

Hopewell Redevelopment & Housing Authority



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Procedures for Citizens Comments Resolution No. 895

The Board Meetings of HRHA are public meetings open to any concerned citizen/residents who wish to address the Board. The Board meetings are regularly scheduled on the 2nd Monday of each month at 6:00 p.m. electronically or in person at 350 E. Poythress St., Hopewell, VA 23860. Procedures for addressing the Board are as follows:

1. Citizens wishing to speak before the HRHA Board of Commissioners will submit a written request to the Executive Secretary (ES) at least five days prior to the scheduled board meeting. The request will have sufficient detail to allow the ES to determine the appropriateness of the request.
2. The ES will offer to transcribe a verbal request provided that the citizen/resident report to the ES's office to make the request.
3. The ES will review the request with the Chief Executive Officer. The Chief Executive Officer will determine whether the request should be addressed to the Board or addressed in accordance with the HRHA Grievance or Appeal procedures.
4. If the request is a policy concern, the request to speak will be placed on the agenda of the next board meeting. Citizens will be allowed to speak for a maximum of five (5) minutes. The Board will not normally respond to presentations at the board meeting but will prepare a written reply and mail to the citizen within 10 business days.
5. If the request is a PH lease-related issue, PBV, or a HCVP contract issue, then the request will be referred to the appropriate Management staff to be handled in accordance with the respective grievance or appeal procedure. The requestor will be notified of the decision to address his/her concern in this manner.
6. In either instance described in paragraph 3 or 4, the requestor will be provided a written outcome from HRHA.
7. Any citizen/resident who fails to follow this procedure will not have the request honored by the Board.

Any concerned citizen/resident is welcome to attend the regularly scheduled Board meeting.