

Minutes of the March 27, 2019 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Louise Coles
Faith Custis
Shenia Davis
Robert Duer
Diana Giddins

Ellen Richardson
Dottie Swisher
Barbara Widgeon
David Vaughn

Directors Absent

Chris Bannon
Angel Collins
Richard Jenkins

Michael Selby
Vacant
Vacant

Others Present

Elaine Meil
Melissa Matthews
Kat Edwards

Susan Haycox
Bobbie Jo Wert
Russ Williams

1. Call to Order

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

2. Invocation

Director Giddins gave the invocation.

3. Minutes of January 23, 2019 Meeting

The Minutes of January 23, 2019 Meeting were presented.

Board approval of the minutes of the January 23, 2019 Meeting was requested.

Director Duer moved to approve the minutes of the January 23, 2019 meeting as presented. Seconded by Director Richardson, 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	\$ 22,136.06
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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 were also presented.

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

5. Current Financial Status Report

Financial Status Report

The attached report through February 2019 indicates that 71.99 percent of the Administrative Budget and 39.83 percent of the Construction/Client Services Budget has been expended while 66.67 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

6. FY 2020 Budget Requests

Accomack County Board had a public hearing scheduled concerning their FY 2020 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 2020 Officers

Corporation By-Laws state that the election of the FY 2020 President, Vice President, and Treasurer shall be held at the March Board meeting.

For your information, having served 2-year terms (of a 3-year maximum), the following officers are eligible for re-election to their current positions:

President	Faith Custis
Vice President	Ellen Richardson
Treasurer	Barbara Widgeon

A report from the Nominating Committee consisting of Directors Bannon, Giddens, and Collins is requested.

Director Giddins, a member of the Nominating Committee, recommended the Board re-elect the current slate of officers for an additional term. Seconded by Director Vaughn, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our Pine Street property manager, Colin Kean reported the property is 100% leased. Two tenants are behind, the property manager has spoken with each, and is working to resolve by the end of the month. No major maintenance concerns, continue to work on day-to-day items and inspection items. Mr. Kean is working on first-year tax credit recertification for the second building.

Accomack Manor

Accomack Manor has one vacancy, scheduled to be rented April 1st. The property manager is working from the waiting list to fill vacancies. New tile is expected to be installed in the kitchen and bathrooms as vacancies arise or as needed.

The property manager reported Intrepid continues to host the Bingo/Blood Pressure Clinics, Tenant Craft Night and nutrition classes hosted by the Extension Office occur monthly.

9. Indoor Plumbing/Rehabilitation Program

2018 IPR Program

On September 7th, VDHCD representative, Doug Ellis completed an IPR Compliance Review. Although the staff was encouraged by the visit, a final report has not been received.

2019 IPR Program

The IPR Oversight Board met on November 28th. Staff provided an updated on all cases.

Pending

One (1) client has never obtained lifetime rights for their heir property. The board voted to place them in a pending status until they acquire lifetime rights. The client is still pending. Staff will continue to work with the client to process in the next funding round.

New

Staff assessed four (4) new applicants, three (3) in Accomack County and one (1) in Northampton County. All four (4) units are substantial reconstructions. The bids all appear to be under budget at this time. The title search and environmental reviews are still pending. Once completed, the staff will set-up in CAMS for VDHCD approval.

Staff continues to receive and review applications. A waiting list has been created, and inspections continue. Staff continues to apply for sewer permits, and address concerns with ownership and zoning.

IP/R Rehab Oversight Board

The IPR Oversight Board will meet prior to ESVHA Board Meeting at 6:30. An update will be provided at the meeting.

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

Director Richardson moved to approve the IP/R financial records as requested. Seconded by Director Widgeon, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments USDA Project

Staff worked with HD Advisors to draw down the \$1,000,000 RD Grant funds to repay VCC, reducing interest expense. We have drawn down the \$1,000,000 RD loan, and interest payments were scheduled to begin in October. The staff has requested for RD defer interest payments until the project is complete. The local RD office is seeking guidance from the DC office. RD referred our case to Tierra del Sol. They are a non-profit affordable housing developer in New Mexico that has a contract with USDA-RD to provide technical assistance to non-profits using RD's programs for housing. RD did defer all payments until the property until leased up. Staff did draw down the final \$1,350,000 RD loan.

The weekly conference calls and monthly on-site meetings continue. The units are complete except for installation of a part on the heating/cooling system in the two bedroom units and the stair treads for the two-story buildings. Once the parts are in, the units will be complete, other than punch list items. The weather continues to make exterior work challenging. It is anticipated that the site work and road will be completed within the next few weeks. Our next on-site meeting is scheduled for early April.

Josephine's Place USDA Project

Staff will continue to meet monthly with HD Advisors and Virginia Community Development Corporation (VCDC) to move the project forward. The Option Agreement has expired. The staff has been able to work out a new deal with the Owner for a new Option Agreement. We are waiting on the owners Attorney. Once the agreement is fully executed, Staff will file for Accomack County BZA approval. USDA-Rural Development

should be releasing a new NOSA. Staff continues to work with our consultants in preparation for its release.

Pine Street Apartments Tax Credit Project

The rehabilitation is complete. The updated property sign has not been installed, per the contractor, it should within the next two weeks. Staff, with the guidance of our accountant, lawyer, and consultants, submitted the required 8609 and Cost Certification to VHDA and DHCD. The staff continues to work with VCDC, VCC, HD Advisors, DHCD, and FHLB-AHP to close out the project.

