

Minutes of the November 18, 2020 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Louise Coles
Angel Collins
Faith Custis
Shenia Davis
Alice Jones **

Janice Langley **
Ellen Richardson
Dottie Swisher **
David Vaughn **

Directors Absent

David Fauber
Diana Giddins
Richard Jenkins

Michael Selby
Barbara Widgeon
Vacant

Others Present

Elaine Meil
Russ Williams
Melissa Matthews

Sandy Taylor
Bobbie Jo Wert **

** Attendance thru Zoom

1. Call to Order

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

2. Invocation

No invocation was given.

3. Minutes of July 22, 2020 Meeting

The Minutes of July 22, 2020 Meeting were presented.

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

Director Coles moved to approve the minutes of the July 22, 2020 meeting as presented.
Seconded by Director Vaughn, 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-October Expenses	\$ 8,880.99
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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 Custis moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Collins, the motion carried by unanimous vote.

5. Current Financial Status Report

Financial Status Report

The attached report indicated that 5.6 percent of the Administrative Budget and 2.24 percent of the Client Services Budget had been expended while 33.33 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

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

6. FY 2020 Audit

The draft FY 2020 Audit prepared by Dunham & Aukamp, PLC is attached. The Executive Committee is scheduled to meet prior to the Board Meeting to review the FY 2020 Draft Audit.

Pending Executive Committee recommendations, acceptance of the FY 2020 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Custis moved to accept the FY 2020 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Director Collins, the motion carried by unanimous vote.

Director Custis made the motion to keep Dunham & Aukamp, PLC as the auditor for Bailey Road Apartments. Seconded by Director Collins, the motion carried by unanimous vote.

7. FY 2021 Budget

At the July's meeting the Board adopted the FY 2021 Budget.

Attached is a revised FY 2021 Budget that reflects a correction in the following line items on the expenditure page:

Personnel
Fringes
Indirect

Total revenues and expenditures amount did not change.

Board acceptance of the attached revised FY 2021 Budget was requested.

Director Custis moved to accept the revised FY 2021 Budget as presented. Seconded by Director Davis, the motion carried by unanimous vote.

8. CY 2021 Budgets

Board adoption of the following attached CY 2021 Budgets was requested:

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

Director Custis moved to adopt the CY 2021 Budgets as presented. Seconded by Director Collins, the motion carried by unanimous vote.

9. FY 2022 Budget Requests

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

For FY 2021 Accomack County and Northampton County approved level funding in the amount of \$9,215 and \$4,747 respectively.

Board guidance concerning FY 2022 Budget Request to the localities was requested.

Director Custis moved to ask for level funding from the localities. Seconded by Director Davis, the motion carried by unanimous vote.

10. Property Management

Pine Street Apartments

Our Pine Street property manager, Colin Kean, reported the property has no vacancy. East Coast Property Management (ECPM) implemented the COVID-19 Collection Policy, which states, late fees are waived, and rents are accepted in partial payments. Two families are behind; however, all are 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 Pine Street driveway gate at the end of Carter Street was broken off on Saturday, September 12, 2020. A grinder was used to weaken the padlock loop and then attempted to break it open with an ATV 4-wheeler. Instead, they ripped the welds of each side of the posts, dumping the gate onto the street. The welds have been re-established, and the gate is back up as of Tuesday, September 15. The police continue to investigate with no leads.

At the beginning of August, during the tropical storm event, a tree branch fell on the back fence. Once the contractor has removed the branch, the fence will be repaired.

Bailey Road Apartments USDA Project

Our Bailey Road Apartment property manager, Colin Kean, reported the property has one vacancy since August for a two-bedroom unit. Management has advertised and is working from a list. 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 are not being processed at this time.

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.

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. Masks are required in the building, and the office is by appointment only.

11. 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

Members participated in a Hybrid/Zoom Virtual meeting on September 23, 2020, at 6:45 PM. The Board retroactively approved expending Northampton County Program Income to replace the old water tank for the Northampton County IPR recipient.

Staff presented the Financial Status Report. It was mentioned that four (4) Northampton County IPR residents had paid their debt in full, and three (3) Accomack County IPR residents have paid their debt in full.

Shenia Davis has filled IPR Rehab Oversight Board vacant position. Welcome!

Staff discovered Northampton County was not represented on the Board. Janice Langley volunteered at the ESVHA meeting, and Board Member Meil indicated she would step down to allow for Ms. Langley to participate. Not having a quorum, no action was taken.

Board guidance was requested on how to proceed with the IPR Rehab Oversight Board.

Director Custis moved to accept Board Member Meil's resignation and to fill the Northampton County vacancy with Director Langley. Seconded by Director Collins, the motion carried by unanimous vote.

2021 IPR Flex Program

Staff completed the IPR Flex training on September 15th and 16th. There are several key pre-contract activities to be completed before a contract may be issued. The goal is to be under contract on or near October 1, 2020. They include approval of the following documents:

1. PY 2020 Compliance Review
2. Management Plan
3. Program Income Plan
4. Publication and Posting of Annual Advertisements
 - a. Minority and Female-Owned Business Solicitation
 - b. Section 3 Business Solicitation
 - c. Program Outreach Soliciting Program Applicants
5. Updated List of Contractors
6. Certificate of Signatures and Addresses
- 7.

Authority was requested to approve the IPR/FLEX Management Plan, Accomack County Program Income Plan, and the Northampton County Program Income Plan as presented.

Board Member Custis moved to approve the IPR/FLEX Management Plan, Accomack County Program Income Plan, and the Northampton County Program Income Plan as presented. Seconded by Board Member Richardson, the motion carried by unanimous vote.

Authority was requested to expend funds to published and post the required annual advertisements.

Board Member Meil moved to approve expending funds to publish and post the required annual advertisements. Seconded by Board Member Richardson, the motion carried by unanimous vote.

Authority was requested to execute the Certificate of Signatures and Addresses form.

Board Member Custis moved to approve the execution of the Certificate of Signatures and Addresses form as presented. Seconded by Board Member Richardson, the motion carried by unanimous vote.

Retro-active authority was requested authorizing the Executive Director to execute the PY2021 IPR/Flex Program Grant Agreement.

Director Custis moved to grant retro-active authority for the Executive Director to execute the PY2021 IPR/FLEX Program Grant Agreement. Seconded by Director Davis, the motion carried by unanimous vote.

Updated Status

Staff continues to receive and review applications. Two waiting lists have been created, and inspections continue. Staff continues to apply for sewer permits and address concerns with ownership and zoning.

IPR Program Income

Accomack County

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

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

12. Housing Development Projects

Josephine's Place Apartments USDA Project

Staff continues to work to identify alternative locations in northern Accomack that will meet Accomack County's Future Land Use requirements for Village Development Areas. Several options are being considered, and we are working on the proforma for the best plan.

Staff met with our Architect to visit several projects in Accomack and Northampton County.

13. Housing Services Programs

VIRGINIA HOMELESS SOLUTIONS PROGRAM

Total Assessments as of 10/31/2020: 83 (57 from ESVHA and 26 from ESCADV)

Serving:

Prevention: 2

Rapid Rehousing: 7

Shelter: 0

Qualified and Searching:

Prevention: 0

Rapid Rehousing: 8

Closed Cases that have received funding:

Prevention: 2

Rapid Rehousing: 3

Shelter Operations:

Closed Cases that have NOT received funding:

Prevention: 0

Rapid Rehousing: 1

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

Open: 1

Closed: 0

Budget:

Prevention: \$40,000 - \$7359 (\$32641.00 remaining)

Rapid Rehousing: \$75,633 - \$15930.00 (\$59703.00 remaining)

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

Estimated Date for Running out of Funds:

Shelter Operations: November 2020

Rapid Rehousing: June 2021

Prevention: June 2021

Renada Young has separated from A-NPDC. Ms. Young administered the VHSP program since April 2018. Andrea Wert has been hired to replace her, and will start on November 16th.

Continuum of Care (CoC)

Community Partners of the Eastern Shore (CPES) general membership meeting for November has been canceled. At the September meeting the Food Bank of Southeastern Virginia and the Eastern Shore announced an initiative where partner agencies can have food available for their clients at their office locations. The Food Bank is also looking for volunteers to meet their increased volume during the pandemic. Social Services announced for both counties the application period for energy assistance will run from October 13th through November 13th.

The Homeless Management Information System (HMIS) committee met on October 13th. DHCD announced that the Point-In-Time count will be conducted on January 27, 2021. HUD has not yet released their parameters for the count. The committee is discussing a sheltered-only count, and is looking into other alternatives if no guidance is provided.

CPES is sponsoring an outdoor showing of the film "The Public", scheduled for Thursday November 12th at the Exmore Town Park. Planned showings last spring were canceled due to the pandemic.

14. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented.

Broadband – Public Wifi Hotspots Update

The Eastern Shore of Virginia Housing Alliance met and the attending members advised that they were supportive of the location of public wifi hotspots at their properties. Executive Director Meil contacted ESVBA and let them know that A-NRHA and ESVHA were both willing to assist in the location of public wifi hotspots. ESVBA did reach back out on the ESVHA property Pine Street Apartments. The Pine Street Apartments Property Manager Kean is meeting with the ESVBA's Networks Operation Manager Ertle to determine placement. Separately, ESVHA requested ESVBA provide a quote for construction of the fiber optic line to Bailey Road Apartments. A quote was received but it is currently outside the means of the property. Staff requested Bailey Road Apartments be considered for installation if funds become available to build the public road in front of the complex.

15. Public Participation

There was no public participation at this time.

16. Other Matters

Due to the Thanksgiving holiday, this meeting was moved to the Wednesday before the regularly scheduled meeting. The Board voted by consensus to officially cancel the original meeting that would've been held November 25th.

17. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director