

**Explanation:**

The HOPE VI application deadline for our 2009 Boulevard Homes application is November 17, 2009. Staff and our consultants are planning to make this submission a few dates before the deadline. Attachment 30 of the Application requires the Chairman of the Board of Commissioners to certify that CHA is in compliance with all current requirements and will comply with all applicable requirements if awarded the grant. This certification is attached as Exhibit A.

The resolution authorizes the Chairman to sign the certification on behalf of the Board (after legal review).

**Board Discussion:**

The Development Committee recommended approval to the full Board at the October 7, 2009 Committee meeting. Commissioner Ford requested that this item be pulled from the consent agenda for further discussion. Concern focused primarily on level of commitment to Section 3/MWBE goals.

**Community Input:**

N/A

**Summary of Bids:**

N/A

**Section 3/MWBE Consideration:**

In response to concerns raised at the October 20, 2009 Board meeting, staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

**Funding:**

N/A

**Attachment:**

Exhibit A – Applicant Certifications (**Tab 1**)

Resolution 1757 (**Tab 2**)

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, OCTOBER 20, 2009**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *CHA Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 12 noon on Tuesday, October 20, 2009.

***Present:***        *Chairman David Jones*  
                      *Vice-Chairman Rodney Moore*  
                      Commissioner Joel Ford  
                      Commissioner Lucille Puckett  
                      Commissioner Ben Hill (new commissioner)  
                      Commissioner Will Miller

***Absent:***         Commissioner Dan Page

***Also Present:*** Charles Woodyard, CEO  
                      Sherrod Banks, General Counsel

**Pledge of Allegiance:**

Chairman Jones opened the meeting at approximately 12 noon. The pledge was led by Vice-Chairman Moore. Once completed the public forum was opened.

**Public Forum:**

Chairman Jones opened the public forum and asked if there was anyone present to speak to come forward, state their name and residence. Hearing none Chairman Jones closed the public forum.

**Additions to the Agenda:**

Chairman Jones announced the following changes/additions to the agenda: 1) addition of an agenda Item 3.A as an introduction of our new Board member. 2) Additionally, requesting to move **Item 9.C** presently located under the Business Agenda which is: Approval to enter into a Memorandum of Agreement with Thompson Child & Family Focus to Item 9.A because representative's of Thompson's are present at the meeting and need to leave early due to other business. 3) Commissioner Ford requested the following items be pulled from the Consent Agenda, **Items 8.B, 8.C, 8.D & 8.F**, to be moved to the Business Agenda. 4) Commissioner Puckett requested discussion regarding RAC be added under Executive Session for discussion.

Chairman Jones stated that hearing no further request for changes and/or additions he asked for a motion to approve the agenda as revised.

**ACTION:**

Motion was made for approval as revised:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Ford
Outcome:	Passed unanimously

Chairman Jones took a moment to introduce the newest Board Commissioner, Mr. Benjamin Hill. Holding with tradition, Commissioner Hill was welcomed and then asked to make a few comments surrounding his interest in affordable housing. Commissioner Hill explained that he has been involved for over five years in Charlotte. He has been instrumental in bringing a homeless ministry to Charlotte, which involves a network of Church's which house homeless families on a temporary basis. From this background, he has developed an interest in housing. Presently he is on the Board of Workforce Initiative Supportive Housing (W-IS-H) and is totally interested in what is happening with housing and how we make it more affordable. Chairman Jones thanked Commissioner Hill for his comments and on behalf of the full Board welcomed the opportunity to work with him.

Additionally Commissioner Jones advised that he, Vice-Chairman Moore and Commissioner Puckett have all been reappointed to new three year terms.

**Consideration to Approve the Minutes for:**

- Regular Board meeting held *September 15, 2009*

Note: Chairman Jones noted one minor change which is located under the Development Committee report. It is stated that Kathleen Foster, VP Real Estate Development gave the following update on behalf of Commissioner Miller however this is not correct, *the correction is:* the report was given on behalf of Chairman Jones. The modifications will be incorporated in the September minutes.

**ACTION:**

Motion was made that the minutes be approved as modified by:	Commissioner Puckett
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

**Resident Advisory Council (RAC) Report:**

The update was given by Ms. Lucy Brown VP of RAC and President of the Sunridge Community:

RAC mandatory training took place on September 8<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup> and October 1<sup>st</sup>. The entire training was an enlightening experience that has empowered the Presidents of RAC with knowledge of how to conduct themselves as leaders. They thanked the Charlotte Housing Authority for allowing this training to take place.

- RAC's Quality Circle meeting took place on September 22<sup>nd</sup>. Action items were:
  - 1) modification of the Memorandum of Understanding (MOU)
  - 2) RAC/Managers training
  - 3) Grievance panel and resident participation fund.Special thanks was given to Ms. Cheryl Campbell, Deputy COO, Ms. Donna Hughes, Client Services Director, and Ms. Lakeista Freeman, Liason that helped shed light on important issues discussed.

### **Monthly Report from the CEO**

Chairman Jones announced that the following three items would be updated by Charles Woodyard, CEO. They are: 1) Monthly Scorecard 2) Update on his Business Plan 3) Discussion of rescheduling the January 2010 Committee meetings.

Mr. Woodyard, CEO, started with the reschedule of the January 2010 Committee meetings. It was stated the meetings are currently scheduled to take place on January 6, 2010; the new date proposed is January 13, 2010. The reason for the change is to send the packages out in a timely manner during a holiday time period. Typically during this time a large number of employee's as well as Board members would not be available. Therefore it is being proposed to move the Committee meetings to January 13, 2010 which would allow time for everyone to be back from the holiday schedule. This would position the Committee meetings approximately one week prior to the Board of Commissioners meeting however this has occurred in the past with no problem. Chairman Jones asked if we have sent out calendar notices for 2010, Mr. Woodyard, CEO, responded "no" that has not taken place. Commissioner Ford questioned if the schedule for 2010 was already in place? Mr. Woodyard, CEO, responded "no" however we do have a standard time but it has not been published.

Commissioner Ford commented that he is looking at alternative times as well as alternative sites and hopeful the Board will have the opportunity to have some input before it is finalized as well as some suggestions. Mr. Woodyard, CEO, explained that the policy is that once a quarter we meet at one of the communities. If it is the desire of the Board to change this, it is certainly a possibility. Commissioner Ford continued that the greater issue for him is that for the population we serve, it is not really conducive at 12 noon. Additionally he would like to bring up a time change at the appropriate time, this would allow for greater participation for those

individuals we are serving; as well as bringing about some additional awareness in the community through the sites.

Chairman Jones noted that when he was first appointed to the Board the Board meeting took place at 5:00 p.m. The time was changed due to a Commissioner at the time, who is no longer on the Board, having a standing 5:00 p.m. conflict on the days in question therefore it was decided to move the meeting to the current 12 noon time slot. Commissioner Miller asked at what point do we need to make this decision. Mr. Woodyard, CEO, responded that it is not necessary to make it today, however next month. For clarification this is not the decision that Commissioner Ford is referring to, but moving the January committee date change. Commissioner Miller understood and feels we could make the decision on the committee change today.

Commission Miller restated that he is referring to the permanent change in the Board meeting time. Therefore if we make a permanent change, when is the deadline so that a public notice can be disseminated. Mr. Woodyard stated that there is not a deadline, the notice could go out approximately 48 hrs. prior to the next meeting. Chairman Jones stated it could probably be done as late as December. Chairman Jones suggested that this request be deferred to next months agenda for a brief discussion. Therefore we could move forward with the January 13<sup>th</sup> change on the Committee meetings. Mr. Woodyard informed Chairman Jones that it would not be necessary to list as an agenda item; it would be acceptable to poll the Board members. Commissioner Miller stated that if we are going to take a count then he would like to second Commissioner Ford's effort because we do need to focus on our constituency and make the meetings convenient to them as opposed to us. Chairman Jones asked if there was a consensus for January 13<sup>th</sup> for the Committee meetings to be held. All the commissioners gave their nod of approval.

