

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
August 13, 2015
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

None

OTHERS PRESENT:

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

1. Call to Order

Chairman Miner called the meeting to order at 4:04 p.m.

2. Minutes of the May 27, 2015 Meeting

Presented were the minutes of the May 27, 2015 meeting.

Adoption of the presented minutes was requested.

Director Jenkins moved to approve the minutes of the May 27, 2015 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 2015	\$ 5,089.67
A-NPDC	Oversight Fees, Sunnyside Village, FY 2015	4,422.08
A-NPDC	Oversight Fees, Va. Street, FY 2015	11,368.23
A-NPDC	Oversight Fees, Mill Run, FY 2015	2,457.57
A-NPDC	Crispus Attucks-Oversight FY 2015	2,484.19
A-NPDC	Mill Run Tax Credit Project (May/June)	2,106.49
A-NPDC	William Hughes Tax Credit Project (May/June)	<u>10,326.84</u>
	Total Due A-NPDC	\$38,255.07*

Section 8 Checking Account		
A-NPDC	Administration, May/June	\$36,784.77*

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

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

4. Current A-NPDC Projects Financial Report

The presented report indicated that 96.72 percent of the FY 2015 budget had been expended while 100 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

5. FY 2016 Budget

Board adoption of the following attached FY 2016 Budget was requested:

- A-NRHA Administrative and Client Services Budget (previously distributed)
In addition, Element 3100 for General Fund Expenditures is attached.
- Virginia Street Properties
- Sunnyside Village Subdivision

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

Director Jenkins moved to adopt the FY 2016 Budgets as presented. Seconded by Director Holt, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Three vacancies.
- Rent: All rents are up to date.
- Maintenance Issues: None.
- Other: No other issues to report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: One.
- Rent: All rents are up to date.
- Maintenance Issues: None
- Other: No other issues at this time.

Virginia Street – 10 Single Family Houses

- Vacancies: None.
- Rent: One family is delinquent. It will be resolved soon.
- Maintenance issues: None.
- Other: No other issues at this time.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Vacancies are down to 2 units, with approved families for both units who are scheduled to move in as soon as turn-over repairs are completed.
- Rent: Our property manager reported no late rents.
- Maintenance: A new maintenance person is in the process of being hired.
- Other: No other issues to report at this time.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Six vacancies mostly due to the repairs needed from past fire damage.
- Rent: All rents are up to date.
- Maintenance: Fire damage is currently being repaired/replaced.
- Other: No other issues at this time.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: None.
- Rent: All rents are up to date.
- Maintenance issues: None.
- Other issues: VCDC will be inspect property August 21st.

Current financial reports for each property were attached for review.

7. Housing Development Projects

William Hughes Apartments

Last month we closed on the permanent financing with VHDA and the 4th investor capital contribution for William Hughes Apartments. The funds provided the means to pay off our construction loan, to pay the final invoice from our contractor, and reimburse us for staff time charged for construction management services and the temporary relocation of the William Hughes tenants. There will be two additional capital contributions from our investors in the coming months, most of which will be developer's fees.

Occohannock Neck Road

The Town of Exmore has asked that we explore potential grant opportunities that could provide the funds to offer assistance to 9 families who currently rent houses with no indoor plumbing on Occohannock Neck Road, within the Town limits. Staff submitted first-time homeownership funding applications on behalf of the 9 families some time ago, one to DHCD for an IP/R set aside, and a second to the Federal Home Loan Bank of Pittsburg. The IP/R application fell apart when DHCD shut-down the program Statewide for an entire year due to a lack of Federal funds, and the FHLBP did not fund our request due to their priorities for that funding year leaning heavily towards supporting rental projects.

Staff would like to try again to put together a development and funding strategy that would provide assistance to the families through a combination of relocation to existing apartments with RA, and homeownership for families who qualify.

Board guidance was requested.

The Board voted unanimously to proceed with a development and funding strategy that would provide assistance to the families on Occohannock Neck Road.

8. Housing Choice Voucher Section 8 Program

In the Section 8 HCV program we have 476 families under lease including those with project based vouchers. In May 90 applicants were pulled from the waiting list and of that number 5 have leased up, 46 have vouchers and are searching for housing and others were determined not eligible to be pulled at this time.

It does seem that the change in the subsidy standards approved at the last meeting has eased the situation of finding

Staff will participate in an Olmstead waivers; referrals and supportive services conference call Friday July 17. A verbal report was given.

9. Housing Counseling

Pre-Purchase Counseling	Current Month: June	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	6	34	164
Additional Counseling Sessions Held	3	30	137
# of final workshops held	0	3	9
Mortgage submissions	0	4	24
Mortgage closings	0	2	15
Financing leveraged	0	\$ 0	\$ 1,690,514

Growing Your Money Financial Literacy	Current Month: June	Cumulative FY 2015	Total Cumulative
New GYM participants	0	88	119
GYM graduates	0	0	20

Default and Foreclosure Counseling	Current Month: June	Cumulative FY 2015	Total Cumulative
Intake sessions	3	14	85
Additional Foreclosure Sessions	4	29	218
Positive Foreclosure Prevention Outcomes	0	3	31
Homeowner Budget/Predatory lending Counseling	0	5	15

1 Post Purchase Class was held-7 in attendance

The Post Purchase Class was a success. We had a demonstration on repairing drywall as well as a presentation on what not to do to keep your septic system in good condition. We also had a speaker for maintaining your appliances. A financial piece was also part of the agenda. The attendees were given tool bags and other give-aways from the local hardware store and the local utility company.

10. Executive Director's Report

Asset Management Activities

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

The U.S. Department of Housing and Urban Development on January 6, 2015 published a proposed rule entitled Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs. Staff is monitoring this rulemaking and will be bringing back a report once it is finalized. In particular, staff is interested in the potential change allowing Public Housing Authorities to use past annual income instead of projecting annual income. Staff thinks this potential change could not only streamline administrative processing requirements, it would reduce fraud, and eliminate errors based on projections. Asset management activities generally result from the projected income method. There may be costs associated with such a change and once details are known staff intends to examine the published rule and provide an analysis of positive and negative impacts on the clients and bring this back to the Board for consideration.

Strategic Plan Report

As noted below, the strategic plan will be ending in December 2015 and most activities have been pursued. The Board could update the strategic plan or could engage a consultant to write a new strategic plan.

Guidance is requested.

Chairman Miner requested that Executive Director Meil get price estimates from other consultants to prepare a new strategic plan.

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.

1/15 Staff visited the City of Virginia Beach's Housing and Community Preservation Office and brought back significant information regarding the manner used to manage the lobby and organizational habits used by the organization. Staff is conducting a poll regarding other authorities and whether they have a walk in policy, as we do, or an appointment based system.

3/15 Staff worked out a plan for the lobby that will meet the needs of the A-NRHA, ESVHA and A-NPDC. It includes a counter that can accommodate two clients as well as desk with more privacy for the receptionist. Staff will be seeking approval for the plan and a budget in April from the A-NPDC. Staff examined 8 public offices of Accomack County and found in each instance a counter and desk was used.

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 Housing Services Edwards has completed the SEMAP review.

9/14 Director of Housing 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.

1/15 Staff has increased the lease rate and additional administrative fees are now being

received from HUD. Briefings are underway for a pull of individuals from 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 (NCHCEC) 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.

9/14 Staff conducted several interviews and selected Jen Hope, previously of Accomack County Social Services.

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.

1/15 Several staff are participating in the Point-in-Time Count of the Homeless on January 28.

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 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

Director Nunez requested an update on the IPR Survey that was previously completed.

12. Public Participation

No public participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Steve Miner, Chairman

Elaine K. N. Meil, Secretary/Treasurer