

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
July 23, 2014
4:00 p.m.
A-NPDC Conference Room
Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins	Accomack County
Steven B. Miner	Accomack County
William Hughes	Northampton County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

Katherine H. Nunez	Northampton County
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OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Melissa Matthews
Colin Kean	Kat Edwards
Sherri Windsor	

1. Call to Order

Chairman Jenkins called the meeting to order at 4:06 p.m.

2. Minutes of the May 28, 2014 Meeting

Presented were the minutes of the May 28, 2014 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the May 28, 2014 meeting as presented.
Seconded by Director Hughes, the motion carried by unanimous vote.

3. Bills Payable and Financial Statement

Commission approval was requested for the following Bills Payable and attached Financial Statements:

General Operating Account		
A-NPDC	A-NRHA Management Services, FY 2014	\$ 4,648.99
A-NPDC	Oversight Fees, Sunnyside Village, FY 2014	4,378.00
A-NPDC	Oversight Fees, Va. Street, FY 2014	9,881.85
A-NPDC	Oversight Fees, Mill Run, FY 2014	2,215.65
A-NPDC	Crispus Attucks-Oversight FY 2014	1,261.89
A-NPDC	Mill Run Tax Credit Project (May/June)	3,451.82
A-NPDC	William Hughes Tax Credit Project (May/June)	<u>9,254.73</u>
	Total Due A-NPDC	\$35,092.93*

Section 8 Checking Account		
A-NPDC	Administration, May/June	\$34,007.92*

Homeless Prevention Program Account
HPP Monthly Billing for Program Activities is included with the HPP agenda item.

Mill Run Apartments, LLC
No bills are payable at this time.

William Hughes Apartments, LLC
No bills are payable at this time.

* Detail was included with agenda item "Current A-NPDC Financial Report"

Director Hughes moved to approve the Bills Payable as presented. Seconded by Director Holt, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The presented report indicated that 91.58 percent of the administrative budget and 99.83 percent of the client services budget has been expended while 100 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

Director Holt moved to accept the Current A-NPDC Financial Report as presented. Seconded by Director Hughes, the motion carried by unanimous vote.

5. FY 2015 Budget

Board adoption of the following attached FY 2015 Budgets was requested:

1. Virginia Street Properties
2. Sunnyside Village Subdivision
3. A-NRHA Administrative and Client Services Budget

William Hughes Apartments, Mill Run Apartments, Crispus Attucks and Onancock Square are calendar year budgets and were adopted in March.

Director Miner moved to adopt the FY 2015 Budget as presented. Seconded by Director Holt, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run has two vacancies. A family for one unit has been approved by management and the rental assistance office. That family will be moving in this week. A family is being processed by the last vacant unit.
- Rent: Two families are behind, but are expected to become current shortly.
- Maintenance Issues: One unit was turned in July.
- Other: Management has requested a rent increase to bring the rent levels closer to comparables.

Sunnyside Village – 23 Single Family Houses

- Vacancies: No vacancies.
- Rent: One tenant is seriously behind with rent payments and is being evicted for non-payment of rent.
- Maintenance Issues: The flooring has been replaced at two, 2-bedroom units. Other maintenance items are mostly routine.
- Other: VHDA completed a physical inspection of the property in April followed-up with an email stating that “everything appears to be in order”. VHDA no longer follows-up with a letter unless they find problems during the inspections.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully occupied.
- Rent: Two families are behind with their rent. Management is expecting full payment from one of the families, but has been forced to start eviction proceedings against the other tenant.

