

Minutes of the March 23, 2016 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Louise Coles
Angel Collins
Faith Custis
Diana Giddins

Richard Jenkins
Ellen Richardson
Michael Selby
David Vaughn
Barbara Widgeon

Directors Absent

Robert Duer

Diane Musso

Others Present

Elaine Meil
Susan Haycox
Melissa Matthews

David Annis
Kat Edwards

1. Call to Order

President Richardson called the meeting to order at 7:04 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of January 27, 2016 Meeting

The Minutes of January 27, 2016 Meeting were presented.

Board approval of the minutes of the January 27, 2016 Meeting was requested.

Director Chatmon noted a spelling error on page 4.

Director Custis moved to approve the minutes of the January 27, 2016 with the spelling error corrected. Seconded by Director Bannon, 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	January & February Expenses	\$ 31,634.36
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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.

Director Custis moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Selby, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through February 2016 indicated that 57.65 percent of the Administrative Budget and 57.63 percent of the Construction/Client Services Budget had been expended while 66.67 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2017 Budget Requests

On March 17, Accomack County Board has a public hearing scheduled concerning their FY 2017 Proposed Budget which includes level funding of \$9,215 to the ESVHA.

Northampton County's Budget Committee is in the process of scheduling work sessions.

7. Election of FY 2017 Officers

Corporation By-Laws state that the election of the FY 2016 President, Vice President, and Treasurer shall be held at the March Board meeting.

For your information, having served two 1-year terms (Three terms can be served.), the following officers were eligible for re-election to their current positions:

President	Ellen Richardson
Vice President	Richard Jenkins
Treasurer	Faith Custis

A report from the Nominating Committee consisting of Directors Vaughn, Giddins, and Musso was requested.

The Nominating Committee recommended the same slate of officers be re-elected to their current positions.

Director Bannon moved to re-elect the same slate of officers to their current positions. Seconded by Director Giddins, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our property manager is reporting no vacancies as of the end of February. Two families are scheduled to move out in March, but management will be pulling families from the waiting list to fill those vacancies. Five families are behind with rent payments, but all are expected to be current by the deadline of the 16th. Only routine maintenance issues to report, turning vacant units and repairing items identified during the unit inspections.

Accomack Manor

The property manager at Accomack Manor is reporting no vacancies as of February. There are currently 30 persons/families on the 1-bedroom waiting list, and 13 on the 2-bedroom list. Management is continuing the regular nutrition workshops and bingo events. Additionally, there are voter registration drives and an Easter event being planned.

9. Indoor Plumbing/Rehabilitation Program

2016 IP/R Contract

Work is well underway on the Northampton County IP/R replacement house. The exterior is complete, and the interior is ready for trim. Bundick Well & Pump has scheduled the installation of the sewer for next week.

One of the Accomack County IP/R jobs has begun. This replacement house will be constructed in the Texaco Town area for a disabled veteran who had been sleeping in his car for several months prior to receiving assistance from our Homelessness Prevention Program. The job will require the removal of a large amount of debris from the site prior to the start of construction.

Staff is working to secure IP/R Incentive Funds from DHCD to round-out the development budgets for the remaining two projects we hope to complete under the 2016 contract.

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

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

10. Housing Development Projects

Bailey Road Apartments USDA Project

We received comments from the County's consultant and from VDOT on our site plan and permit applications for the soil and erosion control and storm water management permits. The comments were addressed by the project engineer and the plans have been resubmitted.

We also redesigned the sewer system based on comments we received from the Health Department after the review of the original designs, and have resubmitted to the local and State Departments of Health for their approval.

The plans and specification have been completed, and USDA is working on the environmental review for the Project. It appears we will be given the green light to bid the construction in April.

Jerusalem Road Apartments USDA Project

As of last week, we have not received the letter from RD with specific instructions and a list of documents required for the final application.

Pine Street Apartments Tax Credit Project

We received a fee proposal from our architect to complete the plans and specifications, and to provide the civil engineering required for the pre and post construction ALTA surveys. The proposal included some engineering items that may not be needed or required by regulatory agencies. Staff is expecting a revised proposal from the architect this week.

11. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: Jan-Feb		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	9		
Additional Counseling Sessions Held	5		
# of final workshops held	1		
Mortgage submissions	0		
Mortgage closings	0		
Financing leveraged	0		

Growing Your Money Financial Literacy	Current Month: Jan-Feb		
New GYM participants	7		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: Jan-Feb		
Intake sessions	3		
Additional Foreclosure Sessions	11		
Positive Foreclosure Prevention Outcomes	1	1 Permanent modification	
Homeowner Budget/Predatory lending Counseling	3		

New VHSP 0

Follow Up VHSP 6

There was a Pre-Purchase Workshop held in January at ESCC with 14 in attendance and a Financial Workshop held at William Hughes sponsored by Cape Charles Baptist Church with 7 in attendance.

There are 3 New Construction Clients who have closed on their lots and are currently under construction. There are 2 Purchase clients who are pending closing on existing housing

Virginia Homeless Solutions Grant

Total Assessments: 107

Serving:

Prevention: 5

Rapid Rehousing: 10

Shelter: 0

Qualified and Searching:

Prevention: 2

Rapid Rehousing: 1

Closed Cases that have received funding:

Prevention: 4

Rapid Rehousing: 17

Shelter Operations: 9

Budget:

Prevention: \$40,000 - \$28,287.48 (\$11,712.52 remaining)

Rapid Rehousing: \$79,633 - \$75,932.21 (\$3,700.79 remaining)

Shelter Operations: \$5,300 - \$5,293.50 (\$6.50 remaining)

Estimate Projection Date to Exhaust Funding:

Prevention: 6/30/2015

Rapid Rehousing: mid-March 2016

We are currently in the process of reapplying for this grant for next year. This grant is due by March 31, 2016.

Director of Housing Services Edwards requested Board approval to reapply for the FY2017 VHSP Program.

Director Selby moved to grant authorization for staff to reapply for the FY2017 VHSP Program. Seconded by Director Custis, the motion carried by unanimous vote.

Community Partners of the Eastern Shore

The Eastern Shore Community Services Board (ESCSB) Prevention Office has requested assistance to apply for a supplemental grant via the Virginia Alcoholic Beverage Control (ABC) for a community education grant. The grant will provide money to do local education campaigns around high risk drinking. They hope to use it to expand the Mental Health First Aid Trainings, do a public awareness campaign and support a local mini-conference on high risk drinking education.

Director of Housing Services Edwards requested permission to write a letter of support to VA ABC indicating the ESVHA will partner with the ESCSB Prevention Office and will support the above mentioned initiative and find the initiative needed in our community.

The Board approved, by consensus, the request to grant permission for a letter of support to be written to assist the ESCSB in the above mentioned initiative.

12. Executive Director's Report

Community Housing Development Organization (CHDO) Recertification

As part of the ESVHA's recertification of the CHDO status, specific language must be approved by the Board in a Memorandum of Understanding signed by the Board Chair. "The CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization."

Authorization for the Board Chairman to execute the Memorandum of Understanding was requested.

Director Jenkins moved to grant authorization for the Board Chairman to execute the Memorandum of Understanding. Seconded by Director Custis, the motion carried by unanimous vote.

Bayview Property

The property has been relisted and no offers have been received.

13. Public Participation

There was no public participation at this time.

14. Other Matters

Executive Director Meil mentioned that the A-NRHA was hosting their next meeting at the New Road community center, and asked if the ESVHA Board would also like to host their next meeting there. The Board voted by consensus to have their next meeting at the New Road community center.

15. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director