



REGIONAL HOUSING PARTNERSHIP Agenda

Thursday, April 19, 2019 at 3:30 pm

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|----|--|-------|-------------|
| 1. | Call to Order | Chair | 3:30 |
| 2. | Comments from the Public | Chair | 3:30 – 3:50 |
| 3. | *Consent Agenda | Chair | 3:50 |
| | a. *January 19, 2019 Draft Minutes – <i>handout</i> | | |
| | b. *RHP Revised Operational Framework – <i>handout</i> | | |
| 4. | Old Business | Chair | 3:50 – 4:05 |
| | a. *RHP Bylaws Draft- <i>handout</i> | | |
| 5. | New Business | Chair | 4:05 – 4:30 |
| | a. Round Table Discussion | | |
| | b. Other | | |
| 7. | Adjourn | Chair | 4:30 |

**Proposed Action Item for Motion*



REGIONAL HOUSING PARTNERSHIP Draft Minutes

Thursday, January 24, 2018 at 9 am

Voting Members Present:

Heather Hill
Ned Gallaway
Gequetta Murray-Key
Robert Babyok
Jesse Rutherford
Anthony Haro
Dan Rosensweig

Sunshine Mathon
Christopher Brement
Chris Henry
Peter Holman
Greg Powe
Brandon Collins
Mozell Booker
Colette Sheehy

Keith Smith
George Krieger
Jeff Waite
Diantha McKeel

Voting Members Not Present:
Jay Willer

1. **Call to Order** 9:00

2. **Welcome and Introductions** 9:00 - 9:20
 - a. Welcome - **Chip Bolyes** – Introduction as Executive Director of TJPDC. **Chip volunteered to lead future meetings until leadership was established.**
 - i. **Regional Emphasis** - Chip gave a brief history of the PDC and how it was related to the Regional Housing Partnership. In the Spring of 2017, the PDC (w/ lead of Keith Smith) determined the need to look at affordable housing as a regional topic. The PDC decided to address all housing on a regional basis. Charlottesville was undergoing a local effort, but there was need for a regional approach. The PDC held several cross-sector stakeholder’s meeting. The PDC voted to make housing a priority. While the PDC is a regional governmental agency, there is no set funding mechanism so we needed to seek that out. In Jan 2018, the Commission agreed to funding a half-time Housing Coordinator’s position. Christine was hired with half of her time contracted out to the Thomas Jefferson Community Land Trust for their first Executive Director. In April of 2018, the PDC and the Urban Land Institute hosted 7 TomTom Seminars on Housing. During the Action Session, there was a recommendation to follow the Regional Transit Partnership’s model to create a Regional Housing Partnership (RHP). In Sept, 2018, the Commission approved the Operational Framework of the RHP. In January 2019, the 1st meeting is held.
 - ii. **Public Meeting – Code of Conduct, Streaming – Public Comment** – if there is time at the end of the meeting then a public comment section will be available.
 - iii. **Housing Coordinator’s Report**
 - b. **Partnership Member Introductions** - Partnership members introduced themselves after Chip’s introduction. 17/20 members were present during introductions.

3. *** Partnership Structure** 9:20 - 9:30
 - a. **Organizational Structure** – The Framework identifies positions by office/partner. The Executive Committee’s intent was to be trisector and to guide the group until the RHP decides if they want Bylaws and a formal process. The PDC did not want lag time between

the first meeting and action, so many items are in the works and the RHP will hit the ground running. The RHP will guide the process of the completion of Strategies Plan. A VHDA grant was secured take the analysis and create strategies.

The Executive Committee will serve as the ‘guiding principles’ committee. We are also well on our way with spalling a Regional Housing Summit – April 19, 2019 at the Omni Hotel Charlottesville. It will accommodate 150-200 attendees to learn local, regional, national topics with a goal of working on action items to inform the RHP. The RHP is following Charlottesville’s process of needs analysis, strategies plan with community engagement to follow up.

The PDC and Albemarle County contributed local funds of \$53,000 to start the housing analysis. The PDC applied for a VHDA \$100,000 grant, but the Charlottesville Strategies Plan is not included. Charlottesville is in the Region and is the driver of housing needs, but they were further along in their process and had their needs assessment completed for months. The PDC did not want to slow Charlottesville down and they have different community engagement needs. The Regional strategies plan, while it will be different than the City’s, it will work with and complement the City’s process. The Regional Plan is dependent on the City as the driver.

The PDC anticipates the RHP being a permanent body of the PDC, unless it grows into its own entity (such as Jaunt, CVPED, JABA, etc.). Heather Hill commented that there is a “big system” with Transit, Workforce Development, etc. and there is a need for the RHP to coordinate and engage with the larger system. Chip responded that the RHP would need to rotate into smaller groups to get information out to the larger system. There is no existing entity to cover the entirety of the system, therefore, the RHP will need to share in both directions: the RHP to individual organizations and organizations reporting back to the RHP.

Gequetta Murray-Key asked why the community engagement efforts in rural counties was so different. Discussion noted that there was a lack of density so housing may not be as burning of an issue. Chip noted that in rural counties there is an expectation that the elected officials taking care of it. Chip noted that not all localities actively update the housing chapter in their Comp Plans, with one locality not updating since 2002. The PDC will do more community engagement than localities do for their comp plans, but are not able to do neighborhood community engagement like in Charlottesville. Chip noted that individual localities can request additional engagement with negotiation with the PDC. Gequetta Murray-Key noted that many residents in the rural area do not understand planning and how to engage or participate in the process. She suggested education sessions to help the public learn more about the process. There was further discussion on planning meetings and how to make them inviting to the public. Jesse noted that George Krieger was present in the audience and invited him to join the voting membership at the table.

