



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS  
BOARD MEETING**

*October 20, 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*



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE  
BOARD MEETING***

**BOARD OF COMMISSIONERS' MEETING**

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

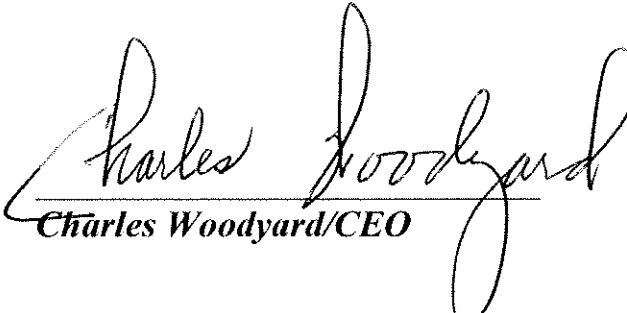
***October 20, 2009***

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***NOTICE*** is hereby given that a Board meeting of the Board of Commissioners' of the Housing Authority of the City of Charlotte will be held on ***October 20, 2009*** as follows:

**TIME/Date:** ***12:00 P.M.  
October 20, 2009***

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

  
***Charles Woodyard/CEO***

# Housing Authority of the City of Charlotte

## Regular Meeting of the Board of Commissioners

Central Office  
1301 South Boulevard  
Charlotte, NC 28203

*October 20, 2009*

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**12:00 p.m. - Regular Board Meeting Convenes:**

### **Regular Meeting Agenda:**

1. Pledge of Allegiance
2. Public Forum
3. Additions to the Agenda
4. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *September 15, 2009 (Tab 5)*
5. Resident Advisory Council (RAC) Report **(Tab 1)**
6. Monthly Report from the CEO
  - Monthly Scorecard **(Tab 2)**
  - Business Plan Update
7. Committee Reports:
  - Client Relations Committee
  - Development Committee
  - Finance and Audit Committee
8. **Consent Agenda Action Items:**
  - A. Approval to Enter into a MOU with City Dive (*Resolution 1749*) **(p.1)**
  - B. Approval to Enter into a MOU with Thompson Child & Family Focus (*Resolution 1750*) **(p.3)**
  - C. Boulevard Homes HOPE VI Authorization (*Resolution 1757*) **(p. 5)**
  - D. Boulevard Homes HOPE VI-MTW Commitment (*Resolution 1751*) **(p.6)**
  - E. Budget Amendment: MTW Funds (*Resolution 1755*) **(p.8)**
  - F. Steel Creek Seniors Apartment (*Resolution 1758*) **(p.9)**  
Budget Amendment: MTW Funds (*Resolution 1759*)
  - G. Budget Amendment: Asset Management Project Budget -CF Grant (*Resolution 1760*) **(p.13)**
9. **Business Agenda Action Items:**
  - A. Approval to Negotiate and Enter Into a Contract with Youth Homes, Inc. (*Resolution 1761*) **(p.14)**

- B. Boulevard Homes CSS MTW Budget Commitment Approval (**p.16**)
- C. Approval to enter into a Memorandum of Agreement with Thompson Child & Family Focus (*Resolution 1762*) (**p.17**)

10. **Board Workshop:**

- A. New Corporate Strategic Goals (**p.20**)

11. **Executive Session:**

- A. Personnel Matters
- B. Real Estate Matters

**Consent Agenda:**

**Consent Agenda items for the October 20, 2009 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**8.A Approval to enter into Memorandum of Understanding with City Dive**

**Action: Approve Resolution No. 1749 to Authorize CHA to enter into an MOU with City Dive**

**Staff Resource:** Twyla Taylor and Tylee Kessler

**Strategic Business:** Client Services

**Strategic Goal:** Create an environment that facilitates the development of client families to reach their highest potential

**Explanation:**

City Dive, Inc. is the 501 (c)(3) arm of New Birth-Charlotte, a 10,000 member faith-based congregation located in Huntersville, NC. They have agreed to provide both pre- and post-relocation services to the residents at Boulevard Homes. All the “man hours” will be donated; CHA will reimburse City Dive for any out-of-pocket expenses.

City Dive’s vision statement is to “engage, equip, and empower families to radically transform and sustain their lives and their communities”. The mission statement for City Dive is: “Our desire is to equip families to convert their community, serve them through identifying and adopting their needs, and provide resources, tools, and training to holistically address all facets of their community to include, but not limited to, economical, health, physical, social and spiritual.”

City Dive began working to impact the residents along the West Boulevard Corridor shortly after its founding in 2005. They launched their efforts aimed at the Boulevard Homes residents at the June 20, 2009 Family Fun Day at Boulevard Homes. Since that time they have attended meetings about the HOPE VI process and relocation, and are currently in the process of offering their second in a series of workshops designed to prepare the Boulevard Homes residents for success in the workforce, as well as success in their new neighborhood.

**Pre-relocation Services**

There are three different sets of workshops being offered by City Dive for current Boulevard Homes residents. The first is a one-session, “I Am a Great Neighbor” class designed to help Boulevard Homes residents transition from public housing to private rental housing. With an emphasis placed on conflict resolution, general housekeeping tips and minor maintenance repairs, families will also gain an understanding of what it means to be a good neighbor.

The Career Development/Job Search workshop consists of 12 sessions (three times a week for four weeks). These workshops provide life skills training, including classes on personal appearance, self esteem and how to identify your strengths, motivations and talents, in preparation for job training and job placement. The Financial Empowerment seminar meets eight times (twice a week for four weeks) and provides a basic understanding of paying monthly utility expenses, assistance in clearing any past due balances, addresses any credit/debt issues and other matters that may impact their ability to rent an apartment in the private market. Moreover, the residents receive a general understanding of budgeting and savings.

Space is limited in each workshop so each series will be repeated until all interested Boulevard Homes residents have had an opportunity to enroll in each series. Those Boulevard Homes residents who will be taking a Section 8 voucher are required to attend the "I Am a Great Neighbor" class. All residents are strongly encouraged to also participate in the Career Development and Financial Empowerment workshops.

