

Minutes of the May 22, 2019 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Faith Custis	Ellen Richardson
Shenia Davis	Dottie Swisher
Robert Duer	Barbara Widgeon
Diana Giddins	David Vaughn
Richard Jenkins	

Directors Absent

Louise Coles	Michael Selby
Angel Collins	Vacant
Vacant	Vacant

Others Present

Elaine Meil	Russ Williams
Melissa Matthews	Bobbie Jo Wert

1. Call to Order

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

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of March 27, 2019 Meeting

The Minutes of March 27, 2019 Meeting were presented.

Board approval of the minutes of the March 27, 2019 Meeting was requested.

Director Jenkins moved to approve the minutes of the March 27, 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	March and April Expenses	\$ 23,578.89
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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 Vaughn, the motion carried by unanimous vote.

5. Current Financial Status Report

Financial Status Report

The attached report through April 2019 indicates that 87.39 percent of the Administrative Budget and 48.94 percent of the Construction/Client Services Budget had been expended while 83.33 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

FY 2020 ESVHA Budget

Deferral of adoption of the FY 2020 ESVHA Budget and authority to expend funds at the FY 2020 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.

Director Jenkins moved to grant authority to expend funds at the FY 2019 Budget levels until the next regular meeting. Seconded by Director Richardson, the motion carried by unanimous vote.

7. Director Term Report

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

Community Directors	Sector	This year's Attendance	Appointment Expiration Date
Shenia Davis		5 of 5	6-30-21
Louise Coles		5 of 5	6-30-20
Faith Custis		5 of 5	6-30-19
Diana Giddens		5 of 5	6-30-20
Michael Selby		2 of 5	6-30-21

Other Directors	This year's Attendance	Appointment Expiration Date
Angel Collins	4 of 5	6-30-21
Vacant		6-30-21
David Vaughn	5 of 5	6-30-20
Barbara Widgeon	4 of 5	6-30-19
Dottie Swisher	4 of 5	6-30-19

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

Faith Custis	6-30-22
Barbara Widgeon	6-30-22
Dottie Swisher	6-30-22

Director Duer moved to accept the Director Term Report and reappointment of the above listed Directors for an additional three-year term, and directed staff to approach the two potential members suggested to fill the vacancies. Seconded by Director Richardson, 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. Four tenants are behind; the property manager has spoken with each, and is working to resolve by the end of the month. One section of the fence is down after a branch fell on it during a storm. Parts have been ordered, once received, repairs will be made. Staff continues to work on day-to-day items and inspection items. Unit inspections are set for later this month. USDA-Rural Development will be present on June 13th for a full supervisory review.

Accomack Manor

No update at this time.

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 March 27th. 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. All four units were set-up in CAMS. Two (2) applications were approved, one (1) in Accomack County and one (1) in Northampton County. The remaining two (2) Accomack County resident will be the first on the list for services in July 2019.

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 Program Income

The IP/R Rehab Oversight Board approved to expend \$13,750 in Accomack County Program income for the current Accomack County approved IP/R client, and \$19,450 in Northampton County Program income for the current Northampton County approved IP/R client. Typically, gap funding is necessary for substantial reconstruction projects such as these.

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

10. Housing Development Projects

Bailey Road Apartments USDA Project

The units are complete with the exception of the interior and exterior punch list items and additional change orders. Staff is working with consultants to closeout DHCD-HOME and FHLB-AHP documents. The County has issued the Certificate of Occupancy. Once, all punch items have been taken resolved, lease-up may begin.

Josephine's Place Apartments 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 been installed. 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. We anticipate closing by the beginning of June.

11. Housing Services Programs

HUD/VHDA Housing Counseling

The spring/summer Home Buyer Education Workshop is in the planning stages and is tentatively scheduled for June 19 and June 20, and will be held with our partners at Eastern Shore Association of Realtors. Transition of clients from the recently retired counselor to Mary, who started full time employment on April 16, continues. Homeownership calls and appointments remain steady, with slight increase in Foreclosure Intervention activity.

Virginia Homeless Solutions Program

Total Assessments as of 5/14/2019: 229 (187 from ESVHA and 42 from ESCADV)

Serving:

Prevention: 4

Rapid Rehousing: 14

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 0

Closed Cases that have received funding (cumulative YTD):

Prevention: 12

Rapid Rehousing: 7

Shelter Operations: 12

Closed Cases that have NOT received funding (cumulative YTD):

Prevention: 0

Rapid Rehousing: 3

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

Open: 0

Closed: 0

Budget:

Prevention: \$40,000 - \$40,000(\$0 remaining)

Rapid Rehousing: \$75,633 - \$75,633 (\$0 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: May 2019

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, held a Strategic Planning event at the Eastern Shore Community College on May 15, 2019. The event consisted of breakout discussions involving priority areas of need: Housing, Education, and Transportation. Healthcare, and Employment, and the creation of two specific action steps for each to implement before the end of the year.

CPES will also host its General Membership meeting on July 10, 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 still being analyzed, and once completed staff will report.

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 collaborate 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.

Occohannock Creek Road Houses

VHDA offered the Accomack-Northampton Planning District Commission a grant to acquire the cinder block houses with no indoor plumbing on Occohannock Creek Road.

Staff requested permission to release an ROI (request of interest) in the local papers to determine if anyone is interested in being a Loan Packager.

It was the consensus of the Board to grant permission to release an ROI to being a Loan Packager.

13. Public Participation

There was no public participation at this time.

14. Other Matters

Director Richardson moved to hold the July meeting at the newly constructed Bailey Road Apartments. Seconded by Director Vaughn, the motion carried by unanimous vote.

15. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director