

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes July 19, 2022

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

Directors Excused: Pastor Mark Chester and Steve Niebler

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

Staff Present: Stephanie McIlwee, JR Crushong, Jennifer Eckerson, Kevin Riley, Michele Gladfelter, and Brandy Felton

Public in Attendance: N/A

Guest in Attendance: Dakota Williams and Dana Baughman

Call to Order: The meeting was called to order by Bill Gilmartin, Board Chair, at 2:05 PM

Stephanie introduced new Family Self-Sufficiency (FSS) Coordinator, Michele Gladfelter.

Minutes: *Jim Martin moved and Sheila Supenski seconded the motion to approve the minutes from the regular meeting held on April 12, 2022. Motion carried.*

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

Public Comment: None

New Business:

Terra Little-Taylor was appointed to the board by the Commissioners. Welcome to the board.

Bill Gilmartin proposed a formal resolution by all three boards to praise Steve Niebler's dedication to these organizations over the last 30 years.

The Family Self-Sufficiency Program Action Plan has been revised; last update was 1999. Two of the principal changes were the designation of the Head of Household and how escrow is calculated. This Board must approve the Action prior to being submitted to HUD. New participants cannot enter into the FSS Program until HUD confirms the new Action Plan. Jennifer Eckerson provided the Board with a brief overview of the FSS Program. Bill Gilmartin noted that Michele is the first Full-Time employee that's sole responsibility is being the FSS Coordinator. The expectation is that having one person dedicated to this role, the Housing Choice Voucher department will be able to focus on increasing the lease-up rate. Jim Martin moved and Sheila Supenski seconded the motion to approve the revised Family Self-Sufficiency Program Action Plan.

Grant Summary: The Americorps Vista grant submitted on 3/25 was denied. It is not unusual for the 1st request to be denied. Jennifer Eckerson is working with Jeff Rioux at the Gettysburg College on submitting the 2nd request. PHFA – PHARE grant was approved in the amount of \$98,300. This grant funds the Part-Time Housing Coordinator and Landlord bonuses for two-years. This grant is funded by the Real Estate Transfer Tax.

Loan Summary: The original loan for repointing of the building was for was \$88,286.11; the current balance as of 6/30/2020 is \$42,246.58.

HCV (Housing Choice Voucher):

- 100% through fiscal year with total expenses at 102% of budgeted amount
- Cash flow YTD is at (\$40,404.95)
- 615 Available vouchers; 502 total vouchers (under contract)
- 69 on waiting list; 46 applicants currently being processed. 59 vouchers issued, but not yet leased
- 85 new admissions Fiscal YTD (July-June)
- 390 HQS inspections completed (April-June)
- 25 FSS participants; 21 accounts with escrow balances (8 active); 14 participants Employed
- Expecting 10+ new vouchers under contract in July due to Lease in Place preference
- Waiting list is open and being pulled monthly

Harold Court:

- 100% through fiscal year with total expenses at 78% of budgeted amount
- Cash flow YTD is \$76,926.13.
- 99% occupancy year to date; one vacancy.
- 110 applicants on waiting list
- Administrative expenses over due to pay increases not budgeted for

McIntosh Court:

- 100% through fiscal year with total expenses at 74% of budgeted amount
- Cash flow YTD is \$37,908
- 97% occupancy year to date; 1 vacancy (3 bedroom)
- 22 applicants on waiting list; 18 2-bedroom and 4 3-bedroom

Supportive Housing Program:

- 100% through fiscal year with total expenses at 63% of budgeted amount
- Cash flow YTD is \$24,283
- 100% occupancy year to date; no vacancies
- All tenants have Housing Choice Voucher
- Property has modest expenses and minimal turnover

Management Financials:

- 100% through the fiscal year with total expenses at 110%.
- Cash flow YTD is \$47,984
- Over budget due to installation of all LED lights at 40 E. High Street building. Necessary because existing lighting was antiquated and all fixtures needed replaced or repaired.
- Accounting is working auditors to phase out the Prepaid Ledgers for each property
- Kevin Riley offered to answer questions or provide further details via phone or email

Old Business: None

The ACHA Board meeting was formally adjourned at 2:25 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, October 18, 2022 at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary