

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
March 19, 2020 SPECIAL MEETING
9:00 a.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins	Accomack County
Mike Mason	Accomack County
Charles Kolakowski	Northampton County
Ernest H. Washington	Northampton County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Robert Bridgham, citizen
Leah Hoopes, citizen	

1. Call to Order

Chairman Jenkins called the special meeting to order at 9:03 a.m.

2. Motion to consider inspection policy change

We are currently serving 526 families (up 5 from last RHA report). We have 41 families pending action, and of those pending 21 have active vouchers and are searching for housing.

The Waiting List was opened up for applications February 24th through February 28th. 222 completed applications were accepted.

There have been no public comments or recommendations made on the approved The Five-Year Plan through the 45-day Public Comment period, which ended with an advertised public hearing on March 16, 2020. The Plan must be submitted to HUD by April 15th, 75 days prior to the PHA's new fiscal year. Signed Certification of Compliance, Certifications of Consistency with Local Plans (from officials of both counties), and Civil Rights Certification are required with the submittal.

Staff requested approval of the 5-Year Plan for submission to HUD and signatures for the required certifications.

Director Holt moved to approve the 5-Year Plan for submission to HUD and signatures for the required certifications. Seconded by Director Washington, the motion carried by unanimous vote.

Administrative Plan Update

Staff has been working on plans and contingencies to deal with the current public health crisis. HUD allows for annual or biennial Annual inspection according to PHA Administrative Plan rules. Staff recommends expanding the biennial language of the current Administrative Plan as highlighted below:

PART II: THE INSPECTION PROCESS

8-II.A. OVERVIEW [24 CFR 982.405]

Types of Inspections

The PHA conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.

- *Initial Inspections.* The PHA conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program.
- *Annual/Biennial Inspections.* HUD requires the PHA to inspect each unit under lease at least annually or biennially, depending on PHA policy, to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately.
- *Special Inspections.* A special inspection may be requested by the owner, the family, or a third party as a result of problems identified with a unit between annual inspections.
- *Quality Control Inspections.* HUD requires that a sample of units be inspected by a supervisor or other qualified individual to evaluate the work of the inspector(s) and to ensure that inspections are performed in compliance with the HQS.

PHA Policy

In response to public health concerns related to the Covid-2019 Coronavirus outbreak, PHA policy will mandate that all Annual inspections due beginning March 26, 2020 will be designated as biennial retroactive to the last passed Annual inspection. This policy will remain in place until such time as the PHA decides to remove it.

Staff requested approval of the amendment of the Section 8 Administrative Plan.

Director Kolakowski moved to approve the amendment with two changes. Change the date of the meeting to March 19, 2020 and have it end after a six-month period.

The PHA Policy should now read:

In response to public health concerns related to the Covid-2019 Coronavirus outbreak, PHA policy will mandate that all Annual inspections due beginning March 19, 2020 will be designated as biennial retroactive to the last passed Annual inspection. This policy shall remain in place until reviewed by the PHA at their September 2020 meeting.

Seconded by Director Mason, the motion carried by unanimous vote.

3. Motion to consider continuing resolution

Novel Coronavirus

In an abundance of caution, staff is recommending the A-NRHA consider adopting a continuing resolution based on FY20's budget. This will allow staff to continue working through July 1, 2020 should meetings need to be cancelled or are disrupted significantly. Discussion is requested.

Authorization for the Executive Director to expend funds at the rate of FY20 until FY21 budget can be adopted was requested.

Director Holt moved to grant authorization for the Executive Director to expend funds at the rate of FY20 until FY21 budget can be adopted. Seconded by Director Mason, the motion carried by unanimous vote.

4. Other emergency matters

Staff requests discussion on how to hold future meetings, and the possibility of using electronic means to conduct those meetings.

Director Mason stated that whatever State/Federal regulation is in place at that time that will allow us to increase our social distancing, that we should use those regulation(s) appropriately. Seconded by Director Kolakowski, the motion carried by unanimous vote.

Chairman Jenkins noted that since all members were present, would they consider conducting other business in the full meeting packet. The Board agreed by consensus.

Presented were the minutes of the January 22, 2020 meeting.

Adoption of the presented minutes was requested.

Director Mason moved to approve the minutes of the January 22, 2020 meeting as presented. Seconded by Director Washington, the motion carried by unanimous vote.

Executive Director Meil stated that regarding election of officers, the by-laws state it is to be done at a regular meeting. Since this meeting was not a “regular meeting” is was her suggestion to wait until the next regularly scheduled meeting to elect the next slate of officers, but it was up to the Board to make that decision.

Director Holt moved to wait until the next regular meeting to elect the next slate of officers. Seconded by Director Washington, the motion carried by unanimous vote.

Commission approval was requested for the following Bills Payable and attached Financial Statements:

General Operating Account		
A-NPDC	A-NRHA Management Services, Jan/Feb.	\$ 166.38
A-NPDC	Crispus Attucks Management, Jan/Feb.	99.89
A-NPDC	Sunnyside Village Management, Jan/Feb.	494.52
A-NPDC	William Hughes Management, Jan/Feb.	814.84
A-NPDC	Virginia Street Management, Jan/Feb.	1,594.08
A-NPDC	Mill Run Management, Jan/Feb.	474.45
A-NPDC	Onancock Square Management, Jan/Feb.	603.69
A-NPDC	Tax Credit Compliance, Jan/Feb.	897.50
A-NPDC	DHCD-ES Homeowner Rehab Project, Jan/Feb.	<u>109.37</u>
	Total Due A-NPDC	\$ 5,254.72*
Section 8 Checking Account		
A-NPDC	Administration, Jan/Feb.	\$35,909.84*
A-NPDC	Fraud Recovery, Jan/Feb	<u>+10,819.50*</u>
	Total Due A-NPDC	\$46,729.34

*Detail was included with agenda item “Current A-NPDC Financial Report”

Director Kolakowski moved to approve all the Bills Payable as presented. Seconded by Director Mason, the motion carried by unanimous vote.

5. Public Participation

No public participation took place at this time.

6. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Richard Jenkins, Chairman

Elaine K. N. Meil, Secretary/Treasurer