### **Relocation Services**

A City Dive Community of Encouragement mentor will be assigned to each family to assist in a smooth transition from Boulevard Homes to a new, HCV-funded home in the private rental market or a new apartment in another CHA property. While all families will be assisted by CHA relocation staff, additional services will be provided by the mentors. Mentors will assist their family in locating replacement housing, mastering landlord interviewing techniques, and understanding lease requirements in order to maintain compliance with Section 8, landlord and homeowner association rules and regulations.

Each volunteer mentor will go through a minimum of 14 hours of training and each process. Each mentor makes the commitment to work with his/her assigned family for at least two years and will provide CHA data on the families continuing to cooperate with a mentor as well as on those who cease their cooperation. Mentors also agree to participate in periodic team meetings with the Relocation case manager and the CSS case manager assigned to each family.

The MOU spells out the expectations CHA and City Dive have of each other in this partnership, including specific outcome data to be collected.

### **Committee Discussion:**

The Client Services Committee discussed Resolution No. 1749 at the October 7, 2009 Client Relations Committee meeting. A motion to move Resolution No. 1749 to the Full Board was unanimous.

### **Funding:**

All costs incurred are currently in the relocation budget so no budget amendment is necessary.

### **Attachments:**

Resolution No. 1749 (Tab 3)

Draft MOU (CHA is in final negotiations) (Tab 4)

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

**Action: Approve Resolution No. 1750 to Authorize CHA to enter into an MOU with Thompson Child and Family Focus**

**Staff Resource:** Tylee Kessler

**Strategic Business:** Client Services

**Strategic Goal:** Create an environment that facilitates the development of client families to reach their highest potential

### **Explanation:**

The 2009 HOPE VI application has added a new section on early childhood development and up to five points are awarded if an applicant “demonstrates the commitment to implement and/or form a significant partnership with an institution that implements a comprehensive, high quality, results-oriented early childhood education program that utilizes best practices. Best practices for a comprehensive program include a low student-teacher ratio, parental involvement, intensive outreach and presence in the community and family supports such as health, nutrition and other social services necessary to help young children learn.” The NOFA directs an Authority to consider accreditation by the National Association of Education of Young Children (NAEYC) as an indicator of a quality child care program.

To help us meet the needs of the many young children at Boulevard Homes, while ensuring our application receives the maximum points awarded in the Early Childhood Education section of the NOFA, CHA reached out to Thompson Child Development Center (TCDC). TCDC is a program of Thompson Child & Family Focus. Thompson Child & Family Focus is a non-profit human services agency founded in 1886 that serves at-risk children and families in need of care, education and treatment services stemming from prolonged abuse, neglect and adverse environmental factors. Thompson holds accreditation from the Council on Accreditation, an international, independent, non-profit child- and family-service and behavioral healthcare accrediting organization, as well the National Association for the Education of Young Children (NAEYC), the organization which sets professional standards for early childhood education programs and helps families identify high-quality centers. Fewer than 10% of all child development centers nationwide hold this accreditation.

TCDC is a five-star center<sup>1</sup>, serving up to 150 children (ages birth to 5) daily, including those who are diagnosed with special needs and/or at-risk for school failure. Thompson’s

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<sup>1</sup> In 1999 the North Carolina Division of Child Development instituted a star-rating system to help parents determine the quality of care offered at a particular center. If a center meets basic state licensing requirements, it is awarded

current site is on land previously owned by CHA adjacent to the Arbor Glen development on West Boulevard.

Approximately 24% of the children attending TCDC have diagnosed developmental or behavioral special needs, 52% suffer environmental risks such as domestic violence, teen parents, substance abuse, mental health diagnoses, incarcerated parents or poverty; 15% of families are involved with the Department of Social Services or foster care; and 56% of families receive state or federal child care subsidies.

Six children living at Boulevard Homes are currently enrolled at TCDC. One child has a TCDC scholarship. The other five children live in families with an employed head of household and were selected via a lottery to have CHA pay for these children to receive high quality preschool services until they have reached the top of the long CCRI subsidy waiting list.

In addition, Thompson has agreed to work with the Cornerstone Project, a grassroots community collaborative seeking to improve the quality of life for children on the West Boulevard Corridor. Cornerstone is currently considering raising funds to pay for TCDC tuition for an additional nine children of parents currently living at Boulevard Homes.

CHA needs to enter into an MOU with this highly regarded child development center to formalize our partnership and to secure, in writing, TCDC's commitment to three items:

1. To continue their outreach and enrollment of current and future CSS-eligible families at Boulevard Homes, and
2. To participate as a lead partner and neighborhood strengths organization in the Community Task Force over the course of the HOPE VI grant, and
3. To work with the Cornerstone Project to structure and provide outreach for the Boulevard Child Development Project.

This MOU will also place in writing CHA's commitment to pay \$9,640 annually for each of six Boulevard Homes children, ages five and under, selected via lottery to attend TCDC.

CHA is currently going through an RFP process to select the provider for child development services at the revitalized site. Those services will be addressed in a separate MOU.

**Committee Discussion:**

The Client Relations Committee discussed Resolution 1750 at the October 7, 2009 Client Relations Committee meeting. A motion to move Resolution No. 1750 to the Full Board was unanimous.

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one star. Programs that choose to voluntarily meet higher standards can apply for a two-five star rating, with five stars indicating the highest quality in child care. See [http://ncchildcare.dhhs.state.nc.us/parents/pr\\_sn2\\_sl.asp](http://ncchildcare.dhhs.state.nc.us/parents/pr_sn2_sl.asp)



**Funding:**

The cost incurred paying tuition for six children at Boulevard Homes is currently in the budget so no budget amendment is necessary.

**Attachment:**

Resolution No. 1750 (Tab 3)

MOU (Tab 4)

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

**Action:** 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.

**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).

**Committee Discussion:**

Recommended approval to full Board.

**Attachments:**

Resolution No. 1757 (Tab 3)

Exhibit A – Applicant Certifications (Tab 4)

## **8.D 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

**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:

Sources

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

Uses

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:

Sources

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

Uses

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.

