

Minutes of the January 25, 2023 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Angel Collins
Faith Custis
Shenia Davis
Ernest Smith, Jr.

Diana Giddins
Ellen Richardson
Michael Selby
Gracie Milbourne

Directors Absent

Louise Coles
Alice Jones
Nzinga Henderson

Vacant
Vacant
Vacant

Others Present

Elaine Meil
Eric Luchansky
Paul Grossman

Leanna Bowden
Sandy Taylor

1. Call to Order

President Custis called the meeting to order at 6:00 p.m.

2. Invocation

Director Davis gave the invocation.

3. Notes of the July 27, 2022, September 28, 2022, and November 16, 2022 Meetings

The Notes of the July 27, 2022, September 28, 2022, and November 16, 2022 Meetings were presented.

Board approval of the notes of the July 27, 2022, September 28, 2022, and November 16, 2022 meetings was requested.

Director Richardson moved to approve the Notes, while it was seconded by Director Selby. The motion was carried by unanimous vote.

4. Consent Agenda

Consent Agenda for March, May & July

The following items were presented for consideration and approval:

- A. Adoption of Meeting Minutes - March 3, 2022 and May 25, 2022
- B. Approval of March, May and July Financial Statement and Bills Payable
The Financial Statement and current Bills Payable were presented. Board approval of the Financial Statement and current Bills Payable was requested.
- C. Approval of the March, May and July Financial Status Report
The report indicated that 74.27 percent of the Administrative Budget and 61.66 percent of the Construction/Client Services Budget had been expended while 100 percent of the fiscal year had passed. Board acceptance of the report was requested.
- D. Adoption of the Fiscal Year 2023 Budget
The A-NPDC adopted its FY2023 Budget at their June Commission meeting, establishing the benefit and indirect rates for FY2023. Board adoption of the Proposed FY23 Budget was requested.
- E. Approval of the March, May & July IP/R financial records
Indoor Plumbing/Rehabilitation Program. Approval of the IP/R financial records was requested.
- F. Retroactive authority granted for Housing Services Program
The recurring two-year Virginia Homeless Solutions grant contract was presented.

Board approval of the Consent Agenda for March, May & July was requested.

Director Richardson moved to approve the Consent Agenda for March, May & July, while it was seconded by Director Davis. The motion was carried by unanimous vote.

5. 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:	\$30,052.92
A-NPDC: November & December Expenses	\$ 8,399.01

Pine Street Apartments:
Taylor Bank Operating Reserves \$99,303.52

Bailey Road Apartments:
LGIP Reserve \$89,503.10

Director Richardson moved to approve the Bills Payable / Financial Statement as presented.
Director Collins seconded the motion and was carried by unanimous vote.

6. Current Financial Status Report

The report indicated that 37.40 percent of the Administrative Budget and 38.16 percent of the Construction / Client Services Budget has been expanded while 50 percent of the fiscal year has passed.

Director Collins moved to accept the report as presented. Director Richardson seconded the motion and was carried by unanimous vote.

7. FY2022 Audit

The draft FY 2022 Audit prepared by Dunham & Aukamp, PLC was presented. The Executive Committee met prior to the Board Meeting to review the FY 2022 Draft Audit.

Board acceptance of the FY 2022 Audit was requested.

Director Milbourne moved to accept the FY 2022 Audit as presented. Director Richardson seconded the motion and was carried by unanimous vote.

8. CY 2023 Budgets

Board adoption of the CY 2023 Budgets was requested:

- A. Pine Street Apartments Budget
- B. Bailey Roads Apartments Budget

Director Davis moved to approve the CY 2023 Budgets as presented. Director Richardson seconded the motion and was carried by unanimous vote.

9. FY2024 Budget Request

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

The following requests were submitted as follows:

FY2024 Accomack County and Northampton County request for level funding in the amount of \$9,215 and \$4,628 respectively.

Retroactive authority for the FY 2024 Budget Requested to the localities was requested.

Director Richardson moved to approve the FY2024 Budget Requests as presented. Director Davis seconded the motion and was carried by unanimous vote.

10. Property Management

Pine Street Apartments

There were no vacancies. There were three families that's behind on rent..

Maintenance replaced the parking lot lights in December and they were functioning properly. Staff began to work on the power washing process. They were seeking candidates for maintenance personnel.

Bailey Road Apartments USDA Project

The Bailey Road Apartment property manager, Colin Kean, reported the property had two vacancies. Five families were delinquent. Maintenance had reported to begin power washing the apartments. They were seeking candidates for maintenance personnel.

Accomack Manor

There were no vacancies. There were no families delinquent on rent.

Maintenance was updating all apartments as they became available with new paint, carpet, vinyl and lighting fixtures.

11. Indoor Plumbing / Rehabilitation Program

- IPR Program Rehab Oversight Board: Staff held a meeting on October 17, 2022. The board approved the use of \$82,500.00 to use Northampton County program income to supplement the Northampton County IPR candidate.
- 2022 IPR Flex Program: The home in Northampton County was demolished. The foundation was completed and framing was underway. The home in Accomack County was demolished and the foundation work was underway.
- IPR Program Income:

- Staff held a meeting on October 17, 2022. The request to use \$82,500 of Northampton County's program income to supplement construction costs and administrative work was approved by the board.

Director Richardson moved to approve the financial records. The motion was seconded by Director Davis, and was carried unanimously.

12. Housing Services Programs

Total Assessments as of December 31, 2022: 112 (86 from ESVHA and 26 from ESCADV)

Serving:

Prevention: 1

Rapid Rehousing: 10

Qualified and Searching:

Prevention: 6 (+1 Intake pending)

Rapid Rehousing: 33 (+4 Intakes pending)

Closed Cases that have received funding:

Prevention: 2

Rapid Rehousing: 2

Closed Cases that have not received funding:

Prevention: 2

Rapid Rehousing: 3

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

Open: 1

Closed: 1

Budget:

Prevention: \$28,000.00 - \$7,170.56 (\$20,829.44 remaining)

Rapid Rehousing: \$47,480.00 - \$31,664.30 (\$15,815.70 remaining)

Estimated Date for Running out of Funds:

Rapid Rehousing: March 2023

Prevention: May 2023

Continuum of Care (CoC)

Community Partners of the Eastern Shore's General Membership met on January 11th. The agenda included training for the Homeless Point-In-Time count. The PIT was conducted on January 25, 2023. A-NPDC staff participated in the overnight canvas of the region.

13. Executive Director's Report

Bayview Property Sale:

The roof on one of the units was replaced. Staff had advised the tenants that if they were interested in purchasing their unit to let us know. One tenant had been working with USDA to qualify for a mortgage but we were unsure if they intended to purchase the ESVHA unit or another house.

Accomack-Northampton PDC Applying for Septic Repair Funds

A-NPDC had authorized the application for septic repair funds from the Virginia Department of Health. Staff requested the Board consider providing a letter of support and also submittal of IPR projects to extend IPR grant funds.

Retroactive Authorization was requested.

Director Richardson authorized the PDC to apply for Septic Repair Funds. The motion was seconded by Director Selby, and was carried unanimously.

Draft Virtual Meeting & Remote Participation Policy

The draft policy was presented below. According to § 2.2-3708.3, it would only be effective December 1, 2022. Staff recommended that the January and July meetings be scheduled as all-virtual meetings.

Adoption was requested.

Director Davis moved to approve the Draft Virtual Meeting and Remote Participation Policy. The motion was seconded by Director Collins, and was carried unanimously.

Scheduling of the all-virtual meetings was requested.

Director Davis moved to approve the virtual meetings occurring in January and July. The motion was seconded by Director Collins, and was carried unanimously.