**Business Plan Update:**

Feedback has been received from Board members that their preference was to hear a presentation from the Lee Institute in an effort to find out more of what they are doing as a partner with the Authority. Mr. Woodyard, CEO, then called on the Lee Institute for a presentation.

The following Lee Institute representatives were introduced: Ms. Cyndee Patterson, Ms. Vi Lyles and Mr. Doug Bacon. Ms. Patterson distributed their presentation to the Board members as she explained that their mission is building community and organization through collaboration with a focus on people working together. This is accomplished through process design, civic engagement, non-profit strategic planning. Additionally, they have a leadership program for the 13 county area named the American Leadership Forum, which is in its 10<sup>th</sup> year. She then explained that they have been working with the Authority operating under a 12 month contract involving process design as well as facilitation. Also, they have been assisting the

Authority both internally and externally looking at the changes made in their business model surrounding Moving-to-Work. The Lee Institute is before the Board today in an effort to renew their contract for another 12 month period.

Ms. Patterson opened the floor to receive specific questions from the Board prior to starting the presentation in an effort to address concerns. The questions were:

- 1) Vice-Chairman Moore: How can the Lee Institute, through facilitation, help the Board and Senior Staff create a cohesive and workable plan that everyone can have buy in which will move this process forward? What are some of your strategic plans for making this happen?
- 2) Commissioner Miller: What can you do for the Authority, that we cannot do on our own and why do we need the Lee Institute? Secondly, how long have you been working with us and what have we achieved to date? Lastly, what will it cost the Authority?

The response to the questions as well as pertinent information was addressed by Ms. Vi Lyles.

Mr. Woodyard then referenced the notebook received with the Board package that provides the Board with the update. However in the interest of time he does not feel that he needs to go through everything. Mr. Woodyard did refer to a letter from which was received from HUD which give us the authority to get more flexibility in using MtW funds outside of Section 8 and Section 9. After a fierce battle with HUD we did receive the letter and now do have the flexibility. It was mentioned there were a few caveats: it really is a case by case basis, which can be viewed as a minor compromise which was suggested to HUD on our individual visit to them. The other caveat is: this authority last only as long as the MtW agreement and Mr. Woodyard estimates that we have about 8 more years. Therefore we will need to be more strategic in how we put this together but over and over we have concluded that what we need is this flexibility and now we have it with the two caveats.

Commissioner Miller suggested that in the absence of Commissioner Page, who will be present next month, as well as a newly appointed commissioner, that we should table this discussion until next month which will give the Board more time for review and maybe additional questions for the Lee Institute. Chairman Jones responded that Mr. Woodyard intends on a monthly basis to tie directly back to the business plan and this will become a regular part of the agenda. Commissioner Miller requested that we carve out a specific time since it would not be discussed today. Chairman Jones and Mr. Woodyard agreed that would be acceptable. Mr. Woodyard then thanked the Lee Institute for their detailed, informative presentation.

**Monthly Scorecard:**

Mr. Woodyard, CEO, introduced Ms. Cheryl Campbell, Deputy COO, to give the scorecard update:

She referenced Tab 2 for the corporate scorecard update. It was noted that the Section 8 utilization rate is at its present rate because of the special use vouchers. Currently the Department of Social Services (DSS) needs to get those clients over to us in a timely manner. However, without the special use vouchers we would be at 98%. Additionally it was pointed out that one of our private management properties, South Oak, had a vacancy that was out of the norm and the reason for that long vacancy turn is that they received about 80 applications for that property. Twenty-one applications were sent to the FSS (Family Self Sufficiency) Case Manager for approval; 10 were denied and the remaining 11 that were approved only 1 was for a three bedroom; and this is a three bedroom unit. They had a difficult time in getting a qualified applicant. Ms. Campbell advised that staff is scheduling a meeting on, November 11, 2009, with all of our private sector managers and our FSS contract personnel to review the waiting list as well as marketing strategy for the FSS units. Hearing no questions/comments, Mr. Woodyard concluded his report.

