

Minutes of the September 25, 2019 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Louise Coles	Janice Langley
Angel Collins	Ellen Richardson
Faith Custis	Michael Selby
Shenia Davis	Dottie Swisher
Richard Jenkins	David Vaughn

Directors Absent

Robert Duer	Barbara Widgeon
Diana Giddins	Vacant
Vacant	

Others Present

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews
Bobbie Jo Wert	

1. Call to Order

President Custis called the meeting to order at 7:01 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of July 24, 2019 Meeting

The Minutes of July 24, 2019 Meeting were presented.

Board approval of the minutes of the July 24, 2019 Meeting was requested.

Director Jenkins moved to approve the minutes of the July 24, 2019 meeting as presented. Seconded by Director Richardson, the motion carried by unanimous vote.

President Custis introduced the newest Board member appointed by the Board of Supervisors. Janice Langley will fill the spot left by Jacqueline Chatmon.

4. Bills Payable/Financial Statement

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

ESVHA Bills Payable

A-NPDC	July/August Expenses	\$ 24,349.52
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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 Richardson 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 August 2019 indicated that 21.07 percent of the Administrative Budget and 20.08 percent of the Construction/Client Services Budget had been expended while 16.67 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

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

6. Property Management

Pine Street Apartments

Our Pine Street property manager, Colin Kean reported there are currently two vacancies. One tenant is behind, and will be resolved soon. The only required maintenance has been unit turns and day-to-day items. VHDA reviewed the property files for Tax Credit Compliance. This review went very well. Once the actual result letter has been received, it will be passed on to the Board.

Accomack Manor

Report submitted from Property Manager:

Updated Rent 1BR-\$375.00

2BR-\$410.00

No Vacancies at this time. Still working from our waiting list. When a unit becomes vacant, it is usually filled within 30 days.

We have a few activities every month for our residents from blood pressure bingo, popcorn and board games and even a few Sunday afternoon pizza and football days. We will also be having a “decorate your door” contest for the upcoming fall and Halloween festivities. Our upcoming inspections will be next week.

7. Indoor Plumbing/Rehabilitation Program

2019 IPR Program

The IPR Oversight Board met on July 24, 2019. Staff provided an updated on all cases.

Updated Status

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.

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.

8. Housing Development Projects

Bailey Road Apartments USDA Project

There are 8 units left to lease. Colin Kean reported 3 more families will be moving in soon. There was no report on when the remaining 5 units would be lease. Staff continues to work on the close out documentation needed for HOME and AHP funds. Staff anticipates receiving a date to close in the near future.

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 has been fully executed, staff will file for Accomack County BZA approval. Staff was unable to secure Option Agreement in time to submit the USDA application. Staff continues to work with the owner's attorney to save the project, while actively search for alternative sites. Two possible locations have been found. Staff is to discuss options with owners in the near future.

Pine Street Apartments Tax Credit Project

All loans, AHP and HOME, have been closed out.

9. Housing Services Programs

HUD/VHDA Housing Counseling

One client family is in the final phases of purchasing their first home with a VHDA loan. Closing scheduled for September. One client brought his mortgage current. Working with Head Start in Belle Haven and Accomac to set up outreach/financial literacy classes in September/October. Homeownership calls and appointments have remained steady, with a slight decrease in Foreclosure Intervention activity.

Virginia Homeless Solutions Program

Total Assessments as of 8/30/2019: 85 (69 from ESVHA and 16 from ESCADV)

Serving:

Prevention: 6

Rapid Rehousing: 9

Shelter: 2

Qualified and Searching:

Prevention: 3

Rapid Rehousing: 2

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 2

Shelter Operations: 1

Closed Cases that have NOT received funding:

Prevention: 2

Rapid Rehousing: 0

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

Open: 0

Closed: 0

Budget:

Prevention: \$40,000 - \$12,901.28 (\$27,098.72 remaining)

Rapid Rehousing: \$75,633 - \$19,490.50 (\$56,142.50 remaining)

Shelter Operations: \$6,535.00 - \$2,285.05 (\$4,249.95 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: February 2020

Rapid Rehousing: May 2020

Prevention: February 2020

Continuum of Care (CoC)

Community Partners of the Eastern Shore (CPES) held their General Membership meeting on September 11th, and 21 members and guests participated. A presentation was given Rudy Zavalo, of Accomack Department of Social Service concerning the Children's Service Act services for youths and families on the Eastern Shore. Bill Moore from Star Transit also presented discussing expanded routes, fee rates and assistance, and door-to-door scheduling and eligibility.

CPES Homeless Management Information System (HMIS) Committee held a meeting on September 10th. The majority of the meeting involved detailed planning for the upcoming January Point-In-Time count.

10. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented. One house has developed an issue with moisture. It appears that the moisture is coming from a leak of the HVAC unit or possibly the water heater. As soon as the leak is identified, it will be fixed but the unit failed its inspection.

Occohancock Creek Road Houses

Six families have relocated and two have plans now in place to relocate. One household has been offered potential housing but has not accepted or worked on moving yet.

Homeless Prevention and Rapid Rehousing Program

Funds are still available and the projection shows additional families can be assisted at this time.

November Meeting

The next meeting would be on the eve of Thanksgiving. Staff suggests the Board consider rescheduling the meeting for Wednesday, November 20th.

The Board approved the change for the November meeting date by consensus.

11. Public Participation

There was no public participation at this time.

12. Other Matters

An application was received from Alice Jones, the Social Service Director at Heritage Hall, to fill the vacancy which is appointed by the ESVHA Board of Directors.

After some discussion, Director Vaughn moved to appoint Ms. Jones to the ESVHA Board. Seconded by Director Davis, the motion carried by unanimous vote.

13. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director