Eastern Shore of Virginia Housing Alliance Policy for Remote Participation

Pursuant to § 2.2-3708.3 of the Code of Virginia, the following policy is established for remote electronic participation and all-virtual public meetings of the Board of Directors meetings.

A. A Director may participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

1. A personal matter

a. Prior to a meeting, the member shall notify the President of the Eastern Shore of Virginia Housing Alliance (the "Alliance") that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter. The President determines whether or not to permit remote participation.

b. A quorum of the Board must be physically assembled at the primary or central meeting location. The decision to permit remote participation shall be based solely on the criteria in this resolution, without regard to the identity of the member or matters that will be considered or voted on during the meeting.

c. The Secretary of the Board shall record in the minutes the specific nature of the personal matter and the remote location from which the absent member participated.

d. Participation by the absent member due to a personal matter shall be limited in each calendar year to three (3) meetings. Remote participation shall be counted against the member's limit even if an all-virtual meeting is subsequently called due to lack of a quorum in the primary meeting location.

2. A temporary or permanent disability

a. The member shall notify the President that the member is unable to attend the meeting due to a temporary or permanent disability or medical condition that prevents his or her physical presence.

b. A quorum must be physically assembled at the primary or central meeting location.

c. The Secretary shall record in the minutes the fact of the disability or other condition and the remote location from which the absent member participates

3. A medical condition of a family member that prevents physical attendance.

a. The member shall notify the President that the member is unable to attend the meeting due to the need to provide care to a family member.

b. A quorum must be physically assembled at the primary or central meeting location.

c. The Secretary shall record in the minutes the family member's medical condition that required the member to provide care and the remote location from which the absent member participated.

4. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

5. For any remote participation, the Board shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.

6. Should technological problems occurring during a meeting interrupt a Member's remote participation, when the problem becomes known, the President, at his discretion, may briefly call a recess to address the problem. If the problem cannot be resolved at the end of a brief recess, the meeting will continue from the point of recess so as to complete the business of the Board. The Member's inability to participate remotely shall be recorded as an excused absence from the point of interruption.

B. All-Virtual Public Meeting

No electronic communication means will be provided to the public for in person public meetings. Board meetings will only be all-virtual only as follows:

1. The President determines that an all-virtual meeting serves the public interest and calls an all-virtual meeting that meets the following requirements.

2. Electronic access must be provided to the public.

3. A monitored phone number must be publicly provided so the Board can be alerted if the transmission of the meeting provided by the Board fails. Failure of the Board transmission requires the Board to take a recess until public access is restored.

4. The agenda and agenda packet, unless exempt, must be provided to the public at the same time as the members.

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6. The Public is afforded the opportunity to comment virtually, including by way of written comments, when comments are customarily received.

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- a. The agenda and agenda packet, unless exempt, must be provided to the public at the same time as the members.
 - b. The Public is afforded the opportunity to comment virtually, including by way of written comments, when comments are customarily received.
 - c. No more than two members are together in any one remote location unless that location is open to the public.
 - d. Transmission to the public resumes before the public body votes to certify any closed session.
9. All-virtual meetings can only be held two (2) times per calendar year.

C. Committees, subcommittees or other entities designated by the Board that perform delegated functions of the Board or advise the Board can hold all-virtual meetings determined by the Chair or members so long as they meet the requirements of B.1.a-B.1.f.

Board Member Application:

Staff had received one application from Bridgechelle Warner.

Consideration was requested.

Director Davis moved to approve Bridgechelle Warner as a new ESVHA Director. The motion was seconded by Director Collins, and was carried unanimously.

14. Election of FY 2024 Officers

Corporation By-Laws state that the election of the FY 2024 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, is requested.

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

President	Faith Custis
Vice President	Angel Collins
Treasurer	Michael Selby

President Custis nominated Directors Selby, Giddins and Collins to the Nominating Committee.

15. Public Participation

There was no public participation at this time.

16. Other Matters

No other matters of business were discussed.

17. Adjournment

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