

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes July 18, 2023

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

Directors Excused: Jim Martin

Directors Absent: None

PICPI/TPIM Board Present: Steve Baker, Tom Barry, Barb Guise, Herbert Nusom, Gina Piper, Matt Sheads, Bill Gilmartin, Richard Thrasher, Sister Jane Small, Sheila Supenski, Dakota McBride, and Lauren Shutt (by phone)

Staff Present: Stephanie McIlwee, JR Crushong, Ashley Heefner, Tina Berry, Dee Lawrence, and Brandy Felton

Public in Attendance: Emma Meyer, Chris Stull, Marcia Seymore, Dee Sensenig, Nancy Sanders, Judy Stauffer, Sherry Browne, Verna Woltz, Elizabeth Sutton, Sylvia Britcher, Peggy McCormack

Guest in Attendance: None

Call to Order: The meeting was called to order by Bill Gilmartin, Board Chair, at 2:07 PM

Minutes: *Sheila Supenski moved and Terra Little-Taylor seconded the motion to approve the minutes from the regular meeting held on April 11, 2023. Motion carried.*

The minutes must reflect that Brandy Felton is the Recording Secretary.

Public Comment: Nancy Sanders states that her upstairs neighbor is making loud noises during quiet hours and that when watering plants, the water runs down on her patio. Judy Stauffer voiced concerns that property manager should be on-site more than 2 hours per week.

New Business:

Proposed amendment to the HCV Admin Plan to remove the requirement for clients to provide 6-months of statements from traditional and non-traditional bank accounts for the purposes of verifying value of assets and tracking income. HUD published new guidance in January 2022 stating that instruments such as PayPal, Venmo, Zelle, and CashApp are not considered financial institutions and PHA are not required to verify deposits and transactions made through them. Any benefit derived from a policy requiring PHA's to track these instruments would be outweighed by the administrative burden it would impose.

Mark Chester moved and Terra Little-Taylor seconded the motion to approve the proposed changes to the HCV Admin Plan. All voted in favor. Motion Carried.

Grant Summary: Nothing new to report. In process of applying for second year of funding for the FSS Grant.

Loan Summary: The original loan for repointing of the building was for was \$88,286.11; the current balance as of 3/31/2023 is \$42,246.58 – no changes.

HCV (Housing Choice Voucher):

- 100% through fiscal year with total expenses at 119% of budgeted amount
- Over budget due to previous years budgets did not factor in inflation, pay increases, Cost of Living Adjustments and zero forecasting. Ashley is working with Auditors to correct these issues moving forward.
- Cash flow YTD is at \$712,594
- 615 Available vouchers; 526 total vouchers (under contract)
- 114 on waiting list; 61 applicants currently being processed. 30 vouchers issued, but not yet leased
- 102 new admissions Fiscal Year (July-June)
- 380 HQS inspections completed (April-June)
- 31 FSS participants; 12 accounts with escrow balances; 3 new participants since April 1st. 2 Participants completed program received total disbursements of \$4,265.87.

Harold Court:

- 100% through fiscal year with total expenses at 110% of budgeted amount
- Over budget due to previous years budgets did not factor in inflation, pay increases, Cost of Living Adjustments and zero forecasting.
- Cash flow YTD is \$285,264
- 97% occupancy year to date; no vacancies as of June 1st
- 115 applicants on the waiting list.
- Estimated time on the wait list could be up to one year. Applicants can be on multiple wait lists simultaneously.

McIntosh Court:

- 100% through fiscal year with total expenses at 77% of budgeted amount
- Cash flow YTD is \$123,402
- 85% occupancy year to date; 2 vacancies
- 40 applicants on waiting list; 30 2-bedroom and 10 3-bedroom

Supportive Housing Program:

- 100% through fiscal year with total expenses at 61.79% of budgeted amount
- Cash flow YTD is \$44,468
- 100% occupancy year to date; no vacancies
- All tenants have Housing Choice Voucher
- Property has modest expenses and minimal turnover
- No waiting list; vacancies are filled by referral due to homeless preference
- No limit on length of residency – permanent housing

Management Financials:

- 100% through the fiscal year with total expenses at 107%.
- Cash flow YTD is \$375,320

Old Business: None

The ACHA Board meeting was formally adjourned with a motion by Sheila Supenski and a second by Terra Little-Taylor at 2:32 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, October 17, 2023 at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary