

Minutes of the November 17, 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
Alice Jones
Janice Langley

Vacant
Vacant
Vacant
Vacant

Others Present

Elaine Meil
Melissa Matthews

Russ Williams

1. Call to Order

President Richardson called the meeting to order at 6:02 p.m.

2. Invocation

Director Davis gave the invocation.

3. Minutes of September 22, 2021 Meeting

The Minutes of September 22, 2021 Meeting were presented.

Board approval of the minutes of the September 22, 2021 Meeting was requested.

Director Custis moved to approve the minutes of the September 22, 2021 meeting as presented. Seconded by Director Collins, 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	July/August/September & October Expenses
	\$28,174.27

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.

Bailey Road Apartments

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

Director Selby moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Davis, the motion carried by unanimous vote.

5. Current Financial Status Report

The attached report through October indicates that 22.76 percent of the administrative budget and 24.90 percent of the client services budget has been expended while 33.33 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 Selby, the motion carried by unanimous vote.

6. FY 2021 Audit

The draft FY 2021 Audit prepared by Dunham & Aukamp, PLC was not available at the time packets were assembled. Mr. Aukamp is completing the draft audit and will be presented at the meeting. The Executive Committee is scheduled to meet prior to the Board meeting to review the FY 2021 Draft Audit.

Pending Executive Committee recommendations, acceptance of the FY 2021 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Custis moved to accept the FY 2021 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Director Davis, the motion carried by unanimous vote.

7. CY 2022 Budgets

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

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

Director Davis moved to adopt the CY 2022 Pine Street Apartments and Bailey Road Apartment Budgets as presented. Seconded by Director Selby, the motion carried by unanimous vote.

8. FY 2023 Budget Requests

In the past both Accomack and Northampton Counties have required that fiscal year Budget Requests be submitted in December or early January.

FY 2023 Accomack County and Northampton County approved level funding in the amount of \$9,215 and \$4,628 respectively.

Board guidance concerning FY 2023 Budget Request to the localities was requested.

Director Custis moved to request level funding from both Accomack & Northampton Counties. Seconded by Director Selby, the motion carried by unanimous vote.

9. Property Management

Pine Street Apartments

- Vacancies: Two. Vacancies to be filled by the end of the month.
- Rent: Two Families are currently behind and have also applied for Rent Relief Program Funds.
- Maintenance: Working on unit turn and day to day items. No major items at this time.
- Planning building pressure washing. Still planning to address security camera system during this last quarter of the year.

Bailey Road Apartments:

- Vacancies: None.
- Rent: COVID-19 Collection Policy. No late fees. Three families are currently behind.
- One 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.

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.

10. 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 working with two applicants to begin the process for construction. Staff plans to send construction bid packages in December.

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 Collins, the motion carried by unanimous vote.

11. Housing Services Programs

VIRGINIA HOMELESS SOLUTIONS PROGRAM

Total Assessments as of 10/26/2021: 72 (55 from ESVHA and 17 from ESCADV)

Serving:

Prevention: 3

Rapid Rehousing: 6

Shelter: 0

Qualified and Searching:

Prevention: 4

Rapid Rehousing: 18

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 - \$8,260.00 (\$17,522.00 remaining)

Rapid Rehousing: \$75,633 - \$21,989.01 (\$53,643.99 remaining)

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

Estimated Date for Running out of Funds:

Shelter Operations: October 2021

Rapid Rehousing: June 2022

Prevention: June 2022

CONTINUUM OF CARE (CoC)

The Point-In-Time count homelessness data for the Eastern Shore was issued by DHCD. Data was consistent with prior reports that there is a slight increase in homelessness this year. The HMIS committee continues to prepare for the next PIT count in January. Community Partners General Membership meeting took place November 10.

12. 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. Community meetings were held. The survey has been completed. The Management Team received 343 residential surveys, 23 landlord surveys and 16 business surveys. The landlord survey numbers are particularly good relative to the number of known landlords.

Pine Street Apartments Monitoring

The initial monitoring is scheduled.

Authorization was requested for Executive Director and the Director of Administration to execute all necessary documents and serve as the ESVHA system access.

Director Davis moved to grant authorization for the Executive Director and the Director of Administration to execute all necessary documents and serve as the ESVHA system access. Seconded by Director Custis, the motion carried by unanimous vote.

13. Public Participation

There was no public participation at this time.

14. Other Matters

Chairwoman Richardson appointed Director Davis to fill the vacant position on the Executive Committee. Executive Director Meil notified the Board that there were currently four vacancies on the ESVHA Board of Directors. She asked members to please try to find people that would be willing to apply to fill these positions.

15. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director