

Minutes of the July 28, 2021 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

Directors Absent

Louise Coles
David Fauber
Richard Jenkins
Janice Langley

Vacant
Vacant
Vacant
Vacant

Others Present

Elaine Meil
Russ Williams
Eric Luchansky

Sandy Taylor
Melissa Matthews

1. Call to Order

President Richardson called the meeting to order at 7:07 p.m.

2. Invocation

Director Davis gave the invocation.

3. Minutes of May 26, 2021 Meeting

The Minutes of May 26, 2021 Meeting were presented.

Board approval of the minutes of the May 26, 2021 Meeting was requested.

Director Custis moved to approve the minutes of the May 26, 2021 meeting as presented.
Seconded by Director Selby, 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 & June Expenses	\$ 21,219.91
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Financial Statements for ESVHA operating account and IP/R Construction funds were presented.

Pine Street Apartments LLC - BB&T Operating Reserves 6/30/2021	\$98,991.00
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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 Custis moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Jones, the motion carried by unanimous vote.

5. Current Financial Status Report

Financial Status Report

The attached report indicated that 39.86 percent of the Administrative Budget and 52.94 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.

Please note that year-end entries may still be in order and will be reflected as part of the FY 2021 financial audit.

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

6. Property Management

Pine Street Apartments

- Vacancies: Two. Vacancies to be filled by the end of the month.
- Rent: COVID-19 Collection Policy. No late fees. Three families are currently behind.
- Maintenance: Working on unit turn and day to day items.

Bailey Road Apartments:

- Vacancies: None.
- Rent: COVID-19 Collection Policy. No late fees. Four families are currently behind.
- Wifi/internet update: As of the past month, the office now has internet with the Eastern Shore of Virginia Broadband Authority. The ESVBA is looking at the build for making internet available to the tenants. The process has stalled a bit in the recent weeks, but we continue to push toward bringing this service to residents. Each family would be signing up for a two year contract and the funds helping with the costs are limited. Tenants are interested and now we are working to get families to sign up.
- Maintenance Issues: Working on day to day issues.

Accomack Manor

- Vacancies: None.
- Maintenance: Updating apartments with new vinyl flooring and carpets as needed, The Community Room, Workout Room and Library are available to the residents.

7. Indoor Plumbing/Rehabilitation Program

2020 IPR Program

Doug Ellis, DHCD Community Specialist, requested a desk audit for the PY2020. The staff complied by sending all the requested items. DHCD has not responded.

IPR Program Rehab Oversight Board

Carolyn Northan's Home is complete and she has moved in. Betty Johnson's home is currently being rehabbed and should be complete by the months end. At the recommendation of DHCD, \$80,000.00 is being requested to cover inflated construction costs in the Gospel Temple Adams Crossing CDBG project area.

Board approval was requested.

2021 IPR Flex Program

Staff continues to receive and review applications. Two waiting lists have been created, and inspections continue.

IPR Program Income

Accomack County – At the request of DHCD the remaining balance of program income is requested to cover the inflated construction costs in the Gospel Temple Adams Crossing CDBG project area.

Northampton County - No program income funds have been expended or requested at this time.

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

Director Custis moved to approve the IP/R financial records as requested as well as approve to use \$80,000 of IPR FLEX funding to cover inflated construction costs in the Gospel Temple/Adams Crossing CDBG project area. Seconded by Director Collins, the motion carried by unanimous vote.

8. Housing Services Programs

VIRGINIA HOMELESS SOLUTIONS PROGRAM

Total Assessments as of 6/30/2021: 282 (231 from ESVHA and 51 from ESCADV)

Serving:

Prevention: 3
Rapid Rehousing: 10
Shelter: 0

Qualified and Searching:

Prevention: 1
Rapid Rehousing: 10

Closed Cases that have received funding:

Prevention: 5
Rapid Rehousing: 11

Closed Cases that have NOT received funding:

Prevention: 2
Rapid Rehousing: 13

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

Open: 0
Closed: 1

FY22 Budget:

Prevention: \$25782 (-14218)

Rapid Rehousing: \$75,633

Shelter Operations: \$5,535

The new contract has been received for the FY22 Virginia Homeless Solutions Program. The funding is lower due to the reduction in need during FY21 for Prevention funds. FY22 total budget is \$165,470. Budget by program element is noted above, with the reduction in Prevention funding in parenthesis.

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

Director Custis moved to grant authorization for the Executive Director to sign the FY22 Virginia Homeless Solutions Program Contract. Seconded by Director Collins, the motion carried by unanimous vote.

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.

CONTINUUM OF CARE (CoC)

Community Partners of the Eastern Shore (CPES) general membership meeting was held on July 14. Point-In-Time count homelessness data for the Eastern Shore is being reviewed by DHCD and the report should be made available soon.

9. Executive Director's Report

Bayview Property Sale

No issues to report. The houses are all rented.

Virginia Housing (formerly known as Virginia Housing Development Authority)
Housing Development Program

This is an informational item. The Accomack-Northampton Planning District Commission has been awarded a \$1 million grant to produce affordable housing.

Housing Plan

This is an informational item. The kick off meeting was held July 15th. Community meetings are being scheduled for October. Five communities will be selected for surveys and the community and project management team will make the selection.

Meeting Time Change Notice

The Board requested staff change the time of the ESVHA regular meetings. The following change will occur for the first time at the September ESVHA Board meeting.

Regular Meetings will be held at 6:00 p.m.

Action was requested.

Director Custis moved to change the ESVHA meeting times to 6:00 p.m. Seconded by Director Collins, the motion carried by unanimous vote.

10. Public Participation

There was no public participation at this time.

11. Other Matters

No other matters were discussed at this time.

12. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director