

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
September 24, 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
Melissa Matthews	Kat Edwards
Sherri Windsor	Christine Ross

1. Call to Order

Chairman Jenkins called the meeting to order at 4:01 p.m.

2. Minutes of the July 23, 2014 Meeting

Presented were the minutes of the July 23, 2014 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the July 23, 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	Mill Run Tax Credit Project (July/August)	3,134.04
A-NPDC	William Hughes Tax Credit Project (Jul/Aug)	<u>7,506.92</u>
	Total Due A-NPDC	\$10,640.96*

Section 8 Checking Account		
A-NPDC	Administration, July/August	\$37,519.96*

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 16.86 percent of the FY 2015 budget had been expended while 16.67 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. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run has no vacancies.
- Rent: All rents are up to date.
- Maintenance Issues: Items identified during unit's inspections are being addressed.
- Other: The operating budget is being supported from funds set aside for operating reserves during the transition from tax credit rents to payment standard level rents. This transition will take about 10 months since the rent increases occur at the lease renewal date of each tenant.

Sunnyside Village – 23 Single Family Houses

- Vacancies: A 1-bedroom unit is vacant, but will be soon be filled by a person moving from a larger unit. The larger unit will be turned and filled with a new tenant.
- Rent: All rents are current.
- Maintenance Issues: Units are being turned as they become vacant. Two roof leaks were reported during the heavy rains of 9/8 and 9/9.
- Other: DHCD completed a physical inspection of the property as part of a HOME funds compliance monitoring. All was in order.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street has one vacant 3-bedroom house.
- Rent: All rents are up to date.
- Maintenance issues: Only routine maintenance issues and the turn-over work at the 3-bedroom unit.
- Other: No other issues to report.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: There are 3 vacant units. One unit will be occupied as soon as the turn-over repairs are completed, and management is processing 2 families from the waiting list to fill the other two units.
- Rent: Rents are up to date.
- Maintenance: The floor coverings are being replaced in one unit in preparation for a new tenant.
- Other: No other issues to report.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks has 3 vacant units. A move-in has been scheduled for one unit.
- Rent: All rents are current.
- Maintenance: No issues to report. Only routine maintenance and turn-over repairs.

- Other: Tenant turnover and a high vacancy rate continue to be an issue. We are expecting the vacancy rate to stabilize once all families have access to project-based rental assistance, but the conversion has been slow. Several of the current residents are not eligible for the project based assistance due to their current incomes, while some are occupying wrong-sized units which makes them ineligible for the assistance.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: There are 20 vacant units at William Hughes Apartments including 18 units in two buildings that are shut-down for rehabilitation. USDA has taken buildings #300 and #400 off-line until the rehabilitation is completed and the units are reoccupied.
- Rent: One family is behind with rent payments.
- Maintenance issues: The property has been inspected and treated for termites.
- Other issues: USDA conducted a compliance review of the property in July. All went well.

Current financial reports for each property were attached for review.

6. Housing Development Projects

William Hughes Apartments

Work is progressing at William Hughes Apartments. Four of the six buildings (16 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 and rental office have been completed and turned-over to management. Currently the contractor is working on 18 units, 8 in building #300, and 10 in building #400. Overall, the project is 65% complete. The construction schedule shows all construction being completed by late November, 2014.

Our equity partner, VCDC, funded the second equity contribution of \$250,000.

7. Housing Choice Voucher Section 8 Program

Staff Completed and submitted the FY14 SEMAP Certification on August 28th. This process verifies the status and quality of the administration of the Section 8 program annually. We have determined the A-NRHA score to be 125, which would achieve a “High Performer” rating. SEMAP will be reviewed by HUD and they will issue a final determination.

Each year several program elements must be reviewed and adopted.

- Fair Market Rents
- Payment Standards
- Utility Allowances

At the time of packet preparation, HUD had not finalized the FY15 Fair Market Rents. Staff may bring the FMR's and Payment Standards for your adoption at the meeting if the information is available.

Director Miner requested staff to email all Board Members once the FY15 Fair Market Rents were finalized by HUD. He then made the motion for staff to adopt the HUD FMRs and finalize payment standards subject to Board notification and comment. Seconded by Director Holt, the motion carried by unanimous vote.

Utility allowances must be reviewed and adopted as well. This year staff has requested proposals from two consulting firms. Both firms are significantly higher than the consultant we have used for years. However, this past year staff found some errors when trying to implement the utility allowances and would prefer to seek other services.

The proposals received were very close in price and services provided. Staff was checked references and made the recommendation at the meeting to use Resource Management Group for providing the A-NRHA with current utility allowances.

Director Hughes moved to grant authority for staff to use Resource Management Group to provide the A-NRHA with current utility allowances. Seconded by Director Holt, the motion carried by unanimous vote.

Also in reference to utility allowances, HUD changed its policies regarding the allowance given to families living in a unit with more bedrooms than the number of bedrooms on the voucher.

Utility allowances will now be based on the lesser of the bedrooms on the voucher or the bedrooms in the unit. This change takes place immediately for all new units and will be implemented at annual renewals beginning in January to ensure that affected families receive at least 60 days' notice since it will result in an increase in their portion of the rent.

Nan McKay has issued changes to the model administrative plan based on the HUD's implementation of the 2014 Appropriations Act. They are as follows:

- Changes providing guidance on the utility allowance as discussed above (change Chapter 6-56)

- Changes to the definition of “very low income” to be the higher of 30% of area median income OR the federal poverty level. This affects the income to be used when selecting families from the waiting list. 75% of the families pulled in any year must meet this definition.(change Chapter 3-11 and GL-7)

PHA’s may now elect to establish a policy for performing unit inspections biennially rather than annually. This would create substantial savings in administrative costs for inspections. Either landlord or tenant may request an inspection at any time should an issue be identified and need to be addressed.

