

Minutes of the July 22, 2020 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Angel Collins **
Faith Custis
Shenia Davis
Diana Giddins **
Alice Jones **

Ellen Richardson
Michael Selby **
Dottie Swisher **
David Vaughn **

Directors Absent

Louise Coles
David Fauber
Richard Jenkins

Janice Langley
Barbara Widgeon
Vacant

Others Present

Elaine Meil
Russ Williams **
Melissa Matthews **

Sandy Taylor
Bobbie Jo Wert

** Attendance thru Zoom

1. Call to Order

President Custis called the meeting to order at 7:06 p.m.

2. Invocation

Director Davis gave the invocation.

3. Minutes of January 22, 2020 Meeting

The Minutes of January 22, 2020 Meeting were presented.

Board approval of the minutes of the January 22, 2020 Meeting was requested.

Director Richardson moved to approve the minutes of the January 22, 2020 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	January-April Expenses	\$ 24,629.29
A-NPDC	May & June Expenses	<u>\$ 6,402.75</u>
	TOTAL	\$ 31,032.04

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.

Bailey Road Apartments

The current Bailey Road Apartments budget report and financial statement were also presented.

Director Collins 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 indicated that 99.93 percent of the Administrative Budget and 94.66 percent of the Construction/Client Services Budget had been expended while 100 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 Davis, the motion carried by unanimous vote.

6. FY 2021 Budget

The Proposed FY 2021 Budget was presented.

The major highlights included:

- ✓ The A-NPDC was scheduled to adopt its FY 2021 Budget at their July 20 Board Meeting, establishing the benefit and indirect rates for FY 2021.

Board Adoption of the Proposed FY 2021 Budget was requested.

Director Davis moved to adopt the Proposed FY 2021 Budget. Seconded by Director Collins, the motion carried by unanimous vote.

7. Property Management

Pine Street Apartments

Our Pine Street property manager, Colin Kean, reported the property has one vacancy, to be filled by the end of the month. East Coast Property Management (ECPM) implemented the COVID-19 Collection Policy, which states, late fees are waived, and rents are accepted in partial payments. There are five families that are behind; however, all anticipated to be caught up shortly. Also, evictions will not be processed. Maintenance is working on day-to-day items with a heavy indoor social distancing from tenants. Management has limited office foot traffic, handling business by phone, email, and only if necessary by appointment. Maintenance is wiping down and disinfecting all surfaces in the laundry room, mailboxes, and drop boxes daily. Pest control is still underway; however, families must vacate the surrounding area during treatment. The playgrounds have been closed. A resident has tested positive for COVID-19, traffic has been limited to only that which is necessary, no visitors or guests.

Bailey Road Apartments USDA

Our Bailey Road Apartment property manager, Colin Kean, reported the property has no vacancies. East Coast Property Management (ECPM) implemented the COVID-19 Collection Policy, which states, late fees are waived, and rents are accepted in partial payments. There are six families currently behind in their rent. Evictions will not be processed at this time. Maintenance is working on day-to-day items with a heavy indoor social distancing from tenants. There were two issues with the two floor drains over the past few months, warranting the need to monitor. One was a clogged condensate line, and one was a power to the sewage pump. Management has limited office foot traffic, handling business by phone, email, and only if necessary by appointment. Maintenance is wiping down and disinfecting all surfaces in the laundry room, mailboxes, and drop boxes daily. Pest control is still underway; however, families must vacate the surrounding area during treatment. A resident has tested positive for COVID-19, traffic has been limited to only that which is necessary, no visitors or guests.

Accomack Manor

Accomack Manor reported no vacancies, and they are currently working from the waiting list to fill vacancies as they arise. As units become vacant, they are updating the carpet, flooring, and fresh paint, as needed. Due to COVID-19, the social hall is closed, and no activities are being held at this time. Masks are required in the building, and the office is by appointment only.

8. Indoor Plumbing/Rehabilitation Program

2020 IPR Program

Two units, one in Accomack County and one in Northampton County, are 100% complete with construction. The Northampton County demolish project is scheduled to be completed by the end of the month.

IPR Program Rehab Oversight Board

IPR Rehab Oversight Board has an empty seat. We respectfully request volunteers for this vacant seat or appointment.

President Custis recommended Director Davis to replace the vacancy left by Director Bannon. Seconded by Director Richardson, the motion carried by unanimous vote.

Members participated in a Zoom Virtual meeting on June 17, 2020, at 11:00 AM. The Board retroactively approved contract execution of one Accomack County substantial reconstruction and one Northampton County substantial reconstruction. Members also approved to modify the ranking criteria from female-headed households with legal dependents under 18 years of age to just awarding points to households with legal dependents under 18 years of age. Members approved staff to proceed with the next highest-ranking eligible Accomack County applicant after updating the waiting list with the new ranking criteria mentioned above. Members approved the new Program Year 2021 Program Design, Program Management Plan, and Program Income Plan. Members authorized Elaine K. N. Meil to execute the Program Year 2021 contract. Members also approved Program Income expenditures listed below:

2021 IPR Program

Per conversation with DHCD, the IPR program and the Rural Homeowner Rehabilitation program will be merged in Program Year 2021. The new program will be called the IPR/Flex program. For everyone one IPR eligible household, staff would be able to assist a non-IPR household with repairs necessary to meet the DHCD Housing Quality Standards. We have not received our new contract.

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.