11. Housing Services Programs

HUD/VHDA Housing Counseling

A two-day Homebuyer Education Class was held in January in the Workforce Development Center at the Eastern Shore Community College. The A-NPDC partnered with the Eastern Shore Association of Realtors to provide an educational event for the local first-time homebuyers. There were six topics covered, with three additional speakers in attendance. Additionally, a program outreach session was held at the Eastern Shore Area on Agency in January at the request of their director. An additional outreach program is scheduled for the second week of March at Head Start in Accomac. Homeownership calls and appointments have been increasing.

Virginia Homeless Solutions Program

Total Assessments as of 2/28/2019: 213 (172 from ESVHA and 41 from ESCADV)

Serving:

Prevention: 8

Rapid Rehousing: 17

Shelter: 0

Qualified and Searching:

Prevention: 5

Rapid Rehousing: 3

Closed Cases that have received funding:

Prevention: 8

Rapid Rehousing: 5

Shelter Operations: 12

Closed Cases that have NOT received funding:

Prevention: 0

Rapid Rehousing: 3

Receiving Budgeting and Case Management (does not qualify for financial assistance):

Open: 0

Closed: 0

Budget:

Prevention: \$40,000 - \$30,637.39 (\$9,362.61 remaining)

Rapid Rehousing: \$75,633 - \$51,426.29 (\$24,206.71 remaining)

Shelter Operations: \$17,535 – \$17,535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: January 2019

Rapid Rehousing: May 2019

Prevention: April 2019

The Section 8 waiting list will open April 1st for one week. Staff anticipates upwards of 200 new applications. If you know of anyone who could benefit from receiving rental assistance, please let them know. Applications can be picked up or mailed out on April 1st. Folks should call 787-2800 if additional information is needed.

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on March 13, 2019, at the Eastern Shore Community College – Workforce Development Center.

The Point in Time (PIT) Count was held on January 23rd. Sixteen local agencies participated in the count and 71 surveys were returned. Data is in being analyzed, once completed, staff will report back. CPES members continue to work on standardizing the Coordinated Entry procedure for our most vulnerable population. This system is designed to ensure clarity, transparency, consistency, and accountability for those who are having a housing crisis.

CPES continues to partner with Virginia State Police and Community Service Board to address the opioid epidemic and its impact on homelessness. Staff participates on the Community Opioid Panel of Experts (COPE) committee and the Eastern Shore Overdose Fatality Review Team.

12. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented.

Updated Small Purchase Procedures Adoption

Staff is requesting the adoption of updated small purchase procedures. The Code of Virginia was amended to increase the limits where types of procurement procedures are required. The small purchases procedure still seeks to maximize competition while also reducing the cost in staff time and direct costs associated with procurement. The changes are indicated are below.

Adoption was requested.

**Eastern Shore of Virginia Housing Authority
Small Purchase Procedures, Adopted x/xx/xxxx**

Estimated Cost	General Procedure
\$1,000 or Less	Must be approved by the Executive Director. No competition is required. This level of purchase may be accomplished with a purchase order or a local supply order.
\$1,000.01 - \$10,000	Requires documentation of at least 2 telephone, catalog or electronic solicitations. All responses must be forwarded to the Director of Administration and attached to a purchase order approved and signed by the Executive Director.
\$10,000.01 - \$30,000 \$60,000	Requires the documented solicitation of at least 3 electronic or written quotes. Documentation of the solicitations and all responses must be forwarded to the Director of Administration. The Director of Administration will forward the documents along with a purchase order to the Executive Director for approval and signature.
\$30,000.01 \$60,000.01 - \$100,000	Requires the written informal solicitation of a minimum of four bidders or offerors. Documentation of the written request along with all responses from bidders and offerors must be forwarded to the Director of Administration. The Director of Administration will forward the documents along with a purchase order to the Executive Director for approval and signature.
\$30,000.01 \$60,000.01 and Over - For Professional Services Only	Requires a formal, published Request for Proposals, ranking criteria and committee as prescribed and governed by the Virginia Public Procurement Act.
\$50,000.01 \$100,000.01 and Over	Requires a formal, published Invitation to Bid or Request for Proposals and ranking criteria, ranking committee, or formal public bid opening as prescribed by the Virginia Public Procurement Act. All bids and RFPs must remain "on the street" for a minimum of 10 days as required by law.

Exceptions to Above

Emergency Purchases	When the health or safety of the public or operation of equipment is in jeopardy. Competition is not required. Executive Director approval and written justification is required as soon as practicable. Justification shall be posted in a public place for 10 days.
Sole Source	Written justification is required before purchase. Sole source purchases must be approved by the Executive Director and notice posted in a public place for 10 days.
State Contracts	No competition is required on items purchased from a state contract. Executive Director must approve before purchase.
Professional Services up to \$15,000	No competition is required for a professional service (accounting, architecture, land surveying, landscape architecture, law, medicine, actuarial services, optometry or professional engineering) when service is practicably available from only one source.
Legal Services	No competition is required for legal services or expert witnesses or other services associated with litigation or regulatory proceedings.

Director Richardson moved to adopt the changes to the A-NRHA small purchase procedures as requested. Seconded by Director Widgeon, the motion carried by unanimous vote.

13. Public Participation

There was no public participation at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director