Infrastructure Sources

City Commitment	\$ 7,000,000
HOPE VI Loan	1,000,000
<i>CHA MTW Loan</i>	2,800,000
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.

**Committee Discussion:**

Committee recommended approval.

**Funding:**

MTW

**Attachment:**

Resolution No. 1751 (Tab 3)

**8.E Budget Amendment: MTW Funds**

**Action:** Approve Resolution No. 1755 to amend Resolution No. 1744 which amended the MTW Funds Budget for the fiscal year ending March 31, 2010.

**Staff Resource:** Ralph Staley

**Key Business:** Finance and Administration

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

**Explanation:**

This amendment addresses two items:

- Recognition of revenue from the 2009 Capital Fund Grant and
- Funding housing security deposits for families relocating from Boulevard Homes.

**CAPITAL FUND**

CHA received notification that HUD has just completed calculating Capital Fund formula allocations for Federal Fiscal Year 2009 and CHA will receive \$5,516,251. We received notification of the capital fund award later this year than we have in past years. According to HUD regulations, 90% or \$4,964,626 can be drawn down as MTW funds. The remaining 10% or \$551,625 of the funds can be paid as a fee to the Central Office Cost Center via the Asset Management Projects. In this amendment, staff is recognizing \$4,964,626 in revenue from the 2009 Capital Fund Grant.

**HOUSING SECURITY DEPOSITS**

The Charlotte Housing Authority (CHA) is in the process of preparing a HOPE VI Grant Application to revitalize the Boulevard Homes community. Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) families being relocated due to HUD-funded acquisition, rehabilitation or demolition activities are entitled to receive relocation benefits.

As a requirement of URA, families have an option to choose between public and private housing. However, due to the lack of available public housing units, especially 1, 4 and 5 bedroom units, staff is encouraging the use of Section 8 Housing Choice Vouchers.

For families taking the Vouchers, security deposits are required. The payment of security deposits is a key component of the relocation process and has historically caused hardships on families required to move. We have paid security deposits for relocated residents in the past. The timely payment of security deposits is critical. And, the ARRA

Grant, which is funding the Boulevard relocation process, specifically prohibits the payment of security deposits and the deposits must be funded through other sources.

Families will be advised to use the security deposit paid by CHA as an incentive to keep their new rental unit in good shape in order to receive the deposit back for use in their new housing of their choice. The family will be able to use their relocation benefit payment to make necessary utility deposits.

To prevent this hardship and ensure timely moves, staff recommends the use of \$175,000 from MTW funds as a source to fund the deposits. This amount is based on an average deposit of \$875.00 for approximately 200 families. If approved, payments will be made directly to the property owner.

In Exhibit A, revenue of \$4,964,626 is shown in the Capital Fund line item and Other Sources of \$175,000 are shown in the Appropriated Fund Balance line item. Expenditures of \$175,000 are shown in Tenant & Social Services and expenditures of \$4,964,626 in the Implementation of MTW Initiatives line item.

**Committee Discussion:**

The Finance & Audit Committee discussed and unanimously approved this item for inclusion on the consent agenda at its meeting on October 7, 2009.

**Funding:**

2009 Capital Funding

**Attachments:**

Resolution no. 1755 (Tab 3)

Exhibit A for Resolution no. 1755 (Tab 3)

**8.F Steele Creek Senior Apartments  
Budget Amendment: MTW Funds**

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|---|
| <p><b>Action: 1. To approve Resolution No. <u>1758</u> for the authorization to expend up to \$3,000,000 in CHA MTW funds for the development of Steele Creek Senior Apartments.</b></p> <p><b>2. Approve Resolution No. <u>1759</u> to amend Resolution No. 1755 which Amended the MTW Funds Budget for the fiscal year ending March 31, 2010.</b></p> |
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**Staff Resource:** Jeff Meadows and Ralph Staley

**Key Business:** Real Estate, Finance and Administration

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

**Explanation:**

The Steele Creek project continues the very successful partnership with Wood Partners and mirrors the Prosperity Creek Seniors project completed with Wood Partners. This project involves the new construction of 120 tax credit units located off of Steele Creek Road in Southwest Charlotte. The project will include one and two bedroom units with 60 serving as Section 9 units and 60 units targeted at 60% AMI or less. The proposed units will be contained in a four story elevator building within a brick and hardiplank structure. The project amenities include a community gathering room with warming kitchen, exercise room, laundry rooms as well as other indoor and outdoor amenities.

In April of 2009 the Board approved a commitment of \$3,000,000 in MTW funds to the proposed project to pursue financing. The funds were contingent upon receiving the financing and Board approval. Wood Partners (WP) submitted applications to the NC Housing Finance Agency and the City of Charlotte for Housing Trust Funds and received both funding awards. Therefore, a request for authorization to expend the committed MTW funds is being sought. The \$3,000,000 will be split into two amounts, one for pre-development and the other for development expenses. The predevelopment expenses are being shared 50/50 with WP. The estimated predevelopment budget is \$635,000. The CHA share will be \$317,500 and is anticipated to be spent by March 30, 2010. The remaining funds, \$2,682,500, will be expended after March 30, 2010 at closing and during construction of the project.

**Rents:**

- A. Section 9/ACC: \$278/unit (60 one bedroom units)
- B. 60% AMI : \$662/unit and \$760/unit (42 one bdr. and 18 two bdr.)

**Market Analysis:**

According to the market study provided by VWB Research the projects absorption rate at 15 to 20 units per month for the public housing units and four units per month for the 60% AMI units. The study states that sufficient demographic support and demand for the product is evident in the project market area.

**Sources and Uses:**

<u>Sources</u>	<u>Amount</u>	<u>Total Per Unit</u>	<u>Percent</u>
Housing Trust Fund*	1,183,395	9,862	9%
CHA MTW**	3,000,000	25,000	23%
State Tax Credit Loan	1,088,552	9,071	8%
Investor Equity***	7,400,936	61,674	57%
Deferred Dev. Fee	<u>388,083</u>	<u>3,234</u>	<u>3%</u>
Total	\$13,060,966	\$108,841	100%

\*The HTF interest is 2% interest only for the 30 year term of the loan.

