

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes of July 20, 2021

Directors Present: Bill Gilmartin, Jim Martin, Steve Niebler and Sheila Supenski

Directors Excused: Michael Jackman

PICPI/TPIM Board Present: Steve Baker, Tom Barry, Barb Guise, Harry Hartman, Chris Kimple, Sister Jane Small, Richard Thrasher, Matt Sheads and Lauren Shutt (via phone)

Staff Present: Stephanie McIlwee, JR Crushong, Jennifer Eckerson and Rebecca Peake

Public in Attendance: Ruth Hamilton, Cynthia Hobbs and Betsy Hower

Call to Order: The meeting was called to order by Steve Niebler, Board Chair, at 2:00 PM

Minutes: *Bill Gilmartin moved and Jim Martin seconded the motion to approve the minutes from the regular meeting held on April 13, 2021. Motion carried.*

The minutes must reflect that Rebecca Peake is the Recording Secretary.

Public Comment: Cynthia Hobbs (repeat issues); Property Management to address multiple dogs and feces.

New Business:

Jim Martin moved and Bill Gilmartin seconded the motion to accept the USDA approved Harold Court budget for fiscal year 7/1/2021-6/30/2022. Motion carried.

Bill Gilmartin moved and Jim Martin seconded the motion to accept the USDA approved McIntosh Court budget for fiscal year 7/1/2021-6/30/2022. Motion carried.

Sheila Supenski moved and Bill Gilmartin seconded the motion to approve the proposed Management budget for fiscal year 7/1/2021-6/30/2022. Motion carried.

Bill Gilmartin moved and Sheila Supenski seconded the motion to approve the proposed Housing Choice Voucher (HCV) budget for fiscal year 7/1/2021-6/30/2022. Motion carried.

Jim Martin moved and Sheila Supenski seconded the motion to approve the proposed Supportive Housing (SHP) budget for fiscal year 7/1/2021-6/30/2022. Motion carried.

After some discussion on the program, the proposed Small Cities/CDBG budget for fiscal year 7/1/2021-6/30/2022 was tabled until the next meeting (and will be revisited in October).

Personnel Committee: The 2nd Employee Appreciation event was held at Hickory Bridge Farms at the beginning of the year with staff and Board members present. A Spring Luncheon is to be held, catered by Olive Garden (gloves, masks, sanitizer, etc. to be provided for staff). Annual reviews are now being

conducted with reasonable increases approved. The committee was made aware of some personnel issues that involved Bernie Yannetti and he did a great job handling those issues.

Business Operations Committee: Bill Gilmartin reported that the Finance Committee met last week and reviewed the financials and that they look excellent.

Grant Summary: The part-time Housing Coordinator grant application due on 3/15, was submitted to the Adams County Community Foundation on 3/12. This position would assist the HCV department with lease up numbers, landlord recruiting and assist voucher holders navigating finding a unit.

Loan Summary: The original loan for repointing of the building was for was \$88,286.11; the current balance as of 6/30/2021 is \$45,418.74 (decreasing).

HCV (Housing Choice Voucher):

- 100% through fiscal year with total expenses at 103% of budgeted amount
- Cash flow YTD is good at \$123,172
- 624 Available vouchers; 503 total vouchers (under contract)
- 27 on waiting list; 95 applicants currently being processed. 36 vouchers issued, but not yet leased
- 46 new admissions YTD
- HQS inspections completed (April-June)
- 27 FSS participants; 21 accounts with escrow balances (11 active)
- Pulling 40 applicants every two weeks. With increased HUD funding, we must be spending 95-98% of the HAP funding; currently spending 85%

Harold Court:

- 100% through fiscal year with total expenses at 89% of budgeted amount
- Cash flow YTD is \$38,362.
- 97% occupancy year to date; no vacancies
- 100 applicants on waiting list
- Maintenance costs are increased due to the purchase of 3 HVAC units and associated parts in September 2020, refrigerators and additional supplies during the pandemic.

McIntosh Court:

- 100% through fiscal year with total expenses at 77% of budgeted amount;
- Cash flow YTD is \$27,225
- 86% occupancy year to date; no vacancies
- 26 applicants on waiting list; 7 2-bedroom and 19 3-bedroom

Supportive Housing Program:

- Was HUD Transitional Housing program; no more funding. This property is straight rental, with homeless requirement.
- 100% through fiscal year with total expenses at 109% of budgeted amount
- Cash flow YTD is \$8,700
- 87% occupancy year to date; no vacancies
- Operating costs (maintenance and utilities) are high (at 100%) due to cost of preparing two units for rent after turnovers

Management Financials:

- 100% through the fiscal year with total expenses at 103%.
- Cash flow YTD is \$51,733.
- Income is from management fees and HCV fees (20% and \$7.50 for accounting). Expenses look high due to grant disbursements.

Old Business: None

No Executive Session was needed.

The ACHA Board meeting was formally adjourned at 2:49 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, October 19, 2021 at 2:00 PM.

Respectfully Submitted:

Rebecca Peake
Staff Recording Secretary