- b. * Executive Committee - The framework identifies eligible members for the Executive Committee. Chip read the list and shared that all were contact previously to gauge interest

in serving. The recommended slate was presented until Bylaws are established. The Exec. Committee will elect officers at their first meeting. Purpose of recommended slate is to move the process forward efficiently. **Diantha made the recommended motion, Christopher Brement seconded. There was no discussion. The motion was approved unopposed.** The first meeting has a tentative schedule date of February 5, 2019 at 8:00am at the PDC. Contact Christine Jacobs if there is a schedule conflict. The PDC will have agendas and support materials available online, Dan Rosensweig asked if the Executive Meetings were public. Chip responded yes and that all docs will be shared with the full partnership.

- c. **Bylaws** – The creation of Bylaws will be led by the Exec team but they will get guidance and feedback from the full RHP.

4. * **Mission of the Partnership** (Handout)

9:30- 9:40

- a. * **Consider and Take Action on Operational Framework** – Chip guided the Partnership through the Operational Framework Document. Anthony Haro suggested that the general membership should include someone from the health sector since housing and health are linked. Jesse Rutherford suggested that someone with ‘soil specific’ knowledge may be a beneficial addition to the group.

Heather Hill asked about the need to identify an alternate. A reminder was given to send an alternate’s name to Christine Jacobs. Gequetta Murray-Key asked if the alternate needed to be from the specific sector/area of the sitting member. Chip responded that it was up to each individual.

Chip presented an overview of goals and objectives of the RHP. He highlighted that the RHP was to consider all parts of housing: market rate, affordable, and homeless. He discussed the need to integrate housing into other decision-making processes such as land use, transit, and economic development. Chip noted that the PDC does not have funding for any further studies/reports. If items were ID’d for further need for study, the funding would need to be found, with local governments being the first place to turn, but also looking at nonprofits and for-profits.

Dan Rosensweig discussed the need for the 6 objectives in the Framework to be ‘honed in on.’ He suggested that they were a mix of objectives, strategies, tactics, etc. This was determined to be an agenda item for an Executive Committee meeting. Bob Babyok commented that he was glad to see the regional definition of affordable housing as a goal. Gequetta Murray-Key expressed gratitude for the group’s time and commitment to work towards solutions on behalf of those that need housing assistance. Chip noted that one area that is currently underrepresented on the RHP is rural citizens and asked the group to help with getting that representation. Chip completed the Framework doc review.

Bob Babyok made the recommended motion, Diantha seconded. Discussion: Brandon Collins expressed hesitation with approving if the objectives were not solidified. Heather Hill suggested that the motion reflect the need to adapt the objectives as the RHP moved along. Sunshine Mathon suggested that the spirit of the objectives was in the right

trajectory, but they needed better organization. Dan Rosensweig spent time discussing the faults of the current objectives. Ned Gallaway referred to wording in the Framework that suggested that it was a ‘starting point from which to build and is intended to be revised as necessary.’ There was further discussion on next steps.

Bob Babyok reiterated that the intent was in the Framework. He **withdrew his original motion and rephrased the following motion: I move to recommend the approval of the Operational Framework with the knowledge that there will be further refinement of the objectives by the Executive Committee. Diantha McKeel seconded the motion.** Gequetta Murray-Key expressed the importance of not getting lost in the ‘back and forth’ but making sure that the group was ‘moving forward.’

Colette Sheehy inquired about the ability to solicit input from individual organizations and report electronically. Chip stated that if folks had input, they could direct it to him. The decision was made to send the task of revising the objectives to the Executive Committee. Sunshine Mathon clarified that the Executive Committee meetings were open to all. Diantha McKeel wanted to ensure that all docs for all committees would be shared with all. Attention was brought back to the motion that was made and seconded. **The motion was approved unopposed.** Colette Sheehy asked about the possibility of electronic/remote voting. Chip said the PDC takes the position that in-person is essential and should be determine for the RHP in the Bylaws. Colette also asked if the Executive Committee could act on behalf of the group. Dan Rosensweig said that the Bylaws would determine that.

Diantha McKeel further stressed that all documents will be shared with all and all are invited to attend. Greg Powe suggested that it was critical that all members input the objectives before the first Executive Committee meeting. He also asked that draft Bylaws be presented so that the committee was not starting from scratch. Chip confirmed.

5. Meeting Schedule - Quarterly 9:40 - 9:45

6. Spring Housing Summit 9:45 – 9:55

- a. **Goals, Timeline** – Christine Jacobs introduced the Regional Housing Summit. Dan Rosensweig suggested that the sessions should be on a ‘holistic housing ladder of opportunity’ Discussion was had about the need for a committee to determine the sessions/speakers, etc.
- b. **Spring Regional Housing Summit Committee** - Ned Gallaway suggested that if there were decision makers, they had the opportunity to participate in the planning. Keith Smith, Jesse Rutherford, Gequetta Murray-Key volunteered to join the committee. Dan asked to be kept in the loop but could not commit to organizing details. There was discussion on the need to have an action session at the end. There was further discussion on how to market the Summit. With 50 in the room, 36 elected officials, 36 planning commissioners, department heads, housing stakeholders from the public/nonprofit/for profit sectors. Chip reminded partnership that the summit was full day and would likely include meals, therefore, there

was need to charge a nominal fee and provide scholarships. Chris Henry inquired about the timing of the release of the Regional Housing Needs assessment and its alignment with the Summit. There was concern that 150-200 was too limiting and there would be a need for each locality to have slots for citizens. Chip reiterated that the planning committee would need to address this. Sunshine Mathon asked when the Needs Assessment would be public. A suggested timeframe was given for 30-45 days. Anthony Haro stated that all might like to give feedback.

7. Presentation: Regional Housing Needs Assessment

9:55 - 10:10

- a. Needs Assessment Summary and Discussion of Results – Chip reviewed the preliminary data from the Needs assessment. Christine Jacobs will put the Power Point on the PDC Housing Page with the meeting agenda and link to the video. Chip informed the partnership that there was a draft in hand and that there would need to be a committee to review the analysis. That committee would then form the Regional Strategies Plan committee.