\*\*The MTW Investment is \$50,000 per Section 9 unit (\$3,000,000 MTW Funds divided by 60 units). The \$25,000 per unit above is considering the amount per MTW investment for all units ( $\$3,000,000/120 = \$25,000$ ).

\*\*\*The equity investment is a standard equity investment equity investment at \$.72 per tax credit dollar received.

<u>Uses</u>			
Land	1,003,000	8,358	8%
Construction*	9,674,800	80,623	74%
Professional & Soft**	2,019,192	16,827	15%
Reserves & Escrows***	<u>363,974</u>	<u>3,033</u>	<u>3 %</u>
Total	\$13,060,966	\$108,841	100%

*\*Construction Cost provided based on the existing plans from Prosperity Creek and estimated by the contractor - Wood Partners Construction Co. These numbers appear to reflect current market conditions. Note: The construction completion risk is also carried by Wood Partners. The current pricing does not contemplate LEED Certification but does include Energy Star as required by the NCHFA. The construction cost savings will be determined during construction contract negotiation. The approach will be crafted to follow the most recent language reflecting CHA's position on the matter directed by legal counsel.*

*\*\* Professional and Soft includes up to \$800,000 in Dev. Fee.*

*\*\*\* Reserves & Escrows includes marketing, and reserves.*

**Income and Expenses:**

Rental Rev. Potential	\$671,760
Other Income	\$10,080
Total Potential Rev	\$681,840
Vacancy	(\$47,729)
Net Rental Income	\$634,111
Total Expenses	\$485,160
Replacement Reserves	\$ 30,000
NOI (after Reserves)	\$ 118,951
Mtg Debt Service	\$ 83,667
Debt Coverage Ratio	1.42

**Development Fee and Construction Fees:**

There is up to \$800,000 in Development Fee payable to the development team. CHA will be a co-developer and receive 20% of the fee at \$160,000. Wood Partners will receive \$640,000 of the fee. \$388,083 of the developer fee is deferred and will be split according to split arrangement with the development team.

**CHA resources and net benefit to CHA:**

Project financing includes up to \$3,000,000 in CHA MTW funds. CHA will make the interest-bearing MTW loan at a 2% interest only rate anticipating that payments are to be must pay for 30 years with a “Right of First Refusal”. However, The CHA affiliate, Horizon Acquisition, will be in the ownership entity for IRS purposes.

Social services fees of \$60,000 annually are budgeted and will be paid to CHA from operations.

**Schedule:**

HUD approvals:	February	2010
Closing:	April	2010
Construction Start:	May	2010
Construction Completion:	June	2011
Lease up Start:	June/July	2011

**MTW Budget Amendment:**

Exhibit A for Resolution No. 1759, shows a reallocation of expense to move \$3,000,000 from Capital Projects Real Estate to Loans to Others to be expended for the Steel Creek Seniors Apartments.

**Committee Discussion:**

This item was discussed in the Development and Finance & Audit Committees at their respective meetings on October 7, 2009. The discussion raised concern about how the construction savings will be addressed and legal counsel advised that appropriate language reflecting the organization position will be included in the construction contract. The project serving a senior population was also raised. Information related to the wait list having a significant senior component and reference to other recently recommended projects serving families were cited in response. The project received unanimous recommendation to the Board for approval.

**Funding:**

MTW Funding

**Attachments:**

- Resolution No. 1758 (Tab 3)
- Resolution No. 1759 (Tab 3)
- Exhibit A for Resolution No. 1759 (Tab 4)



## **8.G Budget Amendment: Asset Management Project Budget**

**Action: Approve Resolution No. 1760 to Amend Resolution No. 1742 which amended the Asset Management Project Budget for the fiscal year ending March 31, 2010.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

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

**Explanation:**

In Resolution No. 1755, the Board was informed that HUD awarded the Charlotte Housing Authority \$5,516,251 as a 2009 Capital Fund Grant. Of that amount, \$4,964,626 would be drawn down as MTW funds and the remaining 10% (\$551,626) could be paid as fees to the Central Office Cost Center (COCC). In accordance with HUD regulations, in order to pay fees to the COCC, funds must first be drawn down to the Asset Management Projects and then paid as a fee. With the approval of this amendment, staff will draw down funds in the amount of \$551,626 to be used to pay fees to the COCC.

Exhibit A shows revenue of \$551,625 in the Capital Fund Management Fee line item and a corresponding expenditure in the Administrative category in the Capital Fund Fee Expense line item.

**Committee Discussion:**

The Finance & Audit Committee discussed and unanimously approved this item for inclusion on the consent agenda at its meeting on October 7, 2009.

**Funding:**

2009 Capital Fund

**Attachments:**

Resolution No. 1760 (Tab 3)

Exhibit A for Resolution No. 1760 (Tab 3)

## **Business Agenda:**

### **Business Agenda items for the October 20, 2009 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

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

**Action: 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.**

**Staff Resource:** Cheryl Campbell, Twyla Taylor, Tylee Kessler

**Strategic Business:** Operations

**Strategic Goal:** Facilitate the development of client families

#### **Explanation:**

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. A case management organization is needed for the new HOPE VI initiative now planned for Boulevard Homes. The "Community and Supportive Services" (CSS) is a critical element of the HOPE VI initiative and is also intended to be consistent with, and a subset of, the broader "Moving Forward" program.

CHA's supportive services delivery for Boulevard Homes will be the same model as CHA-wide and will focus on the following key areas and outcomes:

#### **Youth**

- Graduate/ Higher Education/Skill training or Work Force
  - Reducing CHA truancy below the current city wide average
  - Increase the number of youth who successfully move to the next grade level
  - Improved High School Completion Rate
  - Increase the percentage of high school graduates who go onto college, vocational training, or work
  - Increase number of parents enrolled in Parent University

#### **Adult**

- Sustainable Employment/ Sufficient income to transition into private housing
  - Increase Wages 2.5%/YR
  - # of Job Placements and Job Retention (60/120/180/360 days)
  - 10% Increase in Working Households (30%/Yr.2 and 50%/Yr.3)
  - Decrease in households on Minimum Rent by 10%; 30%/Yr.2 and 50%/Yr.3)

- Increase completion of supportive service programs (GED, job readiness & training)

Case management will support home visits and other enhanced outreach efforts to thoroughly explain program requirements and conduct in-depth assessments of a family's circumstances. Intensive case management together with coordination of necessary support services will be required to help remove barriers to self-sufficiency.

To assist our clients, CHA sought proposals from agencies skilled in providing case management services to:

1. assist low-income families entering the workforce and achieve self-sufficiency
2. help youth to stay in school and reach their educational goals

CHA has competitively selected (see selection process outlined below) a local non-profit, Youth Homes Inc. ("YHI") as its Case Management Entity (CME). YHI was established in Charlotte in 1975, first as a group home agency providing case management, social work, and placement services to children and families. In the mid-1980s, YHI added family and specialized foster care services to children and families. YHI continues to operate a self-sufficiency program targeting former foster youth now attempting to live independently while parenting children of their own.

In order to provide effective services, YHI plans to add up to 3 program supervisors and 13 case managers during the first three years then decrease staff as clients move forward. As overall program coordinator, YHI will provide the case management services that are essential to coordinate the specific needs of families, with the appropriate service providers. This effort will be closely coordinated with the work of CHA relocation staff to ensure residents are provided opportunities before, during and after the relocation process. This coordinated process will ensure that current services are neither interrupted nor lost as a result of relocation.

#### **Selection Process:**

CHA issued a Request for Proposal (HACC-2009-P-K007) for CSS services at Boulevard Homes and held a pre-proposal conference on May 14, 2009. The RFP contained 23 questions designed to gauge experience and capacity in working with similar populations. Proposals were received on May 29, 2009. The following companies responded to the RFP:

1. Access Family Services, Inc.
2. Genesis Project I, Inc.
3. Mecklenburg County DSS
4. Melange Health Solutions
5. Symmetry Behavioral Health Services
6. Youth Homes, Inc.

1. **Using the Evaluation Form for RFP HACC-2009-P-K007 for Case Management Services at Boulevard Homes:** 6 Evaluators (*Miller, Mobley, Stitt, Cable, Richardson and Taylor*) responded to 23 questions (*18-general; 3-background/experience; 1-Section 3 compliance; and 1-M/WBE participation*). Written responses for 4 additional questions were requested and reviewed.
2. **Evaluation Summary:** included the scores (based on weighted factors) of the 6 RFP Responders (*Access, Genesis, DSS, Melange, Symmetry, and Youth Homes*).
3. **An Interview of Top 3 Firms:** that ranked the highest by the panel was conducted during which the firms answered any questions on their proposals and responded to two specific case management scenarios.
4. **Selection:** In accordance with the above RFP process the panel rated Youth Homes, Inc. (“YHI”) as the top firm to supply CSS services at Boulevard Homes.

**Action Requested:**

Authorize the CEO to enter into final contract negotiations with YHI and execute a subsequent performance based contract not to exceed \$3,800,000 for up to a five year period and include the selection of YHI into our HOPE VI application due on November 17, 2009

**Committee Discussion:**

The Client Relations Committee discussed Resolution No. **1761** at the October 7, 2009 meeting. A motion to place Resolution No. 1761 on the Board of Commissioners business agenda was recommended.

**Funding:**

MTW

**Attachments:**

Resolution No. **1761** (Tab 3)

Overview of YHI and programs (Tab 4)

YHI’s 2008-2009 Programmatic Outcomes: A Snapshot (Tab 4)

Boulevard Homes estimated 5-Year Budget Summary (Tab 4)

**9.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.

**Committee Discussion:**

This item was not approved for the consent agenda at the Client Relations Committee meeting on October 7, 2009. This item will be further discussed at the Board meeting to be held on October 20, 2009.

**Funding:**

MTW Funds

**Attachment:**

None

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

**Action: Approve Resolution No. 1762 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**

**Staff Resource:**

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 partner with CHA in the HOPE VI process and operate a new child development center onsite. The new center will commit to the community enrollment outlined above, and in fact will prioritize all neighborhood children for enrollment. Thompson is a 501(c)(3) human services agency that has been operating in Charlotte since 1893. They serve at-risk children (0-18) and families in need of care, education and treatment services. 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 opened The Thompson Child Development Center (TCDC) in 1996 to provide high quality early care and education to very fragile children and their families. They are a 5-star, NAEYC accredited center providing education, prevention support and intervention services that increase children's and families' success rates. TCDC 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). Family counseling and parent education is also provided. Thompson had the lowest staff-student ratio of the applicants and serves as a demonstration teaching site for other area providers. Other special programming at the center includes music and art programs, a Moral Quotient initiative and several community outreach programs. These outreach programs include the Polliwog program which serves children who do not qualify for CMS special services and a staff Family Educator that implements activities to build neighborhood connections.

**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.

**Committee Discussion:**

This item was not ready in time for committee meetings and is being presented as an action item.

**Funding:**

None

**Attachment:**

Resolution No. 1762 (Tab 3)

Overview of Evaluation Scoring (Tab 4)

## **Board Workshop**

### **10. A New Corporate Strategic Goals that Support the Revised Mission Statement**

**Action: Adopt New Corporate Strategic Goals that Support the Authority's Expanded Role in Meeting the Unmet Affordable Housing Need in Charlotte/Mecklenburg.**

#### **Explanation:**

The Authority has recently charged the CEO with charting a new course for the agency that emphasizes leadership and expansion of the mission. This new course focuses on meeting the affordable housing need along all points of the affordable housing continuum. The Authority has historically not addressed on homelessness, transitional housing or supportive housing. The new mission includes those areas of the housing continuum along with CHA's traditional roles. The previous Strategic Goals and highlights of the issues they were intended to address are as follows:

#### **Strategy #1: Lead the development of collaborative relationships for affordable housing solutions to a broad continuum of stakeholders**

- Meant to demonstrate collaborative leadership
- Intended to communicate that CHA was easy to work with, and a leader in affordable housing

#### **Strategy #2: Maximize economic, physical, and social value of CHA real estate portfolio**

- Intended to form the policy framework for the asset management decision-making model