**Committee Reports:**

**Client Relations Committee:**

Vice-Chairman Moore gave the following report:

- The meeting took place on October 7, 2009 @ 12:00 noon.
- There was a discussion concerning the Census 2010 Committee. The latest update is we have 12 members, in which six attended. We also have collaboration with the Urban League which has a complete count committee. There will be a meeting in the future to mesh the two groups together.
- Also an update was given on the Annual Moving Forward Program which went out for public review on October 1, 2009. It will be available to the public from October 2nd – November 17<sup>th</sup>. There will be a public hearing at the regular Board meeting on November 17, 2009 which will end the public review/comment period.
- Discussed our effort to raise the Fair Market Rent from 110 to 120 which will assist in expanding affordable housing to affluent parts of the city.
- An update from RAC.
- Additionally there are three agenda items: Resolution No. **1749**, and Resolution No. **1750** which are both listed on the Consent Agenda and Resolution No. **1761** listed under the Business Agenda.



**Development Committee:**

Kathleen Foster, VP of Real Estate Development, gave the report on behalf of Chairman Jones:

- The meeting took place on October 7, 2009 @ 10:30 a.m.
- The primary issues addressed are a part of today's agenda.
  - 1) The first presentation on the full expenditure of HOPE VI funding for the Seigle Point HOPE VI grant. There was a power point presentation on that grant and what was produced.
  - 2) Boulevard Homes presentation on the remaining issues and proposed resolutions.
  - 3) Discussion and recommendation related to Steele Creek which is a new senior development that we are proposing to do in partnership with Wood Partners.
- In addition, staff presented information on three projects that we have been exploring, relating to acquisitions. Those include: Hampton Creste, Mill Pond and Sterling Magnolia. These transactions will be presented in more detail in November.

**Finance and Audit Committee:**

Commissioner Ford gave a brief report:

- The committee update is that we have three budget amendments that are being presented at today's meeting. Two which are listed on the consent agenda item, which he has personally pulled.
- Additionally there was a Procurement policy change or update to the policy. Presently based upon the current policy, we do not have any leverage. Once a broad based budget is approved the items go away. The Board members feel the need for more involvement into the procurement process so we can see some of the items coming back. We will be present before the Board in November 2009. Therefore the full Board can review and hopefully vote on support.
- Ralph Staley, CFO, gave an update.

**Consent Agenda Action Items:**

Chairman Jones explained that these are the Consent Agenda items which previously have been brought before their individual working committees. Board members were advised that they could select any item for discussion if further information is needed or they could leave all the items as they are shown under consent. It was requested that a motion be made for approval of **Items 8.A, 8.E, & 8.G.**

**ACTION:**

Motion was made by:

Commissioner Miller

Motion was seconded by:

Vice-Chairman Moore

Outcome:

Passed unanimously

**Business Agenda Action Items:**

Chairman Jones started the discussion with **Item 8.B and then Item 9.C:**

**8.B Approval to enter into Memorandum of Understanding with Thompson Child & Family Focus.**

Approve Resolution No. 1750 to authorize CHA to enter into an MOU with Thompson Child and Family Focus.

**9.C Approval to enter into a Memorandum of Agreement with Thompson Child & Family Focus.**

Approve Resolution No. 1762 to authorize CHA to enter into a Memorandum of Agreement with Thompson Child & Family Focus to lease and operate a new child development center at the Boulevard Homes HOPE VI redevelopment.

Chairman Jones, referred to Resolution No. 1750 which was on the Consent Agenda, however it was pulled at the request of Commissioner Ford, relates to the pre-revitalization period. Resolution No. 1762 which was always on the Business Agenda is relating to the new services to be provided post renovation.