Discussion was had regarding specific data points and how the numbers did not reflect number of units needed. There was further discussion on providing localities with data by county. Dan Rosensweig discussed the IAT tool that Charlottesville’s Housing Advisory Committee is developing. He suggested that it may be useful for the summit or for expansion/adaptation for the rural areas. Dan also suggested that he can share data from outreach in rural areas. He asked for that to be an agenda item in the first Needs Assessment committee meeting.

Chip asked for volunteers to vet data and give direction to the rest of the group. Sunshine Mathon, Brandon Collins, Dan Rosensweig, Anthony Haro, Chris Henry, and Gequetta Murray-Key volunteered to serve on the committee. There were several short conversations including: a suggestion that for-profit property developers/managers be on the partnership, keeping a positive and ‘can do’ attitude, how University of Virginia students are represented in the data, how students that are homeless/doubled up show up in the data, whether Anita Morrison was going to present to the Partnership or at the Summit. Chip stated that she would present at the Summit and would be available to us at her hourly rate. Chip suggested that we table the remaining items out of respect for everyone’s time.

8. Presentation: Regional Strategies Status / Initiative

10:10 - 10:25

- a. Regional Strategies Committee – This item was tabled due to time.

9. TomTom – Civic Innovation Conference – Affordable Housing

10:25 - 10:30

This item was tabled due to time. Christine Jacobs mentioned that each partner had a one-page handout on the TomTom Housing sessions.

10. * Adjourn – Meeting was not formally adjourned but ended at 10:45 am.

**Proposed Action Items*

Regional Housing Partnership (RHP)

OPERATIONAL FRAMEWORK

Thomas Jefferson Planning District Commission
AUGUST 2018

RHP Overview

In the Spring of 2017, the Commissioners of the Thomas Jefferson Planning District Commission (TJPDC) identified that housing was a focus in several localities within the planning district. The Commission determined that housing should also be considered as a regional issue. The Commission saw several opportunities for improving the communication, coordination, and collaboration between both the six localities and the multiple sectors involved in providing housing solutions; the private, public, nonprofit, and citizen sectors. In January 2018, the commission hired a part-time Housing Coordinator to help facilitate, convene, and coordinate housing initiatives in the region.

In April of 2018, the TJPDC partnered with the Charlottesville chapter of Urban Land Institute to host seven affordable housing informational sessions during the Tom Tom Founders Festival's Hometown Summit in Charlottesville. The purpose of the sessions was to hear from service providers, elected officials, resident advocates, and experts in the private and public housing sector on the six steps to develop affordable housing: needs assessment, community engagement, policy, design, finance, and development. Nearly 50 panelists focused on developing and implementing effective strategies to address the local housing challenges.

During the Charlottesville Action Forum of the event, there was support for a Regional Housing Partnership, similar to the TJPDC's Regional Transit Partnership. The following document defines a draft operational framework of the Regional Housing Partnership (RHP) Advisory Board. This framework is a starting point from which to build and is intended to be revised as necessary.

Purpose:

The Regional Housing Partnership (RHP) is an advisory board, created by the Thomas Jefferson Planning District Commission, in partnership with multi-sector stakeholders related to housing. Composed of an overarching consortium of housing interests, the Partnership will enhance regional coordination and effectiveness.

Objectives:

The primary objectives of the RHP are:

To Address Unmet Housing Needs and Preserve Housing Affordability.

The Partnership will utilize the regional housing needs assessment report to identify and support strategies to bring about the alignment of policy, funding and programming in order to create a full housing ladder of opportunity in the region.

The challenge in the area is both quantitative, as defined by a gap between the number of affordable units and the need and qualitative, as defined by the lack of options for housing mobility, equity gain, transportation issues and workforce development, etc.

Members of the partnership believe that we can and must adopt an ambitious regional goal, within a specific timeframe, for aligning supply and demand. Housing is fundamental for our region to remain healthy and strong.

In order to support meeting the primary objectives, the partnership will pursue the following strategies:

1. Develop a plan for listening to residents in need of better housing
2. Create a holistic regional strategy.
3. Create a comprehensive, regional funding model to guide budgeting decisions that supports a holistic regional housing strategy.
4. Further the Relationship between localities.
5. Connect Housing Efforts to Transportation, Workforce Development, and Community Health.
6. Advocate for the integration of housing into other decision making.

Function:

The RHP will be an advisory board that generates research on housing-related issues and makes recommendations to localities. The Partnership will address the housing needs of the Thomas Jefferson Planning District's region, with a focus on housing production, diversity, accessibility, cost, location, design, and increasing stability for the region's residents. TJPDC staff on behalf of the RHP will:

- Provide a meeting space and coordination;
- Take meeting minutes;
- Prepare meeting packets;
- Coordinate studies and analysis for Partnership consideration;
- Develop and gather data and report on a 2-year basis, local and regional housing performance measures
- Facilitate continued communication, cooperation, and coordination on housing matters; and,
- Forward all recommendations to RHP members, member organizations, and other appropriate entities.

Each locality will maintain its existing structure for addressing housing-related issues. The RHP partnership will focus on macro-related issues, such as housing policies and coordination between stakeholders.

Funding:

As this is a regional housing effort, the TJPDC will staff the RHP with a half-time staff member from its local per capita funds. While convening, facilitating, compiling materials, drafting, organizing, and reporting is covered by the TJPDC staff member, additional studies and special project development will require additional or alternate funding sources.

Composition:

The composition of the RHP includes stakeholders from the public, private, nonprofit, and citizen sectors in the City of Charlottesville, Albemarle County, Greene County, Nelson County, Fluvanna County, and Louisa County. The composition may change with time as the Partners meet and identify other relevant stakeholders. Initially, the RHP will include one representative from each organization unless noted otherwise. The roster includes voting and advisory Members. Voting Members shall be appointed for one-year terms until official term and replacement criteria are identified in approved by-laws.

Members

Voting Members: Voting Membership includes the following 20 members:

- City of Charlottesville Elected or Planning Commission Official (1)
- Albemarle County Elected or Planning Commission Official (1)
- Fluvanna County Elected or Planning Commission Official (1)
- Greene County Elected or Planning Commission Official (1)
- Louisa County Elected or Planning Commission Official (1)
- Nelson County Elected or Planning Commission Official (1)
- TJPDC Appointed Non-Profit Housing Representatives (3)
- TJPDC Appointed Builder Representative (1)
- TJPDC Appointed Developer Representative (1)
- TJPDC Appointed Financial Lender Representative (1)
- TJPDC Appointed Design Professional Representative (1)
- TJPDC Appointed Citizen/Resident Representative (Urban) (1)
- TJPDC Appointed Citizen/Resident Representative (Rural) (1)
- University of Virginia (UVA) (1)
- Thomas Jefferson Planning District Commission Commissioner (1)
- Rural Nonprofit (Non-CHAACH) Representative (Nelson Community Development Corporation, Fluvanna/Louisa Housing Foundation, Skyline Community Action Partnership) – Appointed by TJPDC (1)
- Workforce Investment Board (WIB) Chair (1)
- Regional Transit Partnership (RTP) Chair (1)

RHP member may appoint an alternate to serve in their absence.

Advisory Members

Advisory Groups: There is a pool of stakeholders that will have an advisory role on the Partnership. In order to build relationships and facilitate meaningful coordination between the Partnership and the advisory groups, a plan will be developed for a member of the Partnership to attend periodic meetings of the advisory groups. The Partnership may revise this list of Advisory Group members as needed.

- Urban Land Institute (ULI)
- Charlottesville Area Development Round Table (CADRe)
- Charlottesville Area Association of Realtors (CAAR)
- Charlottesville/Albemarle Affordable Housing Coalition (CHAAHC)
- Charlottesville Low Income Housing Coalition (CLIHC)
- Public Housing Association of Residents (PHAR)
- Legal Aid Justice Center (LAJC)
- Blue Ridge Home Builder's Association (BRHBA)
- Charlottesville Housing Advisory Committee (HAC)
- Housing Directors
- For-profit Developers
- Manufactured Housing Representatives

- Planning and Coordination Council (PACC)
- Nelson Interagency Council
- Louisa Interagency Council
- Fluvanna County Interagency Council
- Greene County Interagency Council
- Charlottesville Area Transit (CAT)
- JAUNT
- Greene Transit
- Virginia Housing Development Authority
- Central Virginia
- Local Energy Alliance Program (LEAP)
- Interfaith Movement Promoting Action by Congregations Together (IMPACT)

Stakeholders: In addition to the voting Partners and Advisory Groups, there is an even larger pool of stakeholders that will intermittently engage with the Partnership and participate in twice-annual summits and discussions around regional housing issues. This list is not intended to be exhaustive as the Partnership will likely revise and add to this list as needed.

Public Sector:

- Charlottesville City Staff
- Albemarle County Staff
- Fluvanna County Staff
- Greene County Staff
- Nelson County Staff
- Louisa County Staff
- Charlottesville Redevelopment and Housing Authority (CRHA)
- Charlottesville Land Bank Representative

Private Sector:

- Financial Institution Representative
- University of Virginia (UVA) - Housing
- University of Virginia (UVA) - Real Estate
- University of Virginia (UVA) - Foundation
- Piedmont Virginia Community College (PVCC) – Community Self-Sufficiency

Nonprofit Sector:

- Habitat for Humanity of Greater Charlottesville (Habitat)
- Piedmont Housing Alliance (PHA)
- Thomas Jefferson Community Land Trust (TJCLT)
- Albemarle Housing Improvement Program (AHIP)
- Building Goodness Foundation (BGF)
- Nelson County Community Development Foundation (NCCDF)
- Fluvanna/Louisa Housing Foundation (F/L HF)
- Skyline Community Action Partnership (Skyline CAP)
- Charlottesville Area Alliance

Citizen Sector:

- Citizen Representatives – Rural areas
- Citizen Representatives – Urban areas

Organizational Structure:

The RHP would consist of an Advisory Board that includes all voting members as listed and as revised by the Partnership.

The voting members will at their initial meeting and then annually, at their Annual Meeting, elect an Executive Committee and a Chairperson and Vice-Chair to advise TJPDC staff and housing stakeholders on ongoing programs, projects, and issues.

The **Executive Committee** will include representatives from the following RHP membership:

- One elected official
- One affordable housing resident
- One Non-Profit Service Provider
- One Private Sector Service Provider
- One University of Virginia Representative
- One Rural Non-profit Service Provider
- One TJPDC Commission Representative

The Executive Committee will make recommendations to TJPDC staff and to the RHP membership.

Meeting schedule:

The RHP will meet no less than twice per year. When possible, the meetings will be held in conjunction with the two Regional Housing Summits.

Initially, the RHP will meet quarterly until bylaws, a schedule of meetings, and a work plan are established.

The RHP Executive Committee will have regular meetings every other month:

- September
- November
- January
- March
- May
- July

The Partnership may alter the regular meeting schedule or hold special meetings as approved by the chair of the Partnership. All Partnership meetings and advisory committees of the Partnership will be held as public meetings following Virginia Code of Law 2.2-3707.