- Maintenance issues: Unit inspections were performed last in May, and work is in progress on the items discovered. A few kitchen cabinets have been replaced, and one house has received interior paint. One defective window was replaced. Several of the houses will need new exterior steps and railings in the coming months.
- Other: No other issues to report.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: There are 3 vacant units. Management is processing 3 families from the waiting list to fill these units.
- Rent: Rents are up to date.
- Maintenance: One recent move-out is requiring more than the usual amount of work to turn the unit for a new tenant.
- Other: Sherri Windsor, the new property manager, is contacting families on the waiting list to update their information so as to be able to turn units quickly for future vacancies.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Two, 3-bedroom units are currently vacant. Our property manager is working with our Section 8 managers to approve families from the waiting list being maintained by the Section 8 program as part of the effort to convert units to project-based vouchers.
- Rent: All rents are current.
- Maintenance: The maintenance staff is working to clear debris from a tree that come down during a recent thunderstorm.
- Other: Tenant turnover continues to be an issue. We are expecting the vacancy rate to stabilize once all families have access to project-based rental assistance.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: There are 15 vacant units at William Hughes Apartments including 8 units in two buildings that are shut-down for rehabilitation and 2 in other buildings that are being rehabilitated. USDA has taken buildings #200 and #600 off-line until the rehabilitation is completed and the units are reoccupied.
- Rent: Two families are behind with rent payments.
- Maintenance issues: Management continues to provide a minimum level of maintenance in preparation for the rehabilitation work. Several units are being repaired to be used for temporary relocation so that entire buildings can be emptied for construction.
- Other issues: We are working under the assumption that the apartments have been converted to a RD family 515 facility and have lost the farm labor tenant requirements as stated in the letter from RD. All efforts to get more details and clarifications of this conversion have not been successful.

Current financial reports for each property were attached for your review.

7. Housing Development Projects

William Hughes Apartments

Work is progressing at William Hughes Apartments. Two buildings (8 apartments) have been completed and turned-over. Most of those units have been reoccupied and families are being processed to fill the remaining units. The community room, rental office, and laundromat have been completed and turned-over to management.

Currently the contractor is working on 10 units, 8 of which are in two buildings (#200 and #600). Those two buildings are at about 75% completion.

8. Housing Choice Voucher Section 8 Program

The waiting list opened for one week in June and we received 236 applications. Staff is screening these applications for eligibility at this time. We have 174 applicants on the waiting list prior to integrating the new eligible applications.

We are currently serving 500 families with rental assistance.

Interviews will be held the week of July 21st for the Housing Services CDC position that will administer Section 8 and the Virginia Homeless Solutions Program.

Carrie Schmidt Richmond HUD Field Office Director will be visiting the Shore on August 1. Ms. Schmidt is making an informal visit to the Shore to visit with staff and talk about ways the Field Office can better serve its PHA partners. Staff will give her a tour of some of the RHA owned and Section 8 Housing Choice Voucher units.

9. Housing Counseling

Since June is a busy month with graduations, weddings and other events, a final homeownership workshop was held in two evening sessions during the week instead of a Saturday. This actually worked very well, so it may be an option for future classes. The attendees seemed to be able to stay focused in the two shorter sessions.

Patricia Grove and Susan O'Brien of the Accomack Extension Office are planning on partnering again for future budgeting/predatory lending presentations as they have done in the past. They will be focusing on some of the rental communities in the counties. A survey may be sent to the tenants in advance to determine financial topics of most interest. Susan will tie in the budgeting piece to smart grocery shopping and fixing meals on a budget. They had tried to reach out to a few of the local churches who had expressed interest in these types of workshops, but to date, no one has followed up with firm dates.

Patricia Grove did meet with the staff at the Cheriton Suntrust Bank during their morning "huddle" meeting. She was allowed a few minutes in the beginning of the meeting to share with the staff the housing services provided the A-NPDC. The staff took business

cards and said they were glad to have a referral source for their customers who needed more in depth counseling for their financial needs.

Pre-Purchase Counseling	Current Month: June	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	0	4	11
Orientation attendees	0	11	39
Client Intakes	3	37	111
Additional Counseling Sessions Held	2	33	95
# of final workshops held	1	2	5
Mortgage submissions	0	10	19
Mortgage closings	2	5	12
Financing leveraged	399,549	\$ 619,287	\$ 1,211,987.