Adopting a policy of biennial inspections will require wording changes to Chapter 8 Housing Quality Standards and Rent Reasonableness Determinations whenever annual inspections are referred to.

There are also minor wording and formatting changes proposed to a number of chapters that will not significantly affect the content. The summary of those changes will be available for review at the meeting.

Staff recommended adoption of all of the changes as proposed.

Director Holt moved to adopt all changes to the model administrative plan based on HUD’s implementation of the 2014 Appropriations Act. Seconded by Director Miner, the motion carried by unanimous vote.

8. Housing Counseling

The Planning District Commission was invited to take part in an event sponsored by the Eastern Shore Health District and several other agencies in the community. The event was directed to new and expectant moms to increase their awareness of the services available to them at this changing time in their lives and to provide valuable information on nutrition, emotional re-fueling and information on accessing educational opportunities. Leslie Mason provided a brief presentation and provided materials on Financial Literacy and Pre-Purchase Educational Classes as well as one on one counseling available through our agency.

Patricia Grove attended a NeighborWorks Training in Orlando this month for a Post-Purchase Education Methods Course. The objective of this course was to have participants be able to design and deliver a Post Purchase Education Program that promotes homeownership stability. In this economic environment, the need is more important than ever to provide ongoing support to new homeowners once they are in their homes and are now facing new responsibilities as a homeowner and new expenses. The course addressed financial issues, home maintenance, and the importance of community development. It was a very interesting and fun course, especially the “hands on” projects that everyone participated in such as repairing drywall, changing a lock set, and repairing a screen. It is recommended that this course be provided to new homeowners within 3 to

6 months of closing on their home. This could be a very beneficial class to many of the recent homeowners. Patricia Grove passed the exam after she returned and has applied for her NCHCEC certification for Post Purchase Homeownership Education.

A Homebuyer Education Workshop was held at the Workforce Development Center at the Eastern Shore of Virginia's Community College. Patricia Grove was asked to be a presenter for the financial and credit portions of the program. LaDonna Cruse from VHDA's Community Outreach Division has asked the Planning District Commission to partner with them on the facilitation of ongoing Homebuyer Workshops. They would like to hold these classes on a quarterly basis. The next workshop is tentatively scheduled for the third week in October.

A Pre-Purchase application was sent to FAHE and was able to obtain pre- approval for a USDA Direct loan. This enabled the client to qualify for \$45,000 more of a home than through the Guaranteed Program and hopefully, he will be able to find a suitable home. Utilizing FAHE for the processing of the USDA Direct loans at this time, may be the best option.

Pre-Purchase Counseling	Current Month: August	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	0	4	11
Orientation attendees	0	11	39
Client Intakes	6	51	125
Additional Counseling Sessions Held	5	42	104
# of final workshops held	1	3	6
Mortgage submissions	1	11	20
Mortgage closings	3	8	15
Financing leveraged	260,270	\$ 879,557	\$ 1,472,257

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

Default and Foreclosure Counseling	Current Month: August	Cumulative FY 2014	Total Cumulative
Intake sessions	1	25	70
Additional Foreclosure Sessions	6	71	183
Positive Foreclosure Prevention Outcomes	1	9	28
Homeowner Budget/Predatory lending Counseling	1	1	9

Positive Outcomes Purchase:

3 purchased housing:

1 Hispanic Female 45% AMI

1 Hispanic male 50% AMI

1 Black Female 100% AMI

Positive Outcomes Foreclosure:

1 Modification:

White Male & Female 90% AMI

9. Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. The purpose of CPES is to assist in the coordination and development to services for homeless and near homeless through planning, education and advocacy. CPES will address risk factors present in the community that contribute to homelessness including substance use/abuse, mental illness, disabilities, unemployment, lack of affordable housing, domestic violence, low academic achievement, community disorganization, isolation, poverty, and barriers to health care. To achieve this purpose CPES will identify community needs, develop and implement a strategic planning process, promote and support active community partnerships as well as engage and educate the local community.

CPES has five current Standing Committees to carry out a specific task deemed necessary to achieve our purpose. They include the Executive Committee, Point-In-Time (PIT) Count Planning Committee, Nurse-Family Partnership Advisory Council (NFPAC), Rapid Response Team (RRT), and the Community Resource Directory Committee (CRDC).

The Executive Committee worked with the ANPDC staff and Eastern Shore Coalition Against Domestic Violence (ESCADV) to submit an application for the Virginia Homeless Solutions Program. The proposed grant would secure shelter operations funds for ESCADV, Planning funds for CPES, funds for a coordinated assessment system, funds for HMIS, funds for Homeless Prevention and funds for Rapid Re-Housing. Eastern Shore of Virginia Housing Alliance and ESCADV have been awarded funding and have executed the contract with DHCD.

The PIT committee recently completed its annual homeless survey. The data is being analyzed; however, the most noteworthy statistic was an increase in persons who are literally homeless.

The RRT is a team of identified community stakeholders who utilize the best practice model of coordinated intake and case management among multiple agencies and will meet monthly to review challenging cases requiring multiple services and develop an action plan to best meet the needs of identified clients. The RRT meets monthly on the third Thursday.

The CRDC is responsible for collecting, reviewing and updating information in the CPES Community Resource Directory on an annual basis. The committee is in the process of gathering information to update the Resource Directory.

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. Executive Director Meil was able to arrange a capacity grant that will pay for the seaside portion of the study. The projected start date is now October.

Weirwood

Northampton County is currently considering the request.

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 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.

1.1d 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.

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

It was decided amongst the Board Members to change the next meeting date to Tuesday, November 18th due to the Thanksgiving holiday.

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