Deliverables/Strategies:

In addition to recommendations, the RHP would be responsible for supplemental housing products and deliverables. These deliverables would be focused on ensuring continued communication, coordination, and collaboration. Documents and responsibilities include:

- **RHP Mission, Vision, and Goals:** This advisory board may develop a refined mission statement, vision, and goals.
- **Set the Work Scope and Budget:** The Partners will be responsible for synthesizing feedback from the Advisory Groups to form a scope of work and annual budget for the RHP.
- **Develop a Regional Definition for Affordable Housing:** The RHP would review existing working definitions of affordable housing, and draft a formal, mutually agreed upon definition. The initial and primary task would be to create a common vocabulary that could be used throughout the region when assessing and analyzing housing needs in the region.
- **Assign Working Committees (as needed):** Should a focus group need to be formed, the Partnership or Executive Committee would be responsible for creating working committees and assigning members to the committees. The working committees would function as technical support groups with a stated purpose and goals.
- **Coordinate a Regional Housing Needs Assessment:** The RHP would review existing Housing Needs studies in Charlottesville and the region, and draft, if necessary, formal contracts and agreements with independent consultants, to conduct a regional housing needs assessment (subject to funding). The TJPDC would be the contracting agency for all agreements.
- **Attend Meetings of the RHP Advisory Groups:** An RHP partner will participate in periodic meetings of the advisory groups, as appropriate. The purpose of this attendance is to build relationships and open the lines of communication between the Partnership and the Advisory Groups.
- **Request Periodic Agenda Items at Advisory Group Meetings:** The RHP partners will request that the RHP be permitted to occupy an agenda item on the agendas of periodic Advisory Group meeting agendas. This will ensure that time is allocated in the meetings for open communication between the RHP partners and Advisory groups.
- **Keep Communication Open:** The RHP will strive to make communication open and timely to facilitate strong collaboration between all stakeholders.
- **Coordinate Regional Housing Summits:** The Partnership would work to identify educational topics of interest to design and implement housing summits on a given housing-related topic, no less than twice a year.
- **Produce Annual Reporting:** The Partnership would develop a means to report on housing-related topics annually to all stakeholders.

- **Integrate Housing into Decision-Making:** The RHP would work to integrate housing considerations into planning efforts around the region. The Partnership would make recommendations to local planning efforts and projects.
- **Provide periodic reporting to TJPDC Commission:** Provide no less than twice a year reports of progress to the TJPDC Commission.

Timeline:

As there are immediate needs with identifying housing strategies that will best meet the unmet housing needs, the RHP will be established as soon as possible. The following timeline sets an outline for establishing the RHP and resolving pending concerns, while planning for future opportunities.

Task 1: Approval of Concept -COMPLETED

February 2017

The Thomas Jefferson Planning District Commission's board met in early 2017 and identified the need for a Regional Housing body to research and provide recommendations on housing strategies for the region.

Task 2: Develop FY2018 RHP Budget - COMPLETED

August 2017

The Thomas Jefferson Planning District Commission approved a half-time staff member from its local per capita funds.

Task 3: Identification of and Partnership Building with Housing Agencies - COMPLETED

September-December 2017

Task 4: Develop Roundtable of Stakeholders - COMPLETED

September-December 2017

Three stakeholder meetings were held November 20, 2017, December 7, 2017 and December 20, 2017 to solicit input and ideas from relevant stakeholders. Overall themes focused on the need for a common definition of the levels of affordable housing and the production of more affordable housing. Recommendations were made that efforts should be facilitated through the PDC.

Task 5: Hire of Housing Coordinator - COMPLETED

February 2018

A half-time Housing Coordinator was hired February 1, 2018. The staff member will convene, facilitate, compile materials, and organize, draft, and report findings to the Partnership and relevant stakeholders. Additional studies and special project development will require additional or alternate funding sources.

Task 6: Convene Steering Committee -COMPLETED

February 2018

An RHP Steering Committee was held Feb 27, 2018. Overall themes focused on the urgency of the need for a regional housing partnership to educate and coordinate efforts between sectors and localities.

Task 7: Participate in Tom Tom Hometown Summit Housing Sessions – COMPLETED

April 2018

The PDC, in partnership with the Charlottesville chapter of the Urban Land Institute, participated in 7 affordable housing sessions. The sessions were housed at the PDC and facilitated by various moderators in the housing sectors.

Task 8: Formalize Structure and Framework -IN PROGRESS

February - September 2018

The Housing Coordinator will draft the RHP Organizational Framework. The framework will serve as a draft of the Goals, Objectives, and tasks that the Partnership will adopt.

Framework approval – September, 2019

TJPDC & Member Appointment of Representatives – October, 2019

RHP First Member Meeting – November, 2018

RHP Executive Committee Meeting – January, 2019

Task 9: Coordinate Regional Housing Needs Assessment -IN PROGRESS

September 2018 – June 2019

The Partnership will work to obtain funding for an independent consultant to perform a regional housing needs assessment and regional/local strategy recommendations. Results of the assessment will be shared with the partnership and with all localities. Results of the assessment will drive regional goal setting and planning related to housing. A proposal is currently under consideration for funding and approval. Once funding is in place, the RHP will act as the Steering Committee for Scope of Work development and project implementation.

Task 10: RHP Operational Framework Introduction – COMPLETED

May 2018

The Operational Framework will be introduced to the Thomas Jefferson Planning District Commissioners during their regularly scheduled Board meeting on May 3, 2018.

Task 11: Solicit Feedback on Operational Framework from the Steering Committee - COMPLETED

May 2018

The Housing Coordinator will forward the RHP Operational Framework to Steering Committee members for review and feedback. Feedback will be directed to Chip Boyles.

Task 12: Prepare VHDA Application for Funds - COMPLETED

May-July 2018

The VHDA has expressed interest in partnering with the Regional Housing Partnership to develop the regional housing study and a dashboard that can be used to report out on local and regional metrics related to housing. The RHP will prepare an application to seek VHDA financial support.

