

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes April 14, 2026

Directors Present: Bill Gilmartin, Terra Little-Taylor, and Mark Chester

Directors Excused: Jim Martin and Sheila Supenski

Directors Absent: None

PICPI/TPIM Board Present: Tom Barry, Barb Guise, Matt Sheads, Bill Gilmartin, Herbert Nusom, Jen Gastley, Richard Thrasher, Dakota McBride, and Will Hudson

Staff Present: JR Crushong, David Swain, Dee Lawrence, and Stephanie McIlwee

Public in Attendance: None

Guest in Attendance: None

Call to Order: The meeting was called to order by Board President Bill Gilmartin at 2:13 PM.

Minutes: *Terra Little-Taylor moved, and Mark Chester seconded the motion to approve the minutes from the regular meeting held on January 20, 2026. Motion carried unanimously.*

The minutes must reflect that Stephanie McIlwee is the Recording Secretary.

Public Comment: None

New Business:

Changes to the HCV Annual Admin Plan – Dee Lawrence, HCV Supervisor, presented the two minor changes to the HCV Annual Admin Plan:

Updating Voucher Size Requirements – These changes will enable HCV to issue more vouchers with current HUD funding. Changes in bedroom sizes will be on a case-by-case basis. There are always going to be exceptions. All files are well-documented for any changes.

Changing the Minimum Tenant Rent from \$0 to \$50 – Currently, the minimum rent for Adams County is \$0. The proposed change will be to \$50. There are always exceptions, and the proposed change will be on a case-by- case basis.

As of this date, we have 37 clients reporting \$0 income. The change will be addressed at their annual recertification. HCV pays full HAP and a Utility Allowance to those currently claiming \$0 income.

Dee and JR addressed some questions.

- Pastor Mark wanted to make sure all exceptions were well-documented.
- Bill explained that the more HUD funding we can spend now will help us get additional funding next year.

Mark Chester moved and Terra Little-Taylor seconded the motion to approve the proposed admin plan changes. Motion carried unanimously.

Chairman Bill Gilmartin signed the necessary form to submit to HUD with the annual admin plan.

New Project-Based Voucher Contract- During the preparation of Luminesst’s tax credit application in November of 2023, they requested a total of 8 project-based vouchers (PBVs) for North Ridge from HCV. This project targets seniors over 62 years of age and veterans. New PBV contracts must be approved by the Board. JR explained how PBVs differ from general vouchers. Bill asked what dollar amount is attached to a PBV. JR explained that all Tax Credit projects/units must follow HOME rental requirements.

Terra Little-Taylor moved, and Mark Chester seconded the approval of a new HAP contract with Luminesst for 8 PBVs at North Ridge. Motion carried unanimously.

Term Renewal for Pastor Mark Chester – *Terra Little-Taylor moved, and Bill Gilmartin seconded the motion to renew the term of Pastor Mark, which will expire in April of 2029. Motion carried unanimously.*

Grant Summary: Nothing new to report.

Loan Summary: The loan for the purchase of 40 E. High Street was originally \$1,055,150. The current balance is \$451,439.97 and is expected to be paid off in 2044.

HCV (Housing Choice Voucher):

- 75% through the fiscal year, with cash flow at (7) % of the budgeted amount
- Cash flow YTD \$4,345.89
- 615 Available vouchers; 493 total vouchers (under contract)
- 83 on waiting list; Pulled down 30 from wait list, 10 to lease in place, and 20 local preferences.
- 4 vouchers on the street - 54 on wait list after pulling down applicants
- 41 new admissions this Fiscal Year (July-June)
- 202 HQS inspections completed (Oct-Dec)
- 16 FSS participants; 10 escrow accounts with monthly deposits
- Jack Blosky advised ACHA to continue to issue vouchers to use reserve funds; he monitors the Voucher Management System monthly and will advise when to halt voucher issuance
- County of Adams’ \$70,000 grant has all been spent on HAP admin shortages.

Harold Court:

- 75% through the fiscal year, with total cash flow at 4% of the budgeted amount
- Cash flow YTD is \$1,694.38 – We will finish in the black, but not as much as budgeted.
- 94% occupancy year to date; 2 vacancies
- 64 applicants on the waiting list
- Maintenance over budget due to 6 unit turnovers plus repair costs for 2 unexpected elevator issues.

McIntosh Court:

- 75% through the fiscal year, with cash flow at 46% of the budgeted amount
- Cash flow YTD is \$29,133.90
- 96% occupancy year to date; 1 vacancy
- 14 applicants on waiting list; 10 2-bedroom and 4 3-bedroom
- Maintenance over budget due to necessary repairs and renovation work in 2 units.

Supportive Housing Program:

- 75% through the fiscal year, with cash flow at 154% of the budgeted amount
- Cash flow YTD is \$25,381.61
- 100% occupancy year to date; no vacancies
- All the numbers look GREAT; this property has little turnover and low maintenance

Management Financials:

- 75% through the fiscal year, with cash flow at 81% of the budgeted amount
- Cash flow YTD is \$29,643.16
- All the numbers on this ledger look good

Old Business:

VASH – We had requested 15 additional VASH vouchers. Recently received word we will be granted an additional 5 VASH vouchers.

The HCV Admin Expense shortage continues to hit the Due-To and Due-From accounts. This will never go away, as PICPI supports the HCV program deficits.

The ACHA Board meeting was formally adjourned with a motion by Mark Chester and seconded by Terra Litte-Taylor at 2:45 PM. Motion carried unanimously.

REMINDER: The next Board meeting is scheduled for Tuesday, July 21, April 14, 2026, at 2:00 PM.

Respectfully Submitted:
Stephanie McIlwee
Staff Recording Secretary