

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes April 9, 2024

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

Directors Excused: None

Directors Absent: None

PICPI/TPIM Board Present: Steve Baker, Tom Barry, Barb Guise, Herbert Nusom, Matt Sheads, Richard Thrasher, Sheila Supenski, Amy Hampson, Gina Piper

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

Public in Attendance: None

Guest in Attendance: None

Call to Order: The meeting was called to order by Board President, Bill Gilmartin, at 2:08 PM.

Minutes: *Mark Chester moved and Sheila Supenski seconded the motion to approve the minutes from the regular meeting held on October 17, 2023. Motion carried.*

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

Public Comment: None

New Business: Changes to the Administrative Plan were presented to the Board and explained by Tina Berry. Changes were made to Chapters 4, 6, 7, and 11.

Jim Martin moved and Sheila Supenski seconded a motion to approve the changes to the 2024 Administrative Plan. Motion carried.

The 2024 Landlord Symposium will be held May 21st from 5:30-7:00pm at the Misty Ridge Community Center. A light dinner will be provided along with incentives for new and existing landlords to attend. The Adams County Medicine Take Back is scheduled for April 27, 2024 in the parking lot of the ACHA office.

Grant Summary: Applied for \$80,000 PHFA-PHARE funds to continue the funding of HCV Housing Coordinator and \$256,860 to perform HVAC upgrades at Harold Court.

Loan Summary: The original loan for repointing the building was for \$88,286.11; the current balance as of 3/31/2024 is \$26,449.27.

HCV (Housing Choice Voucher):

- 75% through fiscal year with total expenses at 84% of budgeted amount; over budget due to admin fees on voucher port-outs
- Cash flow YTD is at \$23,344.99

- 615 Available vouchers; 554 total vouchers (under contract)
- 76 on waiting list; 27 applicants currently being processed; 33 vouchers issued, but not yet leased
- 71 new admissions Fiscal Year (July-March)
- 394 HQS inspections completed (January-March)
- 30 FSS participants; 10 escrow accounts with monthly deposits. 3 Participants completed the program and received total disbursements of \$26,588
- Monthly Housing Assistance Payments have increased by \$33,000 per month since the beginning of the fiscal year

Harold Court:

- 75% through fiscal year with total expenses at 70% of budgeted amount
- Cash flow YTD is \$16,613.64
- 98% occupancy year to date; two vacancies
- 123 applicants on the waiting list
- Applied for PHFA-PHARE funds to upgrade HVAC systems

McIntosh Court:

- 75% through fiscal year with total expenses at 60% of budgeted amount
- Other expenses under budget because real estate taxes will be paid in April
- Cash flow YTD is \$44,091
- 97% occupancy year to date; no vacancies
- 77 applicants on waiting list; 51 2-bedroom and 26 3-bedroom

Supportive Housing Program:

- 75% through fiscal year with total expenses at 76% of budgeted amount
- Cash flow YTD is \$16,909
- Operating expenses over budget due to increases in water/sewer bills
- 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

Management Financials:

- 75% through the fiscal year with total expenses at 72%
- Cash flow YTD is \$49,486

Old Business: None

The ACHA Board meeting was formally adjourned with a motion by Terra Little-Taylor and a second by Jim Martin at 2:35 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, July 16, 2024 at 2:00 PM.

Respectfully Submitted:
 Brandy Felton
 Staff Recording Secretary