#### **Strategy #3: Ensure that the CHA attains long-term financial viability**

- Divert scarce resources to maintaining physical structures
- Find new sources of income

#### **Strategy #4: Provide the best, most marketable real estate management services in the nation**

- Intended to push CHA to become a high performer in PHAS and SEMAP
- Meant to focus CHA on improving the Section 8 program
- Recognized the competitive nature of affordable housing locally with respect to funding and sought to make CHA more competitive

#### **Strategy #5: Create an environment that facilitates the development of client families to reach their highest potential**



- Emphasis on the word “facilitate” instead of “encourages” or the phrase “facilitate the development of” instead of “develops client families”
- Intended to emphasize the core mission of the Authority as property managers
- Meant to recognize the importance of supportive services

The new & revised Corporate Strategic Goals recommended by staff are listed below along with highlights of the issues they are meant to address:

**Strategy #1: Provide affordable housing solutions from homelessness to permanent housing through sustainable strategic partnerships.**

- Recognizes the expanded mission which includes meeting housing needs along the entire affordable housing continuum.
- Communicates the need to secure partners who provide housing services. Recognizes leveraging opportunities.

**Strategy #2: Maximize economic, physical, and social value of CHA real estate portfolio (unchanged)**

- Intended to form the policy framework for the asset management decision-making model

**Strategy #3: Ensure the Authority’s long-term financial viability (reworded)**

- Make sound investment decisions
- Take steps to continue the flow of funds from government sources
- Minimize financial risks
- Generate new funding sources

**Strategy #4: Provide high quality, cost effective real estate services that integrate client families into the community’s mainstream**

- Use quality and excellence to overcome NIMBY issues
- Become a model for innovatively solving affordable housing issues to the rest of the country

**Strategy #5: Create an environment that encourages client families to reach their highest potential**

- Use Moving Forward as a laboratory of reform that changes clients’ culture of dependence into one of self-reliance
- Increase the quality of life for seniors and disabled families in CHA’s portfolio

The Board is asked to review and discuss the recommend/revised goals and adopt a new set of Corporate Strategic Goals.

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, SEPTEMBER 15, 2009**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at *CHA Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 12 noon on Tuesday, September 15, 2009.

***Present:***        ***Chairman David Jones***  
                      ***Vice-Chairman Rodney Moore***  
                      Commissioner Joel Ford  
                      Commissioner Lucille Puckett  
                      Commissioner Dan Page

***Absent:***         Commissioner Will Miller

***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.

Ms. Melanie Flow, 12815 Hamilton Road, Charlotte, NC 28273 came forward. She explained that she was advised that the federal government has released \$28,000,000.00 in stimulus money to the Charlotte Housing Authority. Ms. Flow is on the pastoral council of St. Matthews Catholic Church and in a recent meeting it was announced that the church has been talking with the Authority and the Salvation Army in an effort to get funds appropriated to assist in getting shelter for 100 homeless women and children. She is appealing to the Authority to release funds. There are 100 women and children who have had to use the men's shelter over the summer; however, after Labor Day they were displaced and are going from church to church. Therefore she is asking the Authority to possibly release some of the stimulus money, as soon as possible, to help these 100 women and children get settled.

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Chairman Jones thanked her for her comments and asked if there was anyone else present to speak. Hearing none the public forum was closed.

**Additions to the Agenda:**

Chairman Jones announced the following changes to the agenda: 1) Referring to the consent agenda **Item 8.A and 8.D** were pulled. These items were placed on the business agenda. 2) Additionally three Bond Inducement Resolutions will be included on the business agenda for discussion. 3) Lastly, the Business Agenda Item and the Executive Session will be conducted prior to the Board workshop. Chairman Jones also indicated there was a matter relating to real estate and a report from council on a litigation matter, as well as an update on a personnel matter to be discussed in the Executive Session. Hearing no further changes to the agenda he asked for a motion to approve.

**ACTION:**

Motion was made to approve the changes to the agenda:	Commissioner Puckett
Motion was seconded:	Vice-Chairman Moore
Outcome:	Passed unanimously

**Consideration to approve minutes:**

- Regular Board Meeting held *August 18, 2009*

Note: The following revisions were requested. Referring to page 7 of the minutes, under business agenda action Item 10.A Boulevard Homes 2009 HOPE VI Application; the notes states that Chairman Jones abstained because the party applying to do business with his firm, (K&L Gates Law Firm) however that is not correct, *the correction is:* the party is a client of his firm. Also page 8 Item 9.D, Charlotte Housing Authority Office Building, referring to the sentence, stating the final motion was as follows: “Chairman Jones made a motion that we put a stop to going forward on 222 South Church street project.” Note that Chairman Jones was confident that he did not make that motion but he *requested* that such a motion be made. Vice-Chairman Moore stated that he made the motion. All corrections were noted. The modifications will be incorporated in the August minutes.

**ACTION:**

A motion was made that the minutes be approved as modified by:	Commissioner Ford
Motion was seconded by:	Commissioner Page
Outcome:	Passed unanimously

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

The update was given by Ms. Lucy Brown of RAC:

- Held fundraiser for the children of the Homeless Shelter which took place on July 31, 2009. This community service raised \$ 360.00.
- The executive team had a Board meeting which included discussions on (a) setting guidelines regarding trips; (b) presidents participation on different committees to be set up by RAC; (c) RAC training; (d) update on Boulevard Homes.
- On August 14, 2009, RAC along with Tarlton Hills and Charlottetown Terrace communities delivered over \$400.00 in school supplies to the Women's Homeless Shelter on Spratt Street. This function was led by Ms. Lucy Brown, Asst. Director of RAC with assistance from Ms. Donna Green.
- Ms. Stitt and Ms. Belk were requested to attend the Quality Circle meeting which took place at Boulevard Homes. Mr. Riley, Boulevard Homes president, Tammy Cavalier, Site Manager, Tawanna Ross, Asst. Site Manager, and the Boulevard Homes Board members were in attendance.
- August 20, 2009 Ms. Stitt and Ms. Belk visited the Mallard Ridge Community and organized the Resident Organization Team which was witnessed by CHA and an independent party.
- There was not a Quality Circle meeting for the month of August because the team traveled to Philadelphia for the TSSI conference/training.