Growing Your Money Financial Literacy	Current Month: June	Cumulative FY 2014	Total Cumulative
New GYM participants	0	7	31
GYM graduates	0	3	20

Default and Foreclosure Counseling	Current Month: June	Cumulative FY 2014	Total Cumulative
Intake sessions	4	22	67
Additional Foreclosure Sessions	4	62	174
Positive Foreclosure Prevention Outcomes	1	8	27
Homeowner Budget/Predatory lending Counseling	0	0	8

10. Executive Director's Report

Asset Management Activities

Ten individuals are also being managed for debt owed to the Housing Choice Voucher Program. Currently four clients are paying on their collections.

Eastern Shore IPR Survey

Funding has already been arranged for an accurate count of the homes lacking indoor plumbing on the Chesapeake Bay side of the Eastern Shore. Staff has begun to contact Mayors to determine how many homes still exist within the Towns to reduce the amount of areas that will need a windshield survey by the consultant. Some Mayors have already

reported homes that were unknown to the staff in at least two towns. Staff has also prepared a request for grant funds to complete the seaside portions of the counties. Executive Director Meil has spoken Bob Adams regarding possible strategies to pursue when the count is complete.

Weirwood

Staff has received a call regarding the Weirwood community's living conditions. This particular community was examined several years ago and found that there are several homes that lack indoor plumbing. They are also rental homes and this presents significant obstacles to using the Eastern Shore of Virginia Housing Alliance's IPR program.

Staff has discussed options for improving a community composed of rental housing. This has been done in the past most recently for Duertown, which is now Mill Run Apartments. The first step is to choose an agency to lead the project. The two choices would be the A-NRHA or the Eastern Shore of Virginia Housing Alliance. The second, very important step would be to speak with the residents of the community and the property owner. Only with favorable results could project financing be sought and staff expects that a request would need to be made to Northampton County for approval to submit an application for CDBG funding. Staff will provide additional items and answer questions at the meeting.

Guidance is requested.

Strategic Plan Report

Staff continues to work toward the RHA Goals and Objectives the report is below.

AN-RHA 2012-15 Goals and Objectives

Goal #1: To operate in a responsible and accountable manner which implements the RHA's clearly defined mission.

Objectives

1. Develop an internal management structure which provides a clear linkage between responsibility and accountability
2. Develop a clear board structure with optimized size and composition capable of advocacy for carrying out the RHA mission
3. Develop the partnerships people and resources to ensure success – target per program

Measures

1.1a The Director of Housing Services will conduct quarterly meetings with staff to assess process toward RHA program goals.

5/13 Executive Director Meil and Director of Housing Services Edwards met with the entire staff to discuss how the Sequester will impact Section 8.

7/13 Staff has been trained in a new system to manage phone calls and changes have been made to the split workloads more evenly.

9/13 As follow-up, staff is scheduled for a question and answer session since all staff are now implementing the new system. A-NRHA clients are being given clear direction to only bring complete documents and staff is developing ways to streamline certain tasks to reduce administrative time spent on the program. The administrative assistants are being trained in aspects of the program so they can assist clients with obtaining their documentation and providing client services such as obtaining SNAP information, and child support information.

1/14 Staff have met twice to reinforce the new system and answer questions. Already phone calls are being answered more quickly and notification times of rental changes in family portion are increasing. Staff will work to quantify progress so it can be tracked.

3/14 A new tracking tool has been developed to show progress against program goals.

5/14 Staff continues to review the tracking tool weekly.

1.1b The Director of Housing Services will conduct quarterly file review for RHA program compliance.

3/13 Director of Housing Services Edwards is conducting the review and working on potential family fraud cases.

7/13 Director of Housing Services Edwards has started the comprehensive SEMAP review of the Section 8 Housing Choice Voucher Program.

