

**Adams County Housing Authority**  
**BOARD OF DIRECTORS**  
**Meeting Minutes October 17, 2023**

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

**Directors Excused:** Jim Martin and Bill Gilmartin

**Directors Absent:** None

**PICPI/TPIM Board Present:** Steve Baker, Tom Barry, Barb Guise, Herbert Nusom, Matt Sheads, Richard Thrasher, Sheila Supenski, Dakota McBride, and Lauren Shutt (by phone)

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

**Public in Attendance:** Shirley Byrd and Lisa Bishop-Bryan

**Guest in Attendance:** None

**Call to Order:** The meeting was called to order by Stephanie McIlwee, at 2:01 PM. A moment of silence was held in memory of Sister Jane Small.

**Minutes:** *Terra Little-Taylor moved and Pastor Mark Chester seconded the motion to approve the minutes from the regular meeting held on July 18, 2023. Motion carried.*

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

**Public Comment:** Shirley Byrd and Lisa Bishop-Bryan are residents at Harold Court. They are requesting that new covers be placed on the outdoor dryer vents. Both residents are reporting that birds are entering the vents causing residue in kitchens and bathrooms. A suggestion was made to also have the ducts cleaned professionally.

**New Business:** None

**Grant Summary:** Funding for the 2024 FSS Grant has been approved in the amount of \$100,454.

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

**HCV (Housing Choice Voucher):**

- 25% through fiscal year with total expenses at 28% of budgeted amount
- Cash flow YTD is at \$24,745
- 615 Available vouchers; 548 total vouchers (under contract)
- 129 on waiting list; 36 applicants currently being processed; 31 vouchers issued, but not yet leased. Wait list is being pulled twice per month
- 28 new admissions Fiscal Year (July-September)
- 542 HQS inspections completed (July-September)

- 30 FSS participants; 15 escrow accounts with monthly deposits. 2 Participants completed program and received total disbursements of \$16,407.15.

**Harold Court:**

- 25% through fiscal year with total expenses at 21% of budgeted amount
- Cash flow YTD is \$7,954.84
- 100% occupancy year to date; no vacancies
- 136 applicants on the waiting list.

**McIntosh Court:**

- 25% through fiscal year with total expenses at 13% of budgeted amount
- Administrative expenses under budget because the audit invoice has not yet been received; Maintenance expenses are under budget due to no Winter supplies being purchased yet; Other expenses are under budget because real estate taxes have not been paid yet
- Cash flow YTD is \$9,636
- 92% occupancy year to date; no vacancies
- 57 applicants on waiting list; 42 2-bedroom and 15 3-bedroom

**Supportive Housing Program:**

- 25% through fiscal year with total expenses at 24% of budgeted amount
- Cash flow YTD is \$2,155
- 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:**

- 25% through the fiscal year with total expenses at 23%.
- Cash flow YTD is \$16,750

**Old Business:** None

The ACHA Board meeting was formally adjourned with a motion by Terra Little-Taylor and a second by Pastor Mark Chester at 2:11 PM.

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

Respectfully Submitted:  
Brandy Felton  
Staff Recording Secretary