

Minutes of the January 26, 2022 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Angel Collins
Faith Custis
Shenia Davis

Diana Giddins
Ellen Richardson

Directors Absent

David Fauber
Alice Jones
Michael Selby
Vacant
Vacant

Vacant
Vacant
Vacant
Vacant
Vacant

Others Present

Elaine Meil
Melissa Matthews
Bruce Herbert

Russ Williams
Sandy Taylor

1. Call to Order

President Richardson called the meeting to order at 6:05 p.m.

2. Invocation

Director Davis gave the invocation.

3. Minutes of November 17, 2021 Meeting

The Minutes of November 17, 2021 Meeting were presented.

Board approval of the minutes of the November 17, 2021 Meeting was requested.

An error was found in the officers absent. After correction of this error, Director Collins moved to approve the minutes of the November 17, 2021 meeting as presented. Seconded by Director Davis, 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	November & December Expenses	\$19,385.23
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Financial Statements for ESVHA operating account and IP/R Construction funds are attached.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement are also attached.

Pine Street Apartment LLC	Truist Operating Reserves 12/31/21	\$99,000.00
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Director Custis moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Collins, the motion carried by unanimous vote.

In April 2021, Virginia Community Development Corporation (VCDC) requested that the operating funds in the amount of \$99,000 be deposited in BB&T in a non-interest bearing account. This account was established on April 16, 2021. During recent conversations with VCDC CFO Russ Parrish, these funds could have been deposited in any financial institute of the Board's choice and in an interest bearing account. Staff recommends transferring these funds to Taylor Bank.

Board approval of transferring Pine Street Apartments operating funds in the amount of \$99,000.00 from BB&T to Taylor Bank was requested.

Director Collins moved to grant approval to transfer the Pine Street Apartments operating funds from BB&T to Taylor Bank. Seconded by Director Davis, the motion carried by unanimous vote.

Bailey Road Apartments

The current Bailey Road Apartments budget report and financial statement are also attached.

Bailey Road Apartments	LGIP Reserve 12/31/2021	\$87,995.77
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5. Current Financial Status Report

The attached report through December indicates that 38.42 percent of the administrative budget and 38.16 percent of the client services budget has been expended while 50 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

Director Custis moved to accept the Current Financial Status Report as presented. Seconded by Director Davis, the motion carried by unanimous vote.

6. CY 2022 Budget

Board adoption of the following attached CY 2022 Budgets was requested:

1. Pine Street Apartments Budget
2. Bailey Roads Apartments Budget

Director Davis moved to adopt the CY 2022 Budgets as requested. Seconded by Director Custis, the motion carried by unanimous vote.

7. Election of FY 2023 Officers

Corporation By-Laws state that the election of the FY 2023 President, Vice President, and Treasurer shall be held at the March Board meeting. It is recommended that a Nominating Committee be appointed so the Election of Officers can be held at the next regular meeting.

Chair appointment of a 3-member Nominating Committee, one from Northampton and two from Accomack, was requested.

For your information, having served one 1-year term, the following officers are eligible for re-election to their current positions:

President	Ellen Richardson
Vice President	Vacant
Treasurer	Faith Custis

President Richardson nominated Directors Davis, Giddins and Collins to the Nominating Committee.

8. Property Management

Pine Street Apartments:

- Vacancies: One
- Rent: Five families are currently behind and two are working with RRP (Rent Relief Program) funds.
- One current COVID case on the property.
- Maintenance: Working on unit turns and day to day items. No major items at this time.
- Planning to get the buildings pressure washed in the immediate future.

Bailey Road Apartments:

- Vacancies: None.
- Rent: No update at this time.
- Three known COVID cases on the property in self quarantine.
- Internet: no new update to report
- Maintenance Issues: Working on day to day items. Working with contractors to have the buildings pressure washed.
- Internet: No new update to report.

Accomack Manor

- Vacancies: None. Accomack Manor is currently working off our waiting list when apartments become available. Still taking applications for our waiting list.
- Rent: No delinquencies.
- Maintenance: Turning units as necessary.

