

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

November 12, 2015

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins
Katherine H. Nunez
Vincent Holt

Accomack County
Northampton County
Section 8 Representative

DIRECTORS ABSENT:

Steven B. Miner
Vacant

Accomack County
Northampton County

OTHERS PRESENT:

Elaine Meil
Susan Haycox
Christine Ross

David Annis
Kat Edwards
Colin Kean

1. Call to Order

Director Jenkins called the meeting to order at 4:15 p.m.

2. Election of Vice Chairman

Director Nunez moved to elect Director Jenkins as Vice-Chairman. Seconded by Director Holt, the motion carried by unanimous vote.

3. Minutes of the August 13, 2015 Meeting

Presented were the minutes of the August 13, 2015 meeting.

Adoption of the presented minutes was requested.

Director Nunez moved to approve the minutes of the August 13, 2015 meeting as presented. Seconded by Director Holt, the motion carried by unanimous vote.

4. 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, July/August	\$ 998.85
A-NPDC	Sunnyside Village Management, July/August	256.32
A-NPDC	William Hughes Management, July/August	3,551.07
A-NPDC	Virginia Street Management, July/August	876.98
A-NPDC	Mill Run Management, July/August	320.41
A-NPDC	Tax Credit Compliance, July/August	<u>4,482.92</u>
	Total Due A-NPDC	\$10,486.55*

Section 8 Checking Account		
A-NPDC	Administration, July/August	\$44,718.72*

General Operating Account		
A-NPDC	A-NRHA Management Services, Sept./Oct.	\$ 663.19
A-NPDC	Crispus Attucks Management, Sept./Oct.	509.63
A-NPDC	Sunnyside Village Management, Sept./Oct.	1,433.07
A-NPDC	William Hughes Management, Sept./Oct.	1,804.39
A-NPDC	Virginia Street Management, Sept./Oct.	2,687.25
A-NPDC	Mill Run Management, Sept./Oct.	1,609.40
A-NPDC	Tax Credit Compliance, Sept./Oct.	<u>5,263.33</u>
	Total Due A-NPDC	\$13,970.26*

Section 8 Checking Account		
A-NPDC	Administration, Sept./Oct.	\$46,812.80*

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

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

5. Current A-NPDC Projects Financial Report

The presented report indicated that 15.64 percent of the FY 2016 budget had been expended while 16.67 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

6. Investments

Local Government Investment Pool (LGIP) vs. Virginia Investment Pool (VIP)

As indicated on the most recent Financial Statement included with this packet the LGIP account has grown to over \$734k. The current rate is .14% annually. The fund is designed to be liquid.

In reference to VIP, staff contacted both Accomack and Northampton Counties to inquire if either County had invested in VIP. Accomack has adopted the resolution, but has not yet invested and Northampton still relies on LGIP when investing funds. The current yield for the VIP account is .96% with a 1-year investment required. Additional information concerning the fund including a sample resolution is attached.

With over \$734k in LGIP it may be appropriate for the Commission to consider a higher rate investment for a portion of its funds.

Staff recommended going forward with the resolution and Commission guidance is requested concerning the initial deposit.

Establishing Predevelopment Loan Fund Account to assist Eastern Shore of Virginia Housing Alliance (ESVHA)

In addition to the above investment strategy, staff has also been investigating the possibility of establishing a Predevelopment Loan Fund to help fund predevelopment costs for the recently awarded Pine Street Apartments Tax Credit Project. A chart is attached summarizing recent predevelopment loans secured by the A-NRHA. Similar fees and interest rates could be established if the A-NRHA chooses to establish a Loan Fund and offer a line of credit to the ESVHA. The Executive Director is seeking legal advice on this topic and will report additional information at the Commission Meeting.

Pending legal advice, staff recommended establishing a Predevelopment Loan Fund both as an investment opportunity and to assist the ESVHA.

Pending legal opinion if the RHA can serve as a lender to the ESVHA, Director Nunez moved to authorize the Executive Director to execute all necessary documents to loan the ESVHA \$135,000 modeled on previous predevelopment loans the RHA had received. Also the motion was made to proceed with the necessary documents and resolutions to invest with VIP. Seconded by Director Holt, the motion carried by unanimous vote.

7. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: As of 11/12/15, there was 1 vacancy at Mill Run. One family is being processed by Section 8, and one by the property manager.
- Rent: All rents are up to date.
- Maintenance Issues: All vacant units have been turned. Only routine maintenance issues. Fall inspection completed.
- Other: Nothing to report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: None.
- Rent: Two families are behind, but payment is expected soon.
- Maintenance Issues: Only routine maintenance and items identified by inspections.
- Other: Nothing to report.