Task 13: RHP Operational Framework Approval – IN PROGRESS

September 2018

The Operational Framework will be approved by the Thomas Jefferson Planning District Commissioners during their regularly scheduled Board meeting on September 6, 2018.

Task 14: Develop FY2020 RHP By-laws and Budget

January-March 2019

The Partnership will develop a budget for FY2020.

Task 15: Organize and Implement Educational Regional Housing Summits

Fall 2018-Spring 2019

In cooperation with the City of Charlottesville, the RHP will coordinate two summits per year with a combined Charlottesville and Regional housing focus.

Task 16: Develop and Produce Local/Regional Template for Reporting Housing Metrics

2019

After the Regional Housing Plan is developed, data will be used to establish current conditions and future housing goals. Templates for each jurisdiction will be established for uniform reporting.

Task 17: Develop Annual/Bi-Annual Monitoring and Reporting of Established Regional Housing Metrics

2020

A monitoring and reporting protocol will be developed to provide a public reporting measure of housing status every two years.

BYLAWS OF

CENTRAL VIRGINIA REGIONAL HOUSING PARTNERSHIP

ARTICLE I

NAME

1. The name of the entity is the **Central Virginia Regional Housing Partnership** (the “Partnership”)

ARTICLE II

PURPOSES

1. **Purpose of the Partnership.** The Partnership will bring together multiple stakeholders with an interest in or mission related to housing in the region in order to develop strategies to help address unmet housing needs and preserve housing affordability. While each locality will maintain its existing structure for addressing housing-related issues, the Partnership will focus on macro-related issues, such as housing policies and coordination between stakeholders.

ARTICLE III

MEMBERS

1. **Members** For the purpose of this Article, the Partnership shall be composed of those Public, Nonprofit and Private Organizations or Individuals that are interested in the preservation and promotion of all levels of housing opportunities in the Thomas Jefferson Planning District Area that are recommended by an appointing agency and approved by the Executive Committee for the voting membership:

Voting Members: Voting Membership includes the following 20 members:

- City of Charlottesville Appointment of Elected or Planning Commission Official (1)
- Albemarle County Appointment of Elected or Planning Commission Official (1)
- Fluvanna County Appointment of Elected or Planning Commission Official (1)
- Greene County Appointment of Elected or Planning Commission Official (1)
- Louisa County Appointment of Elected or Planning Commission Official (1)
- Nelson County Appointment of Elected or Planning Commission Official (1)
- TJPDC Appointed Non-Profit Housing Representatives (3)
- TJPDC Appointed Builder Representative (1)
- TJPDC Appointed Developer Representative (1)
- TJPDC Appointed Financial Lender Representative (1)
- TJPDC Appointed Design Professional Representative (1)
- TJPDC Appointed Citizen/Resident Representative (Urban) (1)
- TJPDC Appointed Citizen/Resident Representative (Rural) (1)
- University of Virginia Appointment (UVA) (1)

- TJPDC Appointed Thomas Jefferson Planning District Commission Commissioner (1)
- TJPDC Appointed Rural Nonprofit () Representative (Nelson County Community Development Foundation, Fluvanna/Louisa Housing Foundation, Skyline Community Action Partnership) (1)
- Workforce Investment Board (WIB) Chair (1)
- Regional Transit Partnership (RTP) Chair (1)
- TJPDC Appointed Health Industry Representative (1)

Voting Members shall recommend for Executive Committee Member approval, alternates to serve in their absence. Alternate members should be designated at the time of appointment by the appointing bodies.

2. **Advisory Members.** There is a pool of stakeholders that will have an advisory non-voting role on the Partnership. In order to build relationships and facilitate meaningful coordination between the Partnership and the advisory groups, a plan will be developed for a member of the Partnership to attend periodic meetings of the advisory groups. The Executive Committee may revise the RHP Framework recommended list of Advisory Group members as needed. The Executive Committee shall appoint members to Advisory Groups.

ARTICLE IV

1. **Executive Committee Number.** The Partnership shall have seven (7) Executive Committee Members and collectively they shall be known as the Executive Committee. The total number of Executive Committee Members may be increased or decreased from time to time by amendment of these Bylaws.

2. **Qualifications.** The Executive Committee shall include voting members representing the following:
 - One elected official
 - One affordable housing resident as defined by the RHP definition for affordable housing
 - One Non-Profit Service Provider
 - One Private Sector Service Provider
 - One University of Virginia Representative
 - One Rural Non-profit Service Provider
 - One TJPDC Commission Representative

Executive Committee membership is based on both an individual's talents and their organizational affiliation. If an individual's organizational affiliation changes, the Executive Committee will review their continued participation on the Executive Committee.

3. **General Powers.** The Executive Committee shall be the governing body of the Partnership and, between meetings of the entire membership, shall be responsible for the general policies and programs of the Partnership. The Executive Committee shall also be responsible for preparing agendas for the annual general and special meetings of the membership of the Partnership and for recommending an annual work program for consideration at the annual general membership meeting.

- 4. Duties.** It shall be the duty of the Executive Committee Members to:
- A. Perform any and all duties imposed on them collectively or individually by these Bylaws;
 - B. Meet at such times and places as required by these Bylaws;
- 5. Term of Office. Executive Committee Members** shall serve annual terms and shall hold office until a successor Executive Committee Member is appointed and qualifies. Executive Committee Members are exempt from term limits.
- 6. Election. Executive Committee Members** shall be elected by a majority vote of the Partnership. Any vacancy in the Executive Committee that occurs prior to the expiration of a term shall be filled by a person elected thereto by an affirmative vote of a majority of the then remaining Executive Committee Members. The person so elected shall hold office until the expiration of the vacant term to which he or she was elected.

- 7. Vacancies.** Vacancies on the Executive Committee shall exist (1) on the death, resignation or removal of any Executive Committee Member, (2) whenever the number of authorized Executive Committee Members is increased, and (3) whenever the expiration of a term of office occurs.

