

**Adams County Housing Authority**  
**BOARD OF DIRECTORS**  
**Meeting Minutes April 12, 2022**

**Directors Present:** Bill Gilmartin, Jim Martin, Steve Niebler, Sheila Supenski, Pastor Mark Chester

**PICPI/TPIM Board Present:** Steve Baker, Tom Barry, Barb Guise, Amy Hampson, Richard Thrasher, Sister Jane Small, Herbert Nusom, and Matt Sheads

**Staff Present:** Stephanie McIlwee, JR Crushong, Jennifer Eckerson, Kevin Riley, Alesia Lake, and Brandy Felton

**Public in Attendance:** Sharon Johnson and Cynthia Hobbs

**Guest in Attendance:** Gina Piper

**Call to Order:** The meeting was called to order by Bill Gilmartin, Board Chair, at 2:34 PM

Bill Gilmartin thanked Steve Niebler for his years of service to the Board.

**Minutes:** *Jim Martin moved and Steve Niebler seconded the motion to approve the minutes from the regular meeting held on October 19, 2021. Motion carried.*

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

**Public Comment:** None

**New Business:**

*Pastor Mark Chester of the Gettysburg Foursquare Church was appointed to the board by the Commissioners. Welcome to the board.*

**Grant Summary:** The only changes are the Americorps Vista grant; submitted on 3/25 current status is pending. Grant does not provide funds; it provides a person to develop the FSS Mentor Program.

**Loan Summary:** The original loan for repointing of the building was for was \$88,286.11; the current balance as of 3/31/202 is \$42,246.58.

**HCV (Housing Choice Voucher):**

- 75% through fiscal year with total expenses at 78% of budgeted amount
- Cash flow YTD is at (\$33,572)
- 615 Available vouchers; 543 total vouchers (under contract)
- 105 on waiting list; 38 applicants currently being processed. 63 vouchers issued, but not yet leased
- 68 new admissions Fiscal YTD (July-June)
- 182 HQS inspections completed (January-March)
- 28 FSS participants; 22 accounts with escrow balances (12 active); 14 participants Employed

- March reflected an increase in HAP spending. Landlord workshop was held to provide information to manufactured home park owners. Changes to the Admin Plan shorten the lease term and could appeal to Landlords.

**Harold Court:**

- 75% through fiscal year with total expenses at 63% of budgeted amount
- Cash flow YTD is \$45,582.
- 99% occupancy year to date; tenant death 4/7/22 created one vacancy.
- 126 applicants on waiting list

**McIntosh Court:**

- 75% through fiscal year with total expenses at 55% of budgeted amount
- Cash flow YTD is \$37,729
- 98% occupancy year to date; 1 vacancy
- 45 applicants on waiting list; 24 2-bedroom and 21 3-bedroom

**Supportive Housing Program:**

- 75% through fiscal year with total expenses at 46% of budgeted amount
- Cash flow YTD is \$18,701
- 100% occupancy year to date; no vacancies
- All tenants have Housing Choice Voucher
- Property has modest expenses and minimal turnover

**Management Financials:**

- 75% through the fiscal year with total expenses at 84%.
- Cash flow YTD is \$30,085
- 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. Bill Gilmartin asked if there was an estimated cost savings. Jim Martin asked if there was a plan to cut the deficit prior to the end of the fiscal year.
- Kevin Riley reported the ledger is financially stable and has incoming revenue.