Virginia Street – 10 Single Family Houses

- Vacancies: One as of 11/12/2015. New tenant being processed.
- Rent: One tenant is behind. Court action is pending.
- Maintenance issues: One two-story house is getting a new bathroom floor that was damaged by a water leak. Also, the fascia and soffit is being wrapped with aluminum and vinyl trim.
- Other: Nothing to report

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Two vacancies, one with an approved applicant moved in on October the 1st.
- Rent: Two families are behind with rent payments. Court action is scheduled for September the 15th.
- Maintenance: Grind All has completed grinding-down the tripping hazards on the sidewalks. Washable filters have been installed
- Other: Daryl Gunter has been hired as the new maintenance person and grounds keeper, and so far has been doing a great job.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: There 3 vacancies at Crispus Attucks. Families have been identified for all units. There should be no vacancies by November 30th.
- Rent: All rents are current.
- Maintenance: All repairs have been completed to the units that were damaged by fire. Fall inspection completed.
- Other: Nothing to report.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: None.
- Rent: One tenant is behind. Management has begun court proceedings.
- Maintenance issues: Assisting with the ongoing problems with high humidity and moisture problems in several units during the hot days of August. Have had complaints of odor with the hot water.
- Other issues: Management is working to prepare for a site visit from VHDA scheduled for the 21st. The visit will include physical inspections of the units and a complete file review.

Current financial reports for each property were attached for review.

8. Housing Development Projects

William Hughes Apartments

Several apartments have experienced interior moisture problems during the hottest days of August. The high humidity and moisture seems to be related to the air handler and duct work of the mini-split heat pump systems installed in the one-story units. The property maintenance person installed dehumidifiers in the units which seems to be taking care of the problem, but staff has requested that our architect, mechanical engineer, and contractor investigate the problem to determine the source of the high humidity and to propose a permanent solution.

An independent HVAC company was scheduled to inspect the units this week, and EarthCraft Virginia has agreed to send a team of folks for a comprehensive evaluation of the units and HVAC systems.

As you may recall, the original funding that Delmarva Rural Ministries obtained to construct William Hughes Apartments was from the Rural Development Farm Labor Rental Housing Program. That Program requires that a minimum of 51% of a tenant family's income comes from farm work, which includes aquaculture and poultry processing facilities. Additionally, 16 of the 34 units were seasonal (monthly) rentals.

During the process of acquiring the apartments from Rural Development and the bankruptcy court, we discovered that the seasonal units had a long history of very high vacancy rates, so as part of the transfer, we requested that the seasonal units be converted to year-round rentals. We received the transfer letter on February 19, 2014, (attached) and were surprised to learn that Rural Development had converted the property from a Farm Labor facility to a RD 515. That change in designation opened up the facility to all income-eligible applicants, not just farm labor families. Subsequently, our property manager was instructed to start accepting applications from non-farm labor families.

Several months ago, my contacts at the RD Richmond Office started discussing the

possibility that they may not have had the authority to convert the facility to a RD 515. During all of those discussions I made it clear to RD that we had been operating William Hughes as a RD 515 since receiving the letter in 2014, and would continue to do so until notified in writing to stop.

On November 4, 2015, we received a letter (attached) instructing us that William Hughes Apartments must remain a Farm Labor facility, but would be allowed to continue to rent to non-farm labor families pending the completion and review of a market study that shows a decline in the migrate labor population.

Staff is in the process of procuring a market study.

Occohannock Neck Road

The first step in developing a strategy that would provide assistance to the 9 families on Occohannock Neck Road is to interview the families to determine what they are willing to do, and to evaluate their income, credit history, and capacity for supporting a rent or mortgage payment. In the past two months, staff has visited the site on 5 separate occasions, but has only be able to collect preliminary information from 3 families, despite leaving flyers in the unit doors and urging the residents we were able to contact to ask their neighbors to our office. Staff will continue to try to make contact with all 9 families.

9. Housing Choice Voucher Section 8 Program

Staff completed the annual SEMAP review of the Section 8 program. Results showed that our agency remains a Standard Performer. At the conclusion of the review, HUD field office auditors came to do an on-site confirmatory review. During this audit, which lasted 4 days, HUD went through each of the RHA's SEMAP files for compliance with regulations and to confirm the score the RHA submitted. During this process, HUD overturned one RHA failed indicator and failed two additional indicators which the RHA had passed. They were not able to complete the entire review and will be completing two additional indicators off site. The current result is that we are still rated a Standard Performer.

