

Minutes of the May 27, 2015 Meeting of the
Eastern Shore of Virginia Housing Alliance
William Hughes Apartments
Cape Charles, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Angel Collins
Faith Custis
Diana Giddins
Richard Jenkins

Michael Selby
Laurence Trala
David Vaughn
Barbara Widgeon

Directors Absent

Delores Bailey
Louise Coles

Diane Musso
Ellen Richardson

Others Present

Elaine Meil
Susan Haycox
Kat Edwards

David Annis
Melissa Matthews
Colin Kean

1. Call to Order

Vice-President Jenkins called the meeting to order at 7:09 p.m.

2. Invocation

Director Trala gave the invocation.

3. Minutes of March 25, 2015 Meeting

The Minutes of March 25, 2015 Meeting were presented.

Board approval of the minutes of the March 25, 2015 Meeting was requested.

Director Chatmon pointed out a typo on Page 4.

Director Bannon moved to approve the minutes of the March 25, 2015 meeting after the noted correction. Seconded by Director Selby, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

Board approval of the following Bills Payable/Financial Statements was requested:

ESVHA Bills Payable

A-NPDC	March and April Expenses	\$ 26,935.69
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Financial Statements for ESVHA operating account and IP/R Construction funds were presented.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement was also presented.

IRS Form 990

IRS Form 990, Return of Organization Exempt from Income Tax for 2013, was presented for approval.

Director Custis moved to approve the Bills Payable/Financial Statements, and the IRS Form 990 as presented. Seconded by Director Vaughn, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through April 2015 indicated that 66.28 percent of the Administrative Budget and 75.24 percent of the Construction/Client Services Budget had been expended while 83.33 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

Director Chatmon moved to approve the current Financial Status Report as presented. Seconded by Director Selby, the motion carried by unanimous vote.

6. FY 2016 Budget

FY 2016 ESVHA Budget

Deferral of adoption of the FY 2016 ESVHA Budget and authority to expend funds at the FY 2015 Budget levels until the next regular meeting was requested for the following reason:

Since the A-NPDC has not adopted its budget, the benefit and indirect rates have not yet been established.

For your information, Accomack County adopted its FY 2016 Budget which includes level funding of \$9,215 to the ESVHA. Northampton County has advertised its recommended FY 2016 Budget which includes level funding of \$4,747 to the ESVHA.

Director Bannon moved to defer adoption of the FY 2016 ESVHA Budget and grant authority to expend funds at the current FY 2015 Budget levels until the next regular meeting. Seconded by Director Selby, the motion carried by unanimous vote.

FY 2016 Pine Street Budget

Acceptance of the presented FY 2016 Pine Street Budget as approved by Rural Development was requested.

Director Chatmon moved to accept the FY 2016 Pine Street Budget as approved by Rural Development. Seconded by Director Vaughn, the motion carried by unanimous vote. n

7. Director Term Report

The following is a list of Directors appointed directly by the ESVHA and Terms of Office:

Community Sector Directors	FY 2015 Attendance	Appointment Expiration Date
Delores Bailey	3 of 5	6-30-15
Louise Coles	4 of 5	6-30-17
Faith Custis	5 of 5	6-30-16
Diana Giddens	4 of 5	6-30-17
Michael Selby	4 of 5	6-30-15

Other Directors	FY 2015 Attendance	Appointment Expiration Date
Angel Collins	1 of 5	6-30-15
Diane Musso	4 of 5	6-30-15
David Vaughn	4 of 5	6-30-17
Barbara Widgeon	5 of 5	6-30-16

Acceptance of the Director Term Report and reappointment of the following for an additional three-year term was requested:

Delores Bailey	6-30-18
Michael Selby	6-30-18
Angel Collins	6-30-18
Diane Musso	6-30-18

Director Bannon moved to accept the Director Term Report and reappointment for an additional three-year term. Seconded by Director Custis, the motion carried by unanimous vote.