9. Indoor Plumbing/Rehabilitation Program

2020 IPR Program

No update.

IPR Program Rehab Oversight Board

Carolyn Northan moved into her home on 05/21/2021. The project is complete. Betty Johnson's repairs are completed as of 09/10/2021.

2021 IPR Flex Program

Staff successfully completed the compliance review for the IPR Flex Program. Staff continues to receive and review applications. Staff is waiting for DHCD to reopen funding. Once available the next two candidates will be addressed.

IPR Program Income

Accomack County – The remainder of the Program Income will be drawn down to cover overage construction costs associated with the Gospel Temple Adams Crossing Community Development Block Grant.

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

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

10. Housing Services Programs

VIRGINIA HOMELESS SOLUTIONS PROGRAM

Total Assessments as of 12/31/2021: 92 (72 from ESVHA and 20 from ESCADV)

Serving:

Prevention: 4

Rapid Rehousing: 6

Shelter: 0

Qualified and Searching:

Prevention: 4

Rapid Rehousing: 13

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 5

Closed Cases that have NOT received funding:

Prevention: 0

Rapid Rehousing: 0

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

Open: 1

Closed: 0

Budget:

Prevention: \$25,782.00 - \$14,327.16 (\$11,454.84 remaining)

Rapid Rehousing: \$75,633 - \$26,995.01 (\$48,637.99 remaining)

Shelter Operations: \$5,535 - \$5535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: October 2021

Rapid Rehousing: June 2022

Prevention: March 2022

CONTINUUM OF CARE (CoC)

Community Partners General Membership meeting took place January 12th. A presentation was given on the upcoming Point-In-Time count. The HMIS committee has finalized preparations for the PIT count to be conducted overnight January 26.

11. Executive Director’s Report

Bayview Property Sale

All issues have been resolved. Some minor repairs were also completed like fixing a door.

Housing Plan

This is an informational item. The Management Team requested additional surveys. An additional 206 surveys were collected. The first draft of the plan is expected February 14th.

Pine Street Apartments Initial Monitoring

Staff completed all the monitoring activities successfully except there was one issue with the original recordation of one item. The address given was not correct to the property address instead it was the office address. This needs to be corrected. To rerecord the change, the original document was needed. Staff received that document back from the bank just before Christmas and the attorney is working to make the correction and rerecord the document. Currently, this means Pine Street Apartments is on the watch list.

Board member Application

Staff has received an application from Nzinga Henderson for board membership. She is the Director of Community Outreach for the Davis Center. The application is attached.

Consideration is requested.

Director Davis moved to appoint Nzinga Henderson for board membership. Seconded by Director Collins, the motion carried by unanimous vote.

As a reference, the current Board membership minus the appointed Directors is shown. The following is a list of Directors appointed directly by the ESVHA and Terms of Office:

Community Sector Directors	Appointment Expiration Date
Shenia Davis	6-30-24
Louise Coles	6-30-23
Faith Custis	6-30-22
Diana Giddens	6-30-23
Michael Selby	6-30-24

Other Directors		Appointment Expiration Date
Angel Collins		6-30-24
Vacant		6-30-24
Vacant (David Vaughn)		6-30-23
Vacant (Barbara Widgeon)		6-30-22
Vacant (Dottie Swisher)		6-30-22

According to the Article of Amendment other directors may be;

- Representatives of the business sector, preferring but not limited to, persons with experience in housing supply, construction, or finance.
- Housing consumers who are not connected with housing production, distribution, sales, or financing.
- Representatives from private sector lending institutions.
- Representatives from community organizations.
- Persons from other sectors of the service area who are by experience, training, or other skills able to contribute to the purposes and activities of the Corporation.

Director Custis moved to give a Resolution of Commendation to past Directors Langley and Coles. Seconded by Director Davis, the motion carried by unanimous vote.

12. Public Participation

There was no public participation at this time.

13. Other Matters

Director Giddins requested an update on the Occohannock Neck Road Project.

14. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director