Although staff was not looking to the HUD visit, I think that we all appreciate the way the review was conducted and feel that we have learned a number of things that will help us do our individual jobs better and better track our progress. We should have HUD's results by our next meeting.

One of the things that HUD staff stressed during their visit was the importance of immediately increasing the number of vouchers on the street by pulling the remaining 129 families from the list. The goal of this effort is to lease an additional 85 families before the end of the year. Staff began this process while HUD was still on site and has set a large eligibility briefing for September 29th at the Workforce Development Center. One of the things staff learned during this process is that when a person receives a voucher they must remain in the locality for a year. There has been a change in the CFR

since the version we are using so there will be no need to change our waiting list for this item. The waiting list will be reopened on October 6th based on HUD guidance and remain.

HUD staff shared their tracking perspective for leasing and HAP spending and provided training to allow us to monitor our program better.

There are some things that we need to do annually at this time of year: adoption of FMR's, Payment Standards and Utility Allowances.

Unfortunately at the time of this memo, HUD has not issued the final FMR's. (Payment Standards are based on these) I have provided the proposed FMR's for the area below.

Proposed FY 2016 & Final FY 2015 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Proposed FY 2016 FMR	\$607	\$637	\$737	\$915	\$1,223
Final FY 2015 FMR	\$602	\$628	\$745	\$928	\$1,184
Percentage Change	0.8%	1.4%	-1.1%	-1.4%	3.3%

Proposed FY 2016 & Final FY 2015 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Proposed FY 2016 FMR	\$554	\$557	\$746	\$926	\$1,023
Final FY 2015 FMR	\$570	\$574	\$777	\$968	\$1,308
Percentage Change	-2.8%	-3.0%	-4.0%	-4.3%	-21.8%

Final FMR's and Payment Standards will be presented at the meeting if available.

Management Resources is preparing our updated Utility Allowances and staff anticipates that they will be available for review at the meeting.

HUD still hasn't adopted the Utility Allowances. Housing Services Director Edwards will email Directors as soon as it is available.

Director Nunez moved to grant retroactive authority for the A-NRHA to use the Utility Allowances as presented effective December 1st. Seconded by Director Holt, the motion carried by unanimous vote.

The A-NRHA has received HUD's official waiver which will allow them to give a preference for people with intellectual and developmental disabilities.

10. Housing Counseling

Pre-Purchase Counseling	Current Month: July	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	5	44	174
Additional Counseling Sessions Held	2	36	143
# of final workshops held	0	3	9
Mortgage submissions	4	8	28
Mortgage closings	0	3	16
Financing leveraged	\$42,000	\$42,000	\$ 1,732,514

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

Default and Foreclosure Counseling	Current Month: July	Cumulative FY 2015	Total Cumulative
Intake sessions	2	24	95
Additional Foreclosure Sessions	8	37	229
Positive Foreclosure Prevention Outcomes	1	5	33
Homeowner Budget/Predatory lending Counseling	2	8	18

Positive Outcomes:

Default: 1 mortgage brought current with Emergency Assistance funds and homeowner's funds-Black Female 50% AMI

Closing: 1 client with a new construction loan closed on the lot-will have final closing when house is complete (did not include in totals)

Provided information on programs and services at monthly meeting at the VA Office-this will be a monthly participation.

Participated in a Poverty Simulation which was conducted for the benefit of new school teachers in Accomack County

A Pre-Purchase Class is scheduled for September at the community college

11. Executive Director's Report

William Hughes Commendation

Mr. Hughes recent resignation was discussed.

Director Holt moved to commend Mr. William Hughes for his good service to the A-NRHA and its affordable housing mission and prepare a certificate of appreciation to mark this. Seconded by Director Nunez, the motion carried by unanimous vote.

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. There is no update.

Strategic Plan Report

Staff is seeking a facilitator that can conduct a strategic planning session at the November or January regular Board meetings.

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 (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.

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.

12. Other Matters

The draft FY 2015 Audit prepared by Dunham & Aukamp, PLC was presented. Please note the following:

- Management Discussion and Analysis prepared by staff was included in a separate attachment. Additional explanation can be added by the Board if deemed appropriate.
- There were no findings or questioned costs (Audit Page 22)

Mr. Aukamp will be available via conference call upon request to answer any questions.

Director Nunez moved to accept the FY 2016 Audit as presented. Seconded by Director Holt, the motion carried by unanimous vote.

The next meeting of the A-NRHA will be held Wednesday, January 27, 2016.

13. Public Participation

No public participation took place at this time.

14. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Steve Miner, Chairman

Elaine K. N. Meil, Secretary/Treasurer