

**MINUTES**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
**CITY OF EMPORIA MUNICIPAL BUILDING**  
**REGULAR MEETING**  
**APRIL 7, 2010**

*Note to Reader: Although the printed agenda document for this Redevelopment and Housing Authority meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk of the Redevelopment and Housing Authority maintains the agenda document. One may see a copy of the agenda for this meeting by contacting the Clerk.*

The Emporia Redevelopment and Housing Authority held a Regular Meeting on Wednesday, April 7, 2010 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Ms. Veronica Leach, Chairperson presided over the meeting.

**ROLL CALL**

Upon roll call, the following Emporia Redevelopment and Housing Authority members indicated their presence:

Ms. Veronica Leach	Ms. Carolyn Carey
Ms. Sandy Skinner	
Ms. Marva Dunn	

Absent:	Mr. Dave Thomas
	Ms. Brenda Harrell
	Mr. Mark Owen

Others present:	Steven B. Hall, Assistant City Manager
	Lori Jarratt, ERHA Clerk
	Sheila Cutrell, Finance Director

**APPROVAL OF AGENDA**

Ms. Dunn made a motion to approve the agenda as presented, seconded by Ms. Skinner which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

**MINUTES APPROVAL**

The minutes of the January 6, 2010 Regular Meeting and the January 27, 2010 Special Meeting were distributed to the Housing Authority Members.

Ms. Skinner made a motion to approve the minutes as presented, seconded by Ms. Carey which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

## **FINANCIAL REPORT**

The financial report for December 23, 2009 – March 31, 2010 was presented to the Housing Authority Members.

Ms. Skinner made a motion to approve the financial report, seconded by Ms. Dunn which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

## **UNFINISHED BUSINESS**

### ***B. Emergency Shelter Needs – Assisting Families***

Mr. Hall reported that this item was carried over from the January 6, 2010 Regular Meeting. He stated that at the October 7, 2009 Regular Meeting, Commissioner Dunn raised the issue of the need for emergency shelter funding for families in need to temporary housing. He also stated that no action was taken on this item and as indicated on October 7, this item was brought back for the Authorities discussion.

He advised that in previous years, a line item was included in the ERHA budget to address this concern. He also advised that it should be noted that any funds devoted to a new potential budget line item be utilized for City of Emporia residents only. He further advised that additionally, a decision-making procedure shall be in place to make the determination on what family should receive assistance and vice-versa.

He stated that an ordinance adopted on February 26, 2009 appropriated funds in the amount of \$1,200 for “Temporary Lodging for Domestic Violence.” He also stated that these funds were appropriated into the FY 08 budget and made available to the Family Violence and Sexual Assault Unit in the amount of \$100/month. He advised that he was uncertain as to the extent the funds were utilized.

He recommended that the Commissioners determine the amount of funds, if any, to be included in the FY10 or FY 11 budget. He also recommended the Commissioner determine the person(s) or organization responsible for the implementation, decision-making process and utilization of funds.

Mr. Hall advised that Ms. Nancy Turner, Director, Family Violence and Sexual Assault provided a letter to the Authority requesting the funds.

Ms. Dunn stated that she had conveyed to the Sexual Assault Unit that it was vital that a report be given to the City as to how the funds were spent.

Ms. Cutrell advised that they did provide some paperwork in 2009 but could not remember the detail of the paperwork.

Mr. Hall clarified his memo provided to the Commissioners in that he was not aware if the entire \$1,200 was utilized.

Ms. Cutrell advised that the entire \$1,200 was given to the Unit in one lump sum but she would have to review the files to see if there was any further documentation needed.

Ms. Carey stated that she was under the impression that Ms. Turner would be in attendance.

Ms. Dunn stated that Ms. Turner could provide information as to what documentation the Unit could provide. She also stated that the Unit was aware that these funds could be used for City residents.

Mr. Hall stated that due to a lack of quorum, he recommended having a special meeting prior to July 1, 2010.

Ms. Dunn stated that she would like the funds to be used for homeless individuals from disasters, not just Family Violence.

Mr. Hall stated that a line item for Emergency Housing could be included in the budget and a Special Meeting be held prior to July 1, 2010 to adopt the FY 11 Budget.

Ms. Skinner stated that she was opposed to any funding for homeless individuals. She also stated that she would like the ERHA funds to go towards helping individuals with Home Repair.

Ms. Dunn made a motion to create an Emergency Housing line item in the budget in the amount of \$2,000, seconded by Ms. Carey which passed as follows:

Ms. Veronica Leach	aye
Ms. Sandy Skinner	nay
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye

***D. Home Repair Grant Program***

Mr. Hall advised that at the Wednesday, January 27, 2010, Special Meeting the Authority reviewed and awarded applications for the Lowground area and city-wide. He also advised that of these applications that were reviewed, there were some that required further documentation which was as follows:

**Lowground Area:**

Ms. Margaret Eason - Ms. Carey to contact applicant for estimates. Ms. Eason came by the city office on February 1, 2010 and picked up a list of contractor. To date, no estimates have been provided.

Ms. Mary Nicholls – Ms Dunn to contact applicant for estimates. The Authority approved the application as grant eligible. Ms. Nicholls contacted the City office on February 2, 2010 to prioritize her work to be done. To date, no estimates have been provided.

Ms. Mary Eason – Ms. Carey to contact applicant for estimates. The Authority approved the application as grant eligible. To date, applicant has not provided any estimates.

**City-wide:**

Ms. Nancy Easter – Ms. Carey to contact applicant for estimates. Applicant provided one estimate on February 9, 2010 totaling \$7,543.00 from only one contractor.

Ms. Virginia Walker – Ms. Leach will contact for income documentation. To date, applicant has not provided any income documentation.

He stated that that work has been completed on four of the five (fifth application, work has commenced) houses from the applications that were approved. He also stated that the contractor has been paid for work completed on two of houses and the City is waiting on paperwork to be returned from the contractor so that payment can be made on the other two.

He recommended the Commissioners provide an update on the status of incomplete applications and discuss the potential future continuation of the Home Repair Program.

Ms. Carey stated that Ms. Easter on Williams Street was in District 1 of Lowground Road area. Ms. Cutrell stated that Williams Street was not included in the Lowground Project.

Ms. Dunn inquired if there was a former grant that addressed houses on Williams Street. Mr. Hall advised that the Lowground Road grant application that was through the ERHA was from the Lowground Road CDBG Project which only included certain streets off of the Lowground Road.

Ms. Dunn advised that there were two houses that were demolished and rebuilt on Williams Street under a grant. She also advised that one of them was for a Mr. Charlie B. Moore and Hazel Moore.

Mr. Hall stated this item would be brought back to the next meeting and if nothing further has been provided, the Authority could begin discussion of reopening the program.

**NEW BUSINESS**

**A. *Fiscal Year 2011 Operating Budget***

Mr. Hall stated that the draft budget for Fiscal Year (FY 11) has been provided and is before the Commissioners for discussion and consideration. He also stated that specific categories and line items of note for discussion include:

- Page 1 – Interest on CD’s – lowered as a result of the \$60,000 allocation towards West Atlantic Street Revitalization project
- Page 2 – Temporary Lodging – zero recommended