Commissioner Ford explained that he pulled Item 8.B specifically questioning on page four of the agenda item it refers to six children living at Boulevard Homes currently enrolled at TCDC and one child has a scholarship and the other 5 live in families with an employed head-of-household. Under the funding section of the agenda item the cost incurred paying tuition for six children in Boulevard Homes is currently in the budget therefore no budget amendment is necessary. From a procedural standpoint, why is this before us and why do we need an MOU for something we are currently performing. Mr. Woodyard, CEO, stated that it is his understanding it is a requirement of the HOPE VI application. Commissioner Puckett questioned how long have we been providing services for these children. Ms. Tylee Keesler, Sr. Development Officer, responded that these services have been provided since September 2009. Commissioner Puckett also questioned that one child has a scholarship therefore is the remaining funding for five children? Ms. Ginnie Amendum, Director of TCDC, came forward with a brief explanation. Commissioner Puckett also questioned that if we are almost paying a college tuition for these children, then what are the parents doing? Are they employed or what. Ms. Keesler responded that yes, the families are all employed. That is how we did the lottery at Boulevard Homes. The first priority for the lottery slots are employed parents. Commissioner Puckett continued that any child entering this program has a tuition of \$16,000. Ms. Amendum responded that the majority of our population qualifies for subsidy, which means that a parent is working or in school for at least 30 hours a week. Also subsidy covers, depending on the age, approximately between \$8,800 and \$9,500 dollars a year. Adding the other additional support

that Thompson feels are not a luxury but a necessity to really change the lives of children and create stable families (i.e. speech and language therapy, occupational therapist, family service coordination, family education, etc.) those additional cost is what drives the cost upward.

Commissioner Puckett informed her that medicaid pays for these types of services, therefore why doesn't medicaid pay for these series instead of CHA. Mr. Woodyard, CEO, stated that this is early childhood and medicaid does pick up the payment for mental health services. There is a real gap in this state for the 2 – 5 year old population. Therefore it is difficult to draw down medicaid funding.

Commissioner Ford commented that he wants to leverage as many of the public dollars we have available to serve as many needy children. Commissioner Puckett stated according to the way the MOU is written we are paying \$9,640 and Thompson's in contributing \$6,360 and it does not mention the subsidy. Ms. Keesler states that these clients do not have subsidy, that is why we are funding them. However Commissioner Puckett states that they could qualify. Ms. Keesler, responded that if they have a subsidy then we could serve another family but there is a 2.5 wait list for the subsidy. Commissioner Miller asked did we have any type of priority and Ms.

Keesler responded no. Commissioner Puckett informed the board that with the Department of Social Services, if these parents are working and they need childcare resources they do have a preference. Commissioner Puckett thinks we jumped the gun on this and she cannot support this item. Chairman Jones asked for any other questions, hearing none, he thanked Ms. Amendum and Ms. Keesler for their input.

Commissioner Ford focused the attention to **Item 9.C.** Commissioner Ford stated that he is not a big fan of walk-ons, however he questioned whether we have an existing operating agreement and is there something to review? Commissioner Ford further stated that the Board is expected to make a commitment. Ms. Keesler stated the commitment is to enter into a memorandum of agreement and she has almost completed the memorandum of agreement draft. Commissioner Ford inquired whether the commitment was needed today to assist in completing the agreement. She responded that she needs a Board vote before the November 17, 2009 Board meeting.

Chairman Jones asked for a motion to approve Resolution No. **1750** which was Consent Agenda Item 8.B.

**ACTION:**

Motion was made for approval by:	Commissioner Miller
Motion was seconded by:	Vice-Chairman Moore
Opposed/abstained by:	Commissioner Puckett
Outcome:	Passed

Chairman Jones then asked for a motion to approve Resolution No. **1762** which was Item 9.C under the Business Agenda.