Any Executive Committee Member may resign effective upon giving written notice to the Chair of the Executive Committee, unless the notice specifies a later time for the effectiveness of such resignation.

Executive Committee Members may be removed, for violating any provision of these Bylaws, at any meeting of the Executive Committee, upon a two-thirds vote of the Executive Committee Members.

When a vacancy occurs, incumbent Executive Committee Members shall select successor Executive Committee Members by a majority vote. If the vacancy occurs as a result of a resignation or removal, the successor Executive Committee Member shall complete the remainder of the unexpired term.

- 8. Compensation.** No Executive Committee Member shall be entitled to any compensation for service as an Executive Committee Member.
- 9. Place of Meetings.** Meetings shall be held at the principal office of the Partnership unless otherwise provided by the Executive Committee or at other such place as may be designated from time to time by resolution of the Executive Committee.
- 10. Annual and Regular Meetings.** Annual Meetings of the Voting Membership shall be held at a time designated by the Executive Committee. At the Annual Meeting, the Executive Committee shall elect officers of the Partnership and shall carry out such other business as may properly come before the meeting. Regular meetings shall be held at such times at the Principal office of the Partnership, within the Commonwealth of Virginia, as the Chair of the Executive Committee shall designate from time to time. Members of the Partnership shall not participate or vote by electronic or telephonic means in Annual, Regular or Special Meetings of the Voting Membership.
- 11. Special Meetings.** Special Meetings of the Executive Committee may be called at any time by the Chair of the Board or any three (3) members of the Executive Committee. Such meeting shall be held

at the principal office of the Partnership or, if different, at the place designated by the person or persons calling the Special Meeting.

12. Notice of Meetings. Unless otherwise provided by these Bylaws, or provisions of law, including all meetings subject to the Virginia Freedom of Information Act (FOIA), Virginia Code Sec. 2.2.-3707, the following provisions shall govern the giving of notice for meetings of the Executive Committee. Annual Meetings. At least seven (7) days prior notice shall be given to each Executive Committee Member of Annual Meetings of the Executive Committee or Partnership. Such notice may be oral or written, may be given personally, by first class mail, by telephone, by facsimile machine, or by electronic means and shall state the place, date and time of the meeting.

A. **Regular Meetings.** At least seven (7) days prior notice shall be given to each Executive Committee Member of each Regular Meeting of the Executive Committee. Such notice may be oral or written, may be given personally, by first class mail, by telephone, by facsimile machine, or by electronic means and shall state the place, date and time of the meeting.

B. **Special Meetings.** At least twenty-four (24) hour prior notice shall be given to each Executive Committee Member of each Special Meeting of the Executive Committee. Such notice may be oral or written, may be given personally, by first class mail, by telephone, by facsimile machine, or by electronic means and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.

C. **Waiver of Notice.** Whenever any notice of a meeting is required to be given to any Executive Committee Member these Bylaws, or the law of this Commonwealth, a waiver of notice in writing signed by the Executive Committee Member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

13. Quorum for Meetings. A majority of the total number of Executive Committee Members who have been elected or appointed to office shall constitute a quorum for the transaction of business at a meeting of the Executive Committee. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Executive Committee Members present is the act of the Executive Committee. An Executive Committee Member who is present at a meeting of the Executive Committee or a committee of the Executive Committee when committee action is taken is deemed to have assented to the action taken unless (i) the Executive Committee Member objects at the beginning of the meeting, or promptly upon arrival, to holding it or transacting specified business at the meeting; or (ii) the Executive Committee Member votes against, or abstains from, the action taken.

Except as otherwise provided under these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

14. Attendance at Meetings by Electronic Means. The Executive Committee and Committees may allow individual members of the Executive Committee or Committees to participate in any meeting subject to the Virginia Freedom of Information Act (FOIA) by electronic communication means when a medical condition or personal emergency on the day of the meeting prevents them from physically attending the meeting. Participation by individual members, however, is subject to the

procedural requirements set out in § 2.2-3708.1 of FOIA. an electronic meeting is a gathering where members of a public body discuss or transact public business through any audio OR combined audio and visual communication means. A quorum must be met by physically assembled members for individual members to participate through electronic means; the remote member's voice must be heard by all; prior notice to the Chair must be made the day of the meeting; the nature of the emergency must be identified; the member's remote participation must be approved by a majority vote of the body; the nature of the emergency and the remote location must be recorded in the minutes.

Members of the Partnership shall not participate or vote by electronic or telephonic means in Annual, Regular or Special Meetings of the Full Partnership.

- 15. Conduct of Meetings.** Meetings of the Executive Committee shall be presided over by the Chair of the Executive Committee, or, in his/her absence, the Vice-Chair of the Executive Committee, or in the absence of each of these persons, by a Chair chosen by a majority of the Executive Committee Members present at the meeting. The Executive Committee Member of the Thomas Jefferson Planning District Commission (TJPDC), or designee, shall act as Secretary of all meetings of the Executive Committee, provided that, in his/her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by Roberts Rules of Order Newly Revised in Brief 2nd Edition in so far as such rules are not inconsistent with or in conflict with these Bylaws, or with provisions of law.

- 16. Non-Liability of Executive Committee Members.** The Executive Committee Members shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.
- 17. Insurance for Partnership Agents.** Except as may be otherwise provided under provisions of law, the Executive Committee may adopt a resolution recommending the purchase and maintenance of insurance by the TJPDC on behalf of any agent of the Partnership (including an Executive Committee Member, Officer, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Partnership would have the power to indemnify the agent against such liability under these Bylaws or provisions of the laws of this Commonwealth.

