

There was a Regular meeting of the Wise County Redevelopment and Housing Authority Board of Commissioners on Tuesday, April 7, 2009 at 4:30 p.m. at the John P. Vandiver Community Center in Coeburn, Virginia.

The following members were present:

Elsie V. Kern  
James R. Johnson, Sr.  
Randy Carter  
James Cooper  
Fred Pack  
John Markham  
Jim Flanary  
Robert Harrison

Also present at the meeting was Attorney Greg Gilbert.

Mr. Carter opened the meeting in prayer and Mr. Flanary led in the Pledge of Allegiance.

Chairwoman Kern asked if there were any public comments. There were none.

Chairwoman Kern asked if there were any corrections or additions to the March 10, 2009 meeting minutes. Randy Carter made a motion to approve the minutes as received; the motion was seconded by Jim Flanary. All members voted aye.

Chairwoman Kern asked for a motion on the agenda. Mr. Harrison made a motion to approve the agenda; the motion was seconded by Mr. Johnson. All members voted aye.

Chairwoman Kern continued to Old Business – Update on Capital Improvement Programs. Mr. Salyer stated that the stimulus money will be used to help with bricking Litchfield Manor. Lane Engineering is in the process of doing cost estimates and specifications for bricking Litchfield Manor.

The Authority will be hiring a maintenance employee to replace Donny Hensley. He will mainly work at Commonwealth Apartments in Wise and Old Mill Village in Pound.

Jack Mooney went over other capital improvement projects. He stated that the Authority is in the process of securing playground equipment for Clinchview Apartments in St. Paul. The cost will be approximately \$20,000. Mr. Salyer stated that the playground equipment at Clinchview will have to be wheelchair accessible. Brochures were given to the board to review on the playground equipment. At Litchfield Manor we will be replacing all closet doors. These improvements will come under the Five Year plan. Mr. Salyer mentioned a tree at the front of Litchfield Manor that will need to be

removed. Chairwoman Kern asked if there were any questions on the capital improvements. There were no questions.

New Maintenance Employee was discussed. Mr. Salyer stated that the Authority advertised and received 15 applications for the maintenance position. The Authority hired Owen Powers for the position. He is from the Wise area and will spend most of his time working at Commonwealth and Old Mill Village.

Mr. Salyer gave an update on the community development program. He stated that he and Jack Mooney will be taking over Steve Garrett's duties. The Hammer crew has started excavation on a lot going up Wise Mountain. They will build a three bedroom house on that lot which will be sold. We are assisting the Big Stone Gap Housing Authority in trying to sell the house that was built by the Hammer crew. We are also trying to sell the two bedroom house built by Hammer that is located at the Technical School. We have a lady from Norton who is interested in the house. We are asking \$35,000 for the house. The buyer will be responsible for moving the house and for the foundation and installing a heat pump. We are finishing up two rehab jobs in Derby. We are working out a deal with RADA to do these two jobs. There were no questions on the community development program.

Chairwoman Kern proceeded to New Business – Property Disposition. Mr. Salyer stated that the Authority has a fork lift that was used while building the houses at John P. Vandiver. We also have four flat bed trailers that need to be sold. Mr. Spencer Bennett may be interested in the trailers. The Authority will advertise the forklift which is valued at between \$12,000 and \$14,000.

Housing Program Policy Change was discussed. Mr. Salyer stated that the Authority needed to make a change in the housing program policy. An applicant now has three offers for an apartment before they go to the bottom of the waiting list. We would like to change this policy to one offer on a specific apartment complex and if they refuse to take the apartment, they would be cancelled from that apartment complex list and they would have to reapply. If they apply for more than one complex they would remain on the other waiting lists. Mr. Gilbert said the Authority would need to inform the applicants of the policy change when they apply. Chairwoman Kern asked for a motion to give the WCRHA the authority to amend the housing policy to state that an applicant who does not take an apartment upon notification will be dropped from the waiting list and would have to reapply. Randy Carter made the motion to approve the policy change; the motion was seconded by Bob Harrison. All members voted aye. Mr. Salyer stated that this change would be posted in the office. It will become effective May 1, 2009.

Mr. Salyer stated that the Authority now gives out waiting list numbers for public housing and rental assistance on the telephone. Even though we ask for a social security number we have had situations where fraudulent information was given. Mr. Salyer stated that a motion is needed that the Authority no longer give out waiting list numbers. Anyone wanting their number on the waiting list would have to come to the office and present a photo ID. Chairwoman Kern asked for a motion. Mr. Johnson made a motion

to approve a change in the policy and not give out waiting list numbers on the phone effective May 1, 2009; the motion was seconded by Mr. Pack. All members voted aye.

Executive Director Authorization for Compensation was discussed. Mr. Salyer stated that the Authority has funds for a 4% to 5% increase. Evaluations were completed on all the employees. Each evaluation was scored in a range of 2.9 to 4.0. Four employees were in the range of 2.9 to 3.25. They would receive a 4% increase in pay. The remaining employees were in a range of 3.26 to 4.0 and would receive a 5% increase. Chairwoman Kern asked for authorization to approve the cost of living increases as presented. A motion was made by Bob Harrison to approve the increases based on the evaluations with the effective date retroactive to January 1, 2009; the motion was seconded by Randy Carter. Chairwoman Kern asked if there was any discussion. There was none. The roll call vote is as follows:

Elsie Kern – Aye  
James R. Johnson, Sr. – Aye  
Randy Carter – Aye  
James Cooper – Aye  
Fred Pack – Aye  
John Markham – Nay  
Jim Flanary – Aye  
Bob Harrison – Aye

Chairwoman Kern asked for board comments/requests. Mr. Harrison asked about the term “PUM” in the status report for the apartments. Mr. Salyer stated PUM (per unit monthly) is the average amount of rent paid per month for a particular property. There were no further questions.

Chairwoman Kern asked for a motion to adjourn. Mr. Harrison made the motion to adjourn.

(Minutes approved at the May 5<sup>th</sup> Annual Meeting)