**ACTION:**

Motion was made by:	Vice-Chairman Moore
---------------------	---------------------

Commissioner Miller added that he is sympathetic with Commissioner Ford's request to see the MOU prior to agreeing however his question is what is the last day we can vote to do this? Ms. Keesler responded that we are trying to submit the application around November 13<sup>th</sup> or November 14<sup>th</sup>. Mr. Woodyard would need to sign prior to this date/s. Commissioner Miller responded if it would be possible to have a short Board meeting for this issue on November 4<sup>th</sup> after they have had a chance to read the MOU? Chairman Jones asked for a motion to table this, in anticipation of a special meeting on November 4, 2009.

**ACTION:**

Motion was made to table Item <b><u>9.C</u></b> by:	Commissioner Ford
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

**9.A** **Approval to negotiate and enter into a contract with Youth Homes, Inc.**

Approve Resolution No. **1761** to authorize CHA to negotiate and enter into a contract with Youth Homes, Inc. not to exceed \$3,800,000 as the selected CSS provider for Boulevard Homes.

**ACTION:**

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

**9.B** **Boulevard Homes – CSS MTW Budget Commitment Approval**

Approve the commitment of up to \$3,800,000 of CHA MTW funds for the CSS Plan for the HOPE VI Redevelopment of Boulevard Homes.

**8.C Boulevard Homes HOPE VI Authorization**

To approve Resolution No. **1757** to approve the submission of a 2009 HOPE VI application for Boulevard Homes and authorize the Chairman to make necessary applicant certifications.

**8.D Boulevard Homes HOPE VI – MTW Commitment**

To approve Resolution No. **1751** for the commitment of up to \$9,000,000 in CHA MTW funds for the HOPE VI redevelopment of Boulevard Homes.

Commissioner Ford stated that he wants to bring to the attention of the Board concerning the unit cost for the senior deal as well as the family deal. Although he has spoken with Ms. Keesler he realized, even though this is 2 to 4 years in the future, but we currently have a deal coming before us for senior homes that is with Wood Partners which will be roughly \$36,000 cheaper with another partner. He is hopeful that as time winds down we can tighten up the numbers and bring them in-line with the market. He wants this to be specifically pointed out. Additionally Commissioner Ford questioned what are our MWBE goals for this particular project? Ms. Keesler responded that she was not absolutely sure, she would have to verify with procurement but we are currently under the CHA goal of 20%. They have to agree with all the subcontracting and goals that CHA currently operates under. Commissioner Ford responded that he is not comfortable with that. He feels there is a greater capacity in the community for an increase in MWBE. There are recent examples with the procurement that is presently taking place in Charlotte with construction. He feels this is very, very important. Not only will we get the MWBE goals that will match what our community and our market will support, though Ms. Keesler has done a very good job working on Section 3, which is a very sensitive subject both locally and in DC, he does not know what will be committed to today because presently he is not comfortable in supporting this particular project without knowledge from staff concerning our MWBE goals. Ms. Keesler responded again that currently all we have committed to is 20%. Vice-Chairman Moore would like to see the MWBE goal on this project at 30% - 35%. Mr. Woodyard, CEO, explained that to establish a goal it has to be based on something. Generally in the federal dollars it is based on national federal standard and this is what we are referring to here. If you want to go to a higher goal then we must establish either some wrong that has been done or the existence of a number of MWBE firms that can do this, therefore you must go through a process to establish the 30% goal. Commissioner Ford's end goal is to get as much participation as possible.

Commissioner Ford explained that he has read through the RFP and he does not see a goal listed in the draft agreement. Therefore unless you are Crosland, he does not know

what that is, and he feels it is slightly disheartening coming from staff if we have a partner of this magnitude we should make absolutely sure that they know what they are getting into. He is aware that we have a lot of federal regulations and part of the regulations is MWBE. Mr. Woodyard, CEO, responded that the amount was negotiated with them. Ms. Keesler reiterated that they know that our policy is 20% and because this is the master agreement it states that they must comply with the housing authority's policy.

