

Minutes of the November 29, 2023 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building  
Accomac, Virginia

Directors Present

Angel Collins  
Diana Giddins  
Alice Jones  
Michael Selby

Shenia Davis  
Bridgechelle Warner  
Ellen Richardson  
Ivory Turner

Directors Absent

Mildred Blake  
Faith Custis  
Earnest Smith, Jr.

Doreen Simmons  
Gracie Milbourne

Others Present

Elaine Meil  
Russ Williams

Leanna Rasmussen  
Eric Luchansky

1. Call to Order

Vice President Collins called the meeting to order at 6:03 p.m.

2. Invocation

Director Giddins gave the invocation.

3. Minutes of the September 27, 2023 Meeting

Minutes of the September 27, 2023 Meeting were presented.

Board approval of the September 27, 2023 Minutes was requested.

Director Richardson moved to approve the September 27, 2023 Minutes, while it was seconded by Director Davis. The motion was carried by unanimous vote.

4. Bills Payable / Financial Statement

Board approval of the following Bills Payable/Financial Statements were requested:

ESVHA Bills Payable:	\$16,212.60
July/August/September & October Expenses	
Pine Street Apartments:	\$100,379.02
Taylor Bank Operating Reserves	
Bailey Road Apartments:	\$93,392.05
LGIP Reserve	

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

5. Current Financial Status Report

The report through October indicated that 15.62 percent of the administrative budget and 19.85 percent of the client services budget had been expended while 33.33 percent of the fiscal year had passed.

Director Giddins moved to accept the Financial Status Report as presented. Seconded by Director Richardson, the motion was carried by unanimous vote.

6. FY 2023 Audit

The draft FY 2023 Audit prepared by Dunham & Aukamp, PLC was attached. The Executive Committee was scheduled to meet prior to the Board Meeting to review the FY 2023 Draft Audit.

Pending Executive Committee recommendations, acceptance of the FY 2023 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Richardson moved to approve the FY 2023 Audit as presented. Seconded by Director Davis, the motion was carried by unanimous vote.

7. CY 2024 Budgets

Board adoption of the presented CY 2024 Budgets was requested.

Pine Street Apartments Budget (USDA approved Budget presented)

Bailey Road Apartments Budget (USDA approved Budget presented)

Director Davis moved to approve the CY 2024 Budgets as presented. Seconded by Director Richardson, the motion was carried by unanimous vote.

8. FY 2025 Budget Request

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

FY 2024 Accomack County and Northampton County approved level funding in the amount of \$9,215 and \$4,628 respectively.

Board guidance concerning FY 2025 Budget Requests to the localities was requested.

Russ Williams presented the Community Part Heir Projects which local funding would be needed for. Director Davis moved to approve the above Budget Requests for FY 2025 as presented. Seconded by Director Richardson, the motion was carried by unanimous vote.

9. Property Management

Pine Street Apartments

There were two vacancies. Three tenants were delinquent. The accident repairs to unit thirty had been completed. Maintenance staff were working on day to day items with no major issues to report. Virginia housing had completed their audit of the property with no issues found. All Tax Credit requirements had been satisfied.

Bailey Road Apartments USDA Project

There were two vacancies. Collections have been good. A few were late and would be resolved shortly. Staff were working on day to day items. One HVAC unit was out of service waiting on replacement parts. Also the chip and tar road surface is quickly deteriorating. Many potholes were developing.

Accomack Manor

There were no vacancies. There were no families delinquent on rent. A rent increase of \$25.00 would begin January 1, 2024. Rates for a one bedroom unit would be \$515.00 and a two bedroom unit would be \$545.00. Maintenance was updating all apartments as they became available.

10. Indoor Plumbing / Rehabilitation Program

- IPR Program Rehab Oversight Board:
  - No update.
- 2022 IPR Flex Program:
  - Each of the applicants that had homes built through the program had moved in.
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- 2023 IPR Flex Program

- Staff was recently awarded the contract for the new year. The focus is rehabbing one home in Northampton County and one home in Accomack county.
- IPR Program Income:
  - No update

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

11. Housing Services Programs

Total Assessments as of November 1, 2023: 73 (61 from ESVHA and 12 from ESCADV)

Serving:

Prevention: 7 (2 pending inspection)  
 Rapid Rehousing: 3 (1 pending inspection)

Qualified and Searching:

Prevention: 9 (3 pending scheduled intake)  
 Rapid Rehousing: 19 (2 pending scheduled intake)

Closed Cases that have received funding:

Prevention: 1  
 Rapid Rehousing: 0

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: 1

Budget:

Prevention: \$28,000.00 - \$20,268.51 (\$7,731.49 remaining)  
 Rapid Rehousing: \$46,697.00 - \$9,685.04 (\$37,011.96 remaining)

Estimated Date for Running out of Funds:

Rapid Rehousing: Approximately June 2024.  
 Prevention: Approximately December 2023.

Continuum of Care (CoC)

Community Partners of the Eastern Shore's General Membership met on November 8th. Updates were provided by participating service providers and committees. The Homeless Management

Information System (HMIS) committee met on November 14th, and they continue planning for the annual Point-In-Time homelessness count. The date for the 2024 PIT count is now definitively set for January 24th, with a weather date alternative of January 25th. A-NPDC staff would be assisting in the overnight canvas of the Eastern Shore.

12. Contracts

FY2024 Virginia Homeless Solutions Program - \$133,000

The intent of the Virginia Homeless Solutions Grant is to provide direct assistance funding for Rapid Rehousing and Homeless Prevention projects, as well as salary and other administrative costs in implementation of the assistance. This contract is for the Year-2 funding of this two year project.

Director Davis authorized staff to retroactively sign the FY24 Grant Agreement as requested. Seconded by Director Richardson, the motion was carried by unanimous vote.

13. Executive Director's Report

Heir Property Education and Remediation Pilot Project

Issues with the transfer of property through clear title and required authorizations and releases for subsidized rehabilitations have been prevented or otherwise hindered by confusion of ownership or heirship. No state or federal funding has been made available through local resources to address these barriers.

Staff is proposing that Accomack County and Northampton County assist in supporting a pilot project, to be managed by A-NPDC staff, to provide community education on Heir Property issues, as well as offer a limited amount of remedy to families identified through outreach and via partnership with community groups. Remedy would include legal services to identify specific heirs and develop a legal will to better streamline the transfer of clear title. A-NPDC has identified willing partners in the community to assist in outreach and host education events. Staff has discussed the pilot project with both County Administrators and received encouragement to submit a request for consideration.

The proposed project is well suited to ESVHA's mission, and staff wishes to proceed with the support of the Alliance, and manage the project as an ESVHA project.

14. Public Participation

There was no public participation at this time.

15. Other Matters

There were no other matters.

16. Adjournment

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

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Faith Custis, President

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Elaine K. N. Meil, Executive Director