ARTICLE V

OFFICERS

- 1. Designation of Officers.** The Officers of the Partnership shall be a Chair, and Vice Chair, each of whom shall be an Executive Committee Member. The Officers shall be elected by the Executive Committee at the first Executive Committee Meeting of each new fiscal year.
- 2. Qualifications.** Any Executive Committee Member may serve as an Officer of this Partnership.
- 3. Chair of the Executive Committee.** There shall be a Chair of the Executive Committee elected by the Executive Committee. The Chair shall be responsible for review and recommendation of meeting agendas, resolutions, and official Partnership documents. The Chair shall preside at all meetings of

the Executive Committee and the full Partnership and perform, to the extent consistent with these Bylaws, such other duties as may be directed by the Executive Committee.

4. **Vice Chair of the Executive Committee.** There shall be a Vice Chair of the Executive Committee elected by the Executive Committee. The Vice Chair shall perform the duties of the Chair in his/her absence and perform other such duties as prescribed by the Executive Committee.
5. **General Duties of All Officers.** All officers shall perform generally all duties incident to the particular office and also such other duties as may be assigned to such officer by the Executive Committee. The Executive Committee may, in case of the absence of any officer for any other reason it may deem sufficient, delegate the powers or duties of such officer to any other officer or to any Executive Committee Member, provided a majority of the Executive Committee concurs.
6. **Election and Term of Office.** At the first Executive Committee Member's Meeting held in each new fiscal year, the Executive Committee shall elect the officers of the Partnership and designate such subordinate officers as it shall determine.

Officers shall serve for one year or until their respective successors are chosen and qualified. The Executive Committee may, by amendment to these Bylaws, increase or decrease the length of this term. In no event shall such term be less than one year. Officers may not serve more than two consecutive years in one officer position.

7. **Removal and Resignation.** Any Officer may be removed from office, with cause, at any time upon a two-thirds vote of the Executive Committee. Any Officer may resign at any time by giving written notice to the Chair of the Executive Committee. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and unless otherwise specified herein, the acceptance of such resignation shall not be necessary to make it effective.
8. **Vacancies.** Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Executive Committee at a special meeting of the Executive Committee Members held as soon as practicable thereafter.
9. **Compensation.** Officers shall serve without compensation.

ARTICLE VI

COMMITTEES

1. **Committees.** The Executive Committee may create such committees as it deems advisable from time to time. The Executive Committee shall appoint the Chair and the members of each committee. The Executive Committee may appoint members and nonmembers of the Executive Committee to serve on any committee, provided that each committee shall have at least one member of the Executive Committee who shall serve as liaison to the Executive Committee.
2. **Events Committee.** There shall be a standing Events Committee to organize all educational, informational and presentational meetings that develop tailored to regional housing initiatives through an inclusive, collaborative approach that ensures broad participation and is responsive to local conditions and communities.

- 3. Committee Meetings; Miscellaneous.** The provisions of these Bylaws which govern meetings, notice, and quorum and voting requirements of the Executive Committee shall apply to committees of the Executive Committee and their members as well.

ARTICLE VII

PARTNERSHIP RECORDS

- 1. Minutes of Meetings and Records of Actions Taken Without Meetings.** The Partnership shall keep as permanent records minutes of all meetings of the Executive Committee and the full Partnership and all actions taken by a Committee of the Executive Committee in place of the Executive Committee on behalf of the Partnership.
- 2. Form of Records.** The Partnership shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

ARTICLE VIII

STAFFING

- 1. Staffing.** As stipulated in the Original Work Framework approved by the Thomas Jefferson Planning Commission dated, August, 2018, the TJPDC shall provide administrative staffing to the Partnership up to an amount included in the annual budget of the TJPDC.
- 2. Appointment; Duties.** The Executive Director of the TJPDC shall exercise general management and control over the day-to-day operations of the Partnership and its staff. The Executive Director shall be vested with the authority by the TJPDC to employ and discharge employees, contractors and professionals and shall have such other powers, duties and responsibilities to insure day to day operations of the Partnership.
- 3. Reporting.** The Executive Director or his/her designee shall report to the Executive Committee on a regular basis, including each meeting of the Executive Committee, and shall report on progress of any recommended activities.

ARTICLE IX

CONTRACTS, LOANS, CHECKS AND DEPOSITS

- 1. Contracts.** The Executive Committee may not enter into any contract or execute and deliver any instrument in the name of and on behalf of the Partnership.
- 2. Loans.** No loans shall be contracted on behalf of the Partnership and no evidence of indebtedness shall be issued in its name.

ARTICLE X

GENERAL PROVISIONS

- 1. Order of Business.** The order of business at meetings of the Executive Committee shall be the order or sequence usually and generally prevalent for the orderly conduct of the business of such meetings. In case of disputed or question as to the procedure, the standard and recognized rules of parliamentary procedure shall govern unless otherwise specifically provided in the Bylaws or by law.
- 2. Fiscal Year.** The fiscal year of the Partnership shall be July 1 through June 30 of each year.
- 3. Public Body.** The Partnership, its Executive Committee and appointed committees are considered public bodies for the purpose of providing advice to the public bodies of the Thomas Jefferson Planning District Commission and local municipal governments. Meetings and non-excluded records are subject to Virginia Code 2.2-3700 Virginia Freedom of Information Act and 2.2-3707 Virginia Open Meetings.
- 4. Amendment of Bylaws.** These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a majority vote of the Voting Members of the Partnership present and meeting quorum at any regular or special meeting, if at least seven (7) days written notice is given to the Partnership of the moving party's intention to alter, amend, repeal, or to adopt new Bylaws at such meeting and the language to alter, amend, repeal, or to adopt new Bylaws is attached thereto.
- 5. Principal Office.** The principal office of the Corporation shall be located at 401 East Water Street, Charlottesville, VA 22902.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial Executive Committee Members or incorporators of this Corporation, and we consent to, and hereby do, adopt the foregoing Bylaws as the Bylaws of this Corporation.

Dated: _____

By: _____

Chair

Attest: _____

Executive Director