Commissioner Ford stated that if he can get help from staff on this issue, unless we get some type of commitment then he does not feel comfortable moving forward with this particular agenda item. For clarification Mr. Woodyard, CEO, asked is the Board, based on Commissioner Ford's comments, saying that this motion is about to fail or there is another motion to defer this to another meeting. Mr. Woodyard, CEO, additionally stated that if Board members pull an item, especially when it is involved in a HOPE VI application, which is on a time sensitive process, that staff gets the opportunity to address issues/questions before we get to the meeting. We must find a way to try to address questions concerning agenda items before we get to the meeting.

Commissioner Miller suggested that since we already have one issue to deal with on November 4<sup>th</sup> then perhaps we could deal with this issue as well if we have additional information between now and November 4<sup>th</sup>. Mr. Woodyard, CEO, reminded the Board that this agenda item was on the Development Committee agenda, which held a meeting on October 7, 2009. Therefore this item has been reviewed prior to this meeting. Commissioner Ford stated that he has been dealing with this issue prior to Boulevard Homes. His concern is that it is good for staff to know, to get prepared for these questions, especially a consent agenda item prior to the meeting. Mr. Woodyard, CEO, added that he would suggest that as a part of the Procurement Policy, which this ultimately is, he thinks that the authority is overdue in looking at the MWBE and we need to incorporate that in with the procurement review. Chairman Jones asked for a motion that we table items **8.D & 8.C** because they are tied together until an anticipated special meeting on November 4<sup>th</sup>.

**ACTION:**

Motion was made by:

Commissioner Ford

Motion was seconded by:

Commissioner Puckett

Outcome:

Passed

**8.F Steel Creek Seniors Apartments Budget Amendment: MTW Funds**

- Action: 1. To approve Resolution No. **1758** for the authorization to expend up to \$3,000,000 in CHA MTW funds for the development of Steele Creek Senior Apartments.
2. Approve Resolution No. **1759** to amend Resolution No. 1755 which amended the MTW funds budget for the fiscal year ending March 31, 2010.

Commissioner Ford pulled this item for further discussion. He has a two part question:

- 1) He sent Ms. Foster, VP of Real Estate Development, a request asking for a ratio of senior deals, "that are in the pipe line" to family development deals that are 30% of AMI. This question was brought up in committee meeting with Jeff Meadows, Development Officer. Again he is trying to manage the limited resources we have in terms of how they are allocated. Referencing to the development committee report that was submitted on last week there are a number of senior deals that keep coming our way, therefore he wants to manage those expectations, as relating to what we have in the pipe line, for housing stock that is coming out versus what we are currently seeing and what we are buying for the purpose of affordable housing. Mr. Woodyard commented that this information is in the CEO update. Commissioner Ford asked is this in a ratio form? Mr. Woodyard, CEO, answered not necessarily. Commissioner Miller stated that he shares the same concern with Commissioner Ford, that we have a global strategy trying to work toward a number of family units vs. senior disabled units and he is not clear as to what the goal is in that regard. Chairman Jones reminded staff that this was the only tax credit deal approved in Mecklenburg County this year and it happened to be a senior deal. There were no family tax credit deals approved for Mecklenburg County, therefore we did not have the ability to use any tax credit leverage in a family deal this year.

Chairman Jones asked for a motion to approve Resolution No. **1758** & **1759**.

**ACTION:**

Motion was made to move for approval of both:	Commissioner Miller
Motion was seconded by:	Vice Chairman Moore
Opposed:	Commissioner Ford
Abstained:	Commissioner Puckett
Outcome:	Motion carries

Chairman Jones stated that he must leave the meeting early, therefore a motion was made by Commissioner Miller that we table the Board workshop. It would be recommended since

*Regular Board Meeting*  
*October 20, 2009*

Commissioner Page is not present and Commissioner Hill has just joined us. The motion was seconded by: Commissioner Ford; Outcome: Passed unanimously.

Chairman Jones then asked for a motion to go into Executive Session to discuss matters relating to Real Estate acquisition and advice from counsel on litigation and personnel matters.

Motion was made by:	Commissioner Miller
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

Note: the meeting was adjourned after the Executive Session however it was not recorded.

\*\*\*\*\*

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
-----------------------------------	---