**Monthly Report from the CEO**

**Monthly Scorecard:**

Mr. Woodyard, CEO, recognized Ms. Cheryl Campbell, Deputy COO, to give the report. Referring to Tab 2, our monthly scorecard measures are listed. Specifically concerning the Section 8 voucher utilization rate, we have received 147 vouchers being reported in our baseline. However those vouchers have not been leased-up. She reminded the Commissioners that 100 of the vouchers are direct referrals to the Department of Social Services (DSS) for the Family Unification Program and 35 under the Veterans Association. Currently, we have not received any clients from either entity for those vouchers which is suppressing our utilization rate. It is hopeful that referrals will start the month of September. We have issued about nine new landlord packets. A landlord briefing was held last month and approximately 12 to 15 landlords were present.

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Referring to the vacancy and Tenant Accounts Receivable (TARS) for CHA; our vacancy turn is averaging 14 days which is below our 20 day maximum. The TARS as adjusted for the promissory notes are at 99% and occupancy is at 100%.

On the affordable properties, the same holds true for TARS and occupancy rate and there were no units turned during the month. This is reflected as N/A.

Referring to the Private Management companies the report reflects 16 days for them and 99% on occupancy and TARS.

Ms. Campbell opened the floor for questions:

Commissioner Page questioned Stone Haven East higher vacancy rate. She responded that Stone Haven is a community which has some public housing units; however, they do have a lease-up problem due to no bus route and several changes in management. We are in the process of working on a marketing plan.

Lastly, Commissioner Page, stated that under the TARS there are some in the 77% range, is that because of legal action taking place. Ms. Campbell responded this could be or also just a reporting mechanism from the firms reporting in on the private sector. For clarification Ms. Campbell stated that occasionally, depending on the management firm, there can be a delay in getting their reports to CHA in a timely manner therefore we don't always see the actual rates until after the reporting period. Chairman Jones asked why the number wasn't reflected as an N/A. Ms. Campbell stated that perhaps it should have been however she would double check with staff.

Mr. Woodyard, CEO, announced to the Board that a few CHA employees and a group of housing stakeholders will be traveling to New York at the end of September. They will travel to Harlem NY in order to visit and take part in the Practitioners Workshop with the Harlem Children's Zone. This is part of our Boulevard Homes/HOPE VI initiative.

Mr. Woodyard, CEO, concluded his report.

## **Committee Reports**

### **Client Relations Committee:**

Vice-Chairman Moore gave the following update:

- The committee was updated by our partner, City Dive, regarding Boulevard Homes.
- The ongoing complete count committee for the Census 2010.
- Progress with Parent University for CMS.
- Case management status.

### **Development Committee:**

Kathleen Foster, VP Real Estate Development gave the following update on behalf of Commissioner Miller:

- The meeting took place on September 2, 2009 from 12 noon until 2:30 p.m.
- The Lofts at Seigle Point will be discussed on the consent agenda. Also, the pre-development funds for the renovation of the three towers, Strawn, Charlottetown and Parktowne was moved from the Consent Agenda to the Business Agenda .
- Staff presented a Boulevard Homes update which relates to the HOPE VI application due November 17, 2009. The overall application, including the CHA/MTW funding commitment, approval of CSS case management, authorization of MOU execution and approval of the child development RFP must be approved by the Board at the October 20, 2009 meeting in order to make the November filing deadline. The Board Chairman requested that staff provide that information in advance of the October meeting. This is to ensure that issues can be addressed in a timely manner.
- Several additional items will be discussed in the Horizon executive session including some good news on renegotiations of pricing on Woodlawn House and McMullen Woods. The Horizon agenda included a number of budget amendments related to real estate projects.
- Additionally, the committee discussed and was favorably inclined to approve the sale of Villa Courts Apartments, which is on the Horizon agenda for formal approval.

### **Finance and Audit Committee:**

Commissioner Ford gave the following update:

- ✓ There are a number of consent agenda items for budget amendments that will be coming forth to the Board for final approval.
- ✓ He also highlighted a few items from the CFO's update:
  - (a) Staff is in the process of preparing to bid out the audit services contract.

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- (b) A letter was received from the IRS. They will be coming for a review on October 20, 2009.
- (c) The Legal services contract should be brought back to the Board for review and final approval at the October meeting.
- (d) Lastly, we have received some input and buy in from the committee to review the approval process on the procurement process, in order to bring back a recommendation for further input from the Board.

**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.B, 8.C, 8.E, 8.F, & 8.G.**

**ACTION:**

Motion was made by:

Commissioner Page

Motion was seconded by:

Vice-Chairman Moore

Outcome:

Passed unanimously

**Business Agenda:**

Note: All Bond inducement items only were disseminated at the beginning of the Board meeting. Kathleen Foster, VP of Real Estate Development, came forward to give a brief description and answer any questions.

**Strawn Tower Bond Inducement:**

Approve Resolution No. **1745** to adopt an inducement resolution for a proposed issuance of revenue bonds in an amount not to exceed \$7,800,000 to finance the acquisition and rehabilitation of Strawn Tower Apartments.

**Charlottetown Terrace Bond Inducement:**

Approve Resolution No. **1746** to adopt an inducement resolution for a proposed issuance of revenue bonds in an amount not to exceed \$7,300,000 to finance the acquisition and rehabilitation of Charlottetown Terrace Apartments.

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**Parktowne Terrace Bond Inducement:**

Approve Resolution No. **1747** to adopt an inducement resolution for a proposed issuance of revenue bonds in an amount not to exceed \$7,400,000 to finance the acquisition and rehabilitation of Parktowne Terrace Apartments.

Chairman Jones confirmed with general counsel that it is acceptable to vote on these items as a group. Chairman Jones then requested a motion that the Board adopts resolution nos. **1745, 1746, & 1747.**

**ACTION:**

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

Once completed, Chairman Jones referred to **Item 8.A** which was pulled from the Consent Agenda as requested by Commissioner Page for further discussion.

