

Minutes of the July 24, 2019 Meeting of the
Eastern Shore of Virginia Housing Alliance
Bailey Road Apartments
Parksley, Virginia

Directors Present

Louise Coles
Faith Custis
Shenia Davis
Diana Giddins

Ellen Richardson
Dottie Swisher
Barbara Widgeon
David Vaughn

Directors Absent

Angel Collins
Robert Duer
Richard Jenkins
Vacant

Michael Selby
Vacant
Vacant

Others Present

Sandy Taylor
Melissa Matthews

Russ Williams
Bobbie Jo Wert

1. Call to Order

President Custis called the meeting to order at 7:00 p.m.

2. Invocation

No invocation was given.

3. Minutes of May 22, 2019 Meeting

The Minutes of May 22, 2019 Meeting were presented.

Board approval of the minutes of the May 22, 2019 Meeting was requested.

Director Richardson moved to approve the minutes of the May 22, 2019 meeting as presented. Seconded by Director Coles, 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	May and June Expenses	\$ 27,931.65
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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 Giddins 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 June 2019 indicates that 98.23 percent of the Administrative Budget and 53.91 percent of the Construction/Client Services Budget had been expended while 100 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

6. FY 2019 Budget Amendment

Adoption of the following FY 2019 budget amendments was requested:

1.	3107	VHSP-Rapid Rehousing & Prevention Mgmt	\$ 65,520.00
		Administrative Services	<u>+ 6,545.72</u>
			\$72,065.72

ITEM 1 represents the amendment to include additional funds from the state to operate the Prevention and Rapid Rehousing programs.

2.	310710	VHSP-Rapid Rehousing Client Services	\$ 82,168.00
		Client Services	+ 6,065.25
			<u>\$88,233.25</u>

ITEM 2 represents the amendment to include additional funds from the state to operate the Prevention and Rapid Rehousing programs.

3.	310720	VHSP-Prevention Client Services	\$ 40,000.00
		Client Services	+ 4,757.44
			<u>\$44,757.44</u>

ITEM 3 represents the amendment to include additional funds from the state to operate the Prevention and Rapid Rehousing programs.

The net change to the FY 2019 budget is \$17,368.41. The requested amendments were reflected on the Financial Status Report.

Director Richardson moved to adopt the FY 2019 budget amendments as requested. Seconded by Director Davis, the motion carried by unanimous vote.

7. FY 2020 Budget/Annual Work Program

The Proposed FY 2020 Budget was attached.

The major highlights included:

- ✓ The A-NPDC adopted its FY 2020 Budget at their June 18 Commission meeting, establishing the benefit and indirect rates for FY 2020.
- ✓ Staff have reviewed anticipated work schedules and associated funding available and projections revised as appropriate.

Board Adoption of the Proposed FY 2020 Budget was requested.

Director Coles moved to adopt the Proposed FY 2020 Budget as requested. 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. Five 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. USDA Rural Development full supervisory review was conducted on June 13th, and went well. The property was

found to be in compliance, and Mary Jones, USDA –RD Servicing Specials, was very pleased with the property.

A gate was installed during the rehab to close off access from Carter Street to Watson Street. The closing the gate has had a positive impact on the property in limiting traffic, making the property quieter, and reducing trash along the drive.

Accomack Manor

No update at this time.

9. Indoor Plumbing/Rehabilitation Program

2019 IPR Program

On June 14th, VDHCD representative, Doug Ellis completed an IPR Compliance Review. Staff received a missive following the visit regarding our performance. Per our contract, we are required to complete at least four units within its region. Unfortunately, we expended \$218,460 of the \$300,000 award on two units. Staff responded to the letter to address any performance barriers that we experienced, and how we intend to remedy the barriers in FY20. Staff indicated in our response, we had established a pre-qualified pipeline to avoid unnecessary delays and that will we collaborate with USDA, SERCAP, and any other agency to bridge funding gaps.

2019 IPR Program

The IPR Oversight Board met on May 22nd. 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. Contract negotiations are underway to reduce overall budget.

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

No expenditures at this time.

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 Davis, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments USDA Project

The units are complete and 18 units are ready for occupancy. Staff should receive insurance quotes by close of business July 17th. Once in place, lease up will occur. Clients are eager to move in to the property. Staff is working to close out HOME and AHP funds as soon as possible.

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 has released the new NOSA. Staff continues to work with our consultants and attorneys to secure the land. If unable to secure shortly, we will not be able to apply for funds, as our consultants will not have sufficient time to complete the Phase I or Market Study by the August 30th deadline.

Pine Street Apartments Tax Credit Project

AHP and HOME closing is scheduled for this week.

11. Housing Services Programs

HUD/VHDA Housing Counseling

The spring/summer Home Buyer Education Workshop was held June 19 and June 20 at the Workforce Development Center at the Eastern Shore Community College. We issued 13 certificates of completion to class attendees, and had five speakers representing six topic areas of Home Buyer Education. Homeownership calls and appointments have experienced an increase, with a slight decrease in Foreclosure Intervention activity. Have two verified home purchases for June.

Virginia Homeless Solutions Program

Total Assessments as of 7/17/2019: 27 (23 from ESVHA and 4 from ESCADV)

Serving:

Prevention: 6

Rapid Rehousing: 10

Shelter: 0

Qualified and Searching:

Prevention: 0

Rapid Rehousing: 4

Closed Cases that have received funding (cumulative YTD):

Prevention: 0

Rapid Rehousing: 0

Shelter Operations: 0

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

Prevention: 0

Rapid Rehousing: 0

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

Open: 0

Closed: 0

Budget:

Prevention: \$40,000 - \$7,827 (\$32,173 remaining)

Rapid Rehousing: \$75,633 - \$9,565 (\$66,067 remaining)

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

Estimated Date for Running out of Funds:

Shelter Operations: TBD

Rapid Rehousing: Feb 2020

Prevention: December 2019

Continuum of Care (CoC)

Jen Hope has succeeded Bobbie Jo Wert as Lead Liaison for the Lead Agency, A-NPDC, to Community Partners of the Eastern Shore (CPES), the local Continuum of Care.

CPES conducted their General Membership meeting on July 10 at ESCC. The primary focus of the meeting was the reporting on the results of the Strategic Planning event held in May. A summary report of the event was presented, as well as updates on action steps for the areas of need: employment, education, housing, transportation, and healthcare.

The administrator for the Homeless Management Information System (HMIS) will provide a detailed report of the Point-In-Time Count within the next couple of weeks. Planning for the next PIT Count in January will begin in September.

12. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented.

Occohannock Creek Road Houses

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

The families have all been contacted, and staff have been able to speak with each household. ESVHA through the Homeless Prevention and Rapid Rehousing programs are in the process of providing rental assistance to eligible families and the Accomack-Northampton Regional Housing Authority is assisting one family.

Homeless Prevention and Rapid Rehousing Program

Each year on July 1, staff receives numerous visits and phone calls for assessments for the programs. Going forward, the entire first week of July is going to be treated like a waiting list opening with two staff persons available to take assessments. Over thirty assessments were requested for the first week, which was short due to the July 4th holiday. The demand this year has been high for this funding and it is possible, if many of these families are eligible, the entire program's budget will be expended before the end of the calendar year. Staff will remain in contact with the state and seek additional state resources for the program where possible.

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. A tour of the newly constructed Bailey Road Apartments then took place.

Faith Custis, President

Elaine K. N. Meil, Executive Director