IPR Program Income

Accomack County

Retroactive authority was received at the June 17, 2020, Advisory Board meeting to expend Accomack County Program Income funds for two households receiving home repairs under the Rural Homeownership Rehabilitation Program. During the repair process, it was determined the water pump was not in proper work order and needed to be replaced.

Due to unanticipated soil concerns at the IPR Accomack County unit, additional measures were required to reinforce the foundation, including soil compaction testing, and more profound and broader footers. Retroactive authority was received at the June 17, 2020, Advisory Board meeting to expend Program Income funds.

Authority was received to expend Accomack County Program Income if the 30-year old well was not found. Unfortunately, after several staff and contractor attempts, the well was not able to be located. Staff worked with VDH and Bundick to install an emergency well.

Northampton County

Retroactive authority was received at the June 17, 2020, Advisory Board meeting to expend Northampton County Program Income for additional county fees for land disturbance and VDH SAP forms.

Retroactive authority was received at the June 17, 2020, Advisory Board meeting to expend Northampton County Program Income funds up to \$25,000 for necessary repairs for the Starchia family that requires substantial repairs.

Retroactive authority was received at the June 17, 2020, Advisory Board meeting to expend Northampton County Program Income funds up to \$25,000 for necessary repairs for the Johnson family that requires substantial repairs.

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.

9. Housing Development Projects

Josephine's Place Apartments USDA Project

Staff continues to meet monthly with HD Advisors and Virginia Community Development Corporation (VCDC) to move the project forward. The Option Agreement expired, and after numerous attempts, the owner's attorney has failed to respond. Staff is working to identify alternative locations in northern Accomack that will meet Accomack County's Future Land Use requirements for Village Development Areas.

10. Housing Services Programs

HUD/VHDA Housing Counseling

The number of clients with mortgage loan defaults have increased during the second quarter. We also have several new first time homebuyer clients contacting the agency for the first time. We continue to counsel existing clients who are working to improve their credit rating and financial condition in order to qualify for a mortgage. We are in the planning stage of organizing a Homebuyer Education Class to be held September 23rd & 24th.

Virginia Homeless Solutions Program

Total Assessments as of 05/31/2020: 236 (188 from ESVHA and 48 from ESCADV)

Serving:

Prevention: 5

Rapid Rehousing: 5

Shelter: 5

Qualified and Searching:

Prevention: 0

Rapid Rehousing: 5

Closed Cases that have received funding:

Prevention: 8

Rapid Rehousing: 13

Shelter Operations: 4

Closed Cases that have NOT received funding:

Prevention: 4

Rapid Rehousing: 5

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

Open: 0

Closed: 0

Budget FY21, July 1, 2020 through June 30, 2021:

Prevention: \$40,000 LEVEL FUNDING

Rapid Rehousing: \$75,633 LEVEL FUNDING

Shelter Operations: \$5535 LEVEL FUNDING

The new contract has been received for the FY21 Virginia Homeless Solutions Program. The funding is level with FY20 at \$179, 688. Funding by program element is noted above.

Staff requests authorization for the Executive Director to sign the contract.

Director Richardson moved to grant authorization for the Executive Director to sign the FY21 VHSP contract. Seconded by Director Davis, the motion carried by unanimous vote.

Continuum of Care (CoC)

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.

Community Partners of the Eastern Shore conducted a virtual general membership meeting on July 8th. The purpose of these meetings is to update all active members on the reports of the various sub-committees, discuss the status of available services in the area, discuss new opportunities, identify barriers or other difficulties, and to introduce new programs and initiatives. CPES is currently planning to return to in-person meetings in September.

A-NPDC has received funding for a new program aimed at assisting families facing imminent foreclosure or eviction due to the COVID-19 crisis. As part of our community outreach, a flyer has been attached for the Rent and Mortgage Relief Program.

11. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented.

Information Item – Occohannock Neck Road

The Occohannock Neck Road homes were removed. All the debris has been removed and the property subdivided. There are four lots available for homeownership. The houses built are expected to be in the 150,000 range. New potential homeowners can contact the ESVHA's housing counselor for assistance in qualifying for a mortgage.

Novel Coronavirus

On April 30, both Pine Street Apartments and Bailey Road Apartments had tenants inform them they had tested positive for the virus. Precautions had already been taken to restrict use of the playground equipment and community room at Pine Street. Staff contacted the Health Department who did not offer any additional guidance beyond the steps that had already been taken.

Community Development Coordinator Hennessy is operating a new program to assist income eligible families who have gotten behind on their rent or mortgage. This is a limited time program, first come first serve. If you know anyone who has lost their job, gotten sick or had some impact from COVID19 and has fallen behind in their rent or mortgage please have them contact us immediately to be assessed.

12. Public Participation

There was no public participation at this time.

13. Other Matters

Corporation By-Laws state that the election of the FY 2021 President, Vice President and Treasurer shall be held at the March Board meeting. Due to COVID-19, the March 19, 2020 meeting was a “Special Meeting” and elections were not able to be held.

For your information, having served 3-year terms (of a 3-year maximum), the following officers are not eligible for re-election to their current positions:

President	Faith Custis
Vice President	Ellen Richardson
Treasurer	Barbara Widgeon

Board election of FY 2021 President, Vice President and Treasurer was requested.

The Nominating Committee recommended the following positions:

President	Ellen Richardson
Vice President	Barbara Widgeon
Treasurer	Faith Custis

Director Vaughn moved to elect the officers as recommended by the Nominating Committee. Seconded by Director Richardson, the motion carried by unanimous vote.

14. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director