**8.A Authorize CHA loan to Horizon Development Properties, Inc. Budget Amendment:**  
**MTW Fund:**

- Action: 1. Approve resolution no. **1736** to authorize CHA to make an MTW loan in the Amount of \$630,000 to Horizon Development Properties, Inc. for the purpose of pursuit costs.
2. Approve resolution no. **1737** to amend resolution no. 1728 which amended the MTW funds budget for the fiscal year ending March 31, 2010.

Commissioner Page explained that he voted for both items/resolutions in prior committee meetings; however upon reflection he has some concerns. He explained that he had discussion prior to the meeting with a staff member today; however, he still has the same concerns. In the budget we are being asked to approve \$200,500 in the budget for LEED related items. He is not convinced that we need to spend that money. He thinks we can achieve most of the things that LEED brings us without having to go through the certification process. We can instruct our professionals that are designing the building, initiate programs with the residents which will accomplish much of the same thing without having to spend \$200,000. I know this is cutting edge and while we certainly want to build new units as well as renovate existing units in an efficient manner; there are a lot of people on our waiting list. He would dare say that they probably do not care that we are on the cutting edge of technology. However I think they would care that we are



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being energy efficient and trying to save them money on their operating cost or their electric bills. He feels this is excessive and is really moving beyond what our core mission is, and that is to provide affordable housing. He thinks this is an unnecessary expense and I couldn't vote for this if those items are included. However he can vote for it if those items are pulled out. He is hopeful that the other commissioners would give that long and hard thought as to whether we need to spend over \$200,000 to get that certification. Commissioner Page stated that this completed his comments. Chairman Jones asked the question to Kathleen Foster, VP Real Estate Development, he recalled the discussion in the committee for the two projects we still don't know about on the CFRC grant; we have made a submission approving LEED in our scoring and I think our scoring was driven by LEED so if we were to approve the resolution without the LEED components for Charlottetown and Parktowne, which are still in the approval process. I would be willing to table this until after we have had the LEED discussion at committee in October, however Commissioner Page will not be at that meeting. Chairman Jones asked Kathleen what were the deadlines we are facing. Ms. Foster responded that the Board has already approved \$200,000 for some of the predevelopment cost therefore we are not in a position where failure of this to pass today will mean that we must tell the architect to stop working. We can definitely tell them that we are rethinking LEED and they cannot work on that part until the October meeting. There is some predevelopment money that is already approved which will allow us to keep working on the development. The next deadline is the October 7<sup>th</sup> bond deadline and we have discussed our plan to leave a reserve in for LEED which we will take out if the board decides at the October meeting that the Board does not want to pursue the LEED certification. Ms. Foster feels we could wait until the October meeting, by then we would know if we have the CFRC money or not so we would then know whether we are required to do LEED or not. Commissioner Page injected that he is in favor if we pull those items off.

Commissioner Ford spoke for the record that he has reviewed Strawn, Charlottetown and Parktowne from its inception and he did not notice throughout the process any LEED certification going on and he would like for the record that he is going to support it, as is, based upon the commitment that staff has already made for us on this grant application but then following with Ms. Foster's recommendation on a different funding source. I do believe some over commitments on our part, because had I known about this prior to the grant being submitted with LEED in it, I would have had a different take on it, however we did not have that opportunity and since the horse is already out of the barn we must proceed. Commissioner Page interrupted to state, that was not a good enough reason to approve this much money. We are being asked to approve a budget with line items.

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Chairman Jones stated that his preference was to wait and look at this again at the Development Committee meeting following the presentation from staff on LEED. Chairman Jones asked for a motion.

**ACTION:**

Motion was made to approve resolution no. **1736** as is, which includes LEED for Strawn.

Motion was made by: Commissioner Puckett

Motion was seconded by: Vice-Chairman Moore

NOTE: Chairman Jones requested a show of hands in the final vote.

All in favor using the hand vote: 4  
All those opposed using the hand vote: 1  
Outcome: Motion carried

**8.D Budget Amendment: Piedmont Courts HOPE VI Grant:**

Approve resolution no. **1739** to amend resolution no. 1713 which amended the Piedmont Courts HOPE VI Grant (Seigle Point)

Ralph Staley, CFO, explained that a *revised* document was disseminated at the start of the meeting. To assure that we get the full \$20,000,000.00 in grants the budget amendment was changed. A final document will be filed with HUD September 16, 2009 which is their deadline for the projects. The revised/changed document, will match what we submit to HUD.

**ACTION:**

Motion was made to approve: Commissioner Ford

Motion was seconded by: Vice-Chairman Moore

Outcome: Passed unanimously

Chairman Jones then requested a motion to go into Executive Session to discuss real estate matters, receive advice from counsel and to receive a personnel update.

**ACTION:**

Motion was made by: Commissioner Page

Motion was seconded by: Vice-Chairman Moore

Outcome: Passed unanimously

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Let it be noted that the motion to come out of executive session was not recorded.

\*\*\*\*\*

The following item was discussed in closed session prior to requesting a vote.

**Arbor Glen Vacant Parcel:** Approve resolution no. **1748** to authorize CHA to negotiate and affect the sale of the last parcel of undeveloped land at Arbor Glen.

**ACTION:**

Motion was made to approve by:	Commissioner Ford
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

NOTE: Chairman Jones announced that the New Corporate Strategic Goals item which is listed on the agenda under Board Workshop Item 9.A will be tabled until further notice, since there was not a full Board for discussion at this meeting. Chairman Jones requested a motion to table item 9.A.

**ACTION:**

Motion was made to table Item 9.A	Vice-Chairman Moore
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Chairman Jones then requested a motion for adjournment of the CHA Board of Commissioners meeting.

**ACTION:**

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

\*\*\*\*\*

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Minutes respectfully prepared by:

Barbara G. Porter  
Executive Assistant to the CEO

\*\*\*\*\*

***The next meeting will be held on Tuesday, October 20, 2009 at the Central Office of the Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC 28202. The meeting will start promptly at 12 noon and lunch/refreshments will be served for the commissioners at 11:30 a.m. If any questions/comments, please contact the executive office at 704.336.5221.***