8. Indoor Plumbing/Rehabilitation Program

2014-2015 Indoor Plumbing Rehabilitation Program/ Program Income Funded Projects
Northampton County's new replacement house in Treherneville has been completed. The water and sewer has been connected and the owner has moved in.

Accomack's new replacement house, located on Payne Road just north of Bloxom, is under construction. Staff was required to hire a soil testing consultant to perform soil borings and to design a larger footer to support the foundation due to the pool soil conditions.

Board approval of the presented IP/R financial records was requested.

Director Trala moved to approve the IP/R financial records as presented. Seconded by Director Chatmon, the motion carried by unanimous vote.

New IP/R Contract

If you'll remember, a couple of years ago DHCD redesigned the IP/R Program by dividing the State into 6 regions and assigning the Shore to Region 6. Since then we have been working through the lead agency for our Region, Housing Partnerships, Inc. of Williamsburg, instead of working directly with DHCD. The change was met to lessen the administrative work for DHCD by allowing them to work with only 6 agencies instead of every grantee across the State.

Three weeks ago DHCD offered to allow the ESVHC to once again become a direct grantee of the IP/R Program. We had made the case some time ago that since the Shore is geography separated from the State, we could work more efficiently on our own as opposed to working through another agency. Although we haven't yet been told how much DHCD will allocate for the IP/R Program this year, we're confident that we will be able to access more funds as a direct grantee as compared to having to compete with the 5 other agencies that are a part of Region 6.

Staff requested retroactive authority for our Executive Director to execute a grant agreement with DHCD that will name the ESVHA as a direct grantee for the Indoor Plumbing/Rehabilitation Program.

Director Trala moved to grant retroactive authority for the Executive Director to execute a grant agreement with DHCD to name the ESVHA as a direct grantee for the IP/R Program. Seconded by Director Custis, the motion carried by unanimous vote.

Shorewide Indoor Plumbing Survey

Staff continues to work with the consulting firm completing the survey of houses with no indoor plumbing on the Shore. The firm plans to present their findings to the public at a meeting that will be held at the Eastern Shore of Virginia Community College on May the 26th, starting at 1:00 PM.

The public will be invited to provide input on the method used to collect the data, and on future strategies to attract funding to address the needs.

9. Executive Director's Report

Line of Credit

Staff is now working and preparing to work on the predevelopment of two projects: Bailey Road Apartments development and Pine Street Apartments rehabilitation. It is necessary to increase the line of credit to complete work until the construction financing is available on both projects. Therefore, staff is requesting the Board approve an increase in the line of credit from the previously approved \$100,000 in increments as needed to complete predevelopment activities.

Authorization for the Executive Director to execute all documents required to complete pre-development work on Bailey Road Apartments and Pine Street Apartments, and to close on pre-development loans on behalf of the Eastern Shore of Virginia Housing Alliance was requested.

It was decided by the Board that the Executive Director could increase the Line of Credit in increments of \$25,000, up to \$175,000, without prior Board approval.

Director Bannon moved to grant authorization for the Executive Director to execute all documents required to complete pre-development work on Bailey Road Apartments and Pine Street Apartments, and to close on pre-development loans on behalf of the Eastern Shore of Virginia Housing Alliance. Seconded by Director Vaughn, the motion carried by unanimous vote.

10. Public Participation

There was no public participation at this time.

11. Other Matters

Executive Director Meil asked permission to spend up to \$10,000 to prepare a market study option to possibly construct USDA farmworker housing on Jerusalem Road.

Director Chatmon moved to grant permission for staff to spend up to \$10,000 to prepare a market study option for potential farmworker housing on Jerusalem Road. Seconded by Director Bannon, the motion carried by unanimous vote.

12. William Hughes Apartments Tour

Staff and Board Members present were taken on a tour of the recently renovated William Hughes Apartments. Colin Kean, property manager, showed everyone the interior of one of the apartments, and described the renovations which had recently taken place throughout the entire complex.

13. Adjournment

There being no further business brought before the Board, the meeting was adjourned.

Ellen Richardson, President

Elaine K. N. Meil, Executive Director