9/13 Director of Services Edwards has completed the SEMAP review.

1.1c Director level staff will monitor monthly lease rate, and housing assistance payments.

The bi-annual update of the list is complete. Staff opened the Waiting List and over 300 families applied.

3/14 Staff have begun planning to reopen the Waiting List. Staff intends to have a one day opening with a housing fair to educate the public about fair housing issues including how to avoid scams.

5/14 Staff have determined that the housing fair will take place before September in partnership with the Continuum of Care Committee. Since the waiting list numbers have dropped, the Waiting List will be opening in June for a week. Staff will also review whether it will also be opened at the housing fair after the results of the June opening.

7/14 236 Applications were made for the Waiting List.

1.1d Director of Housing Services will report progress at Board meeting after each quarter. Described in the Housing Choice Voucher Memorandum.

1.1e Staff will develop a tracking tool to report on progress on the strategic plan.

11/12 The Goals and Objectives and status report has been added.

1.2a Educate the Board regarding Board structure requirements from the Commonwealth of Virginia as well as RHA programs in September 2013. Request guidance from Board.

A copy of the Code of Virginia was presented.

1.2b Implement any changes requested by the Board in FY2014.

1.3 See 3.6a and 3.6b.

Goal #2: To deliver quality programs that can be politically and financially supported.

Objectives

1. Professional development program with dedicated resources. For training and recruitment.
2. Holistic approach to client services, administered directly and through partners
3. Project, development reserve fund with annual set-asides for real estate and services opportunities.

Measures

2.1a Director level staff member will attend Governor's Housing Conference annually.

2.1b Section 8 Housing Choice Voucher Program staff member will attend a conference or class on Section 8 annually.

5/13 Director of Administration Haycox has attended the VAHCDO annual conference with special sessions regarding Sequestration.

2.1c Budget for the attendance of one staff member to the Governor's Housing Conference and the cost of one Section 8 class annually.

11/12 Community Development Coordinator Wert attended the Governor's Housing Conference November 14-16, 2012.

2.1d Staff members will update housing counseling certification biennially (May 2013, May 2015).

5/13 Andrea Bailey has completed her certification. Both Bobbie Jo Wert and Patricia Connolly Grove still have theirs in effect. Ms. Grove is also maintaining her pre-purchase homeownership education, foreclosure basics, foreclosure intervention, and advanced foreclosure certifications. She has applied for a scholarship for the last course of the homeownership counseling (available in August) and once she completes this she will have complete NeighborWorks Center for Homeownership Education and Counseling (NCHEC) certification.

2.1e When recruiting for positions, review the skills needed and test skills as part of hiring process.

7/13 Staff has developed an appropriate skills test that includes basic math, simple word problems similar to daily work and accuracy tests. Interviews are scheduled to begin July 22.

9/13 Staff conducted several interviews and the position was filled by Jennifer Giddens, who has returned to the Eastern Shore.

5/14 Jennifer Giddens is leaving the Eastern Shore for family reasons. Staff will be recruiting a

staff person for the program using the skills test that has been developed. Additionally, staff is prioritizing stability in previous work experience.

7/14 A basic skills interview has been scheduled for several candidates.

2.2a See 3.6a and 3.6b

2.2b Maintain active membership in Continuum of Care partnership with other service providers.

11/12 Staff attended the statewide CoC meeting at the Governor's Conference in November 2012.

Community Development Coordinator Wert has assisted the CoC with writing an application for Permanent Supportive Housing. Staff is also assisting the CoC with the Emergency Solutions Grant. Initial discussions are targeting the funds for the Domestic Violence Shelter. Staff also attends monthly meetings.

2.3 The Director of Administration will research reserve fund standards and develop a recommendation for the Board that will be presented in May 2013.

5/13 Director of Administration Haycox has contacted the auditor to determine levels adopted by other PHAs and will ask in the VAHCDO sessions the same question to administrative professionals attending the financial sessions.

Goal #3 : To communicate effectively to gain public support and obtain new partnerships

Objectives

1. Create Guiding Principles that board and localities create/buy-in , creating more fundable projects
2. Use client information to provide a more positive picture and message of working families on the Eastern Shore
3. Provide article to new papers on regular basis every other month showcasing a program or project.
4. Appear before Board of Supervisors of both counties one time a year with over view of projects and programs
5. Annually report
6. Develop partners to address issues

Measures

3.1a Educate Board on planning principles (Crime Prevention Through Environmental Design, Design Characteristics of Traditional Neighborhoods) related to multifamily development at the September 2012, November 2012 and January 2013 Board meetings.

9/12 Crime Prevention Through Environmental Design principles education was presented at the September 2012 Board meeting.

1/13 Design Characteristics of Traditional Neighborhoods was presented at the January 2013 Board meeting.

3.1b Create a Guiding Principles document at the March 2013 meeting.

Staff will use the Counties' Comprehensive Planning to begin this effort. Since updates are underway, staff intends to monitor the efforts and will bring this back to the Board when the timing is appropriate.

3.1c Present the Guiding Principles document to Accomack County and Northampton County Board of Supervisors by August 2013.

3.2a Create an in-depth article, using HAPPY software data, showing how working families use the Section 8 Housing Choice Voucher Program. Provide the article to the local news outlets by February 2013.

Director of Housing Services Edwards has prepared the information.

3.3a The Director of Housing Services will provide the Board an article in January, May and September.

An article on efforts to help families with damaged homes from Hurricane Sandy was featured in the newspaper.

3.3b The Director of Housing Development will provide the Board an article in March, July and November.

Director of Housing Development Annis contacted the Eastern Shore News with an article idea about Mill Run Apartments. It was featured on the first page below the fold on March 13, 2013. Director of Housing Development Annis presentation on affordable housing issues to the Northampton and Accomack County Board was highlighted in an article in the newspaper. Director of Housing Development Annis arranged for the William Hughes Apartment renovation to be featured on the Virginia Community Capital website on May 8, 2014.

3.4 The Executive Director will arrange for an annual report to Accomack County and Northampton Boards of Supervisors in July.

2013 Director of Community Development Annis has appeared before the county boards to present the annual report.

2014 Executive Director Meil and Director of Community Development Annis appeared before the Northampton County Planning Commission to provide information regarding the affordable housing.

3.5 The Executive Director will produce an annual report consisting of the articles and highlights of the Board packets by July.

The annual report was presented at the July meeting.

3.6a Change Board packet to include within the Executive Director's memorandum all existing partnerships with a brief description of the partnership and date of last contact. Request guidance at each meeting providing the Board with an opportunity to develop partners, as needed.

Existing Contacts

Continuum of Care Committee, October 2012, regular monthly meeting
Center for Independent Living, October 2012, Section 8 Administration Plan Comments
Community Service Board, November 2012, RHA staff provided assistance regarding a client
Northampton Social Services, November 2012, RHA staff provided assistance regarding a client
DHCD Training Event at the ESCC, October 2012, Staff attended training on the Enterprise Initiative and the Virginia Individual Development Account program
DHCD HPP Staff, October 2012, Staff attended the HPP Interchange Session
Virginia Department of Emergency Management, July 2013

3.6b As new potential partners become known, discuss adding the partner to the list.

3/14 Director of Housing Services Kat Edwards attended a statewide emergency management conference to discuss the Disaster Restoration committee work after Hurricane Sandy. Virginia Department of Emergency Management has requested Accomack County form a Disaster Restoration committee and as part of that committee is asking for a member from the RHA. A staff member has been assigned.

11. Other Matters

No other matters were discussed at this time.

12. Public Participation

No Public Participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Richard Jenkins, Chairman

Elaine K. N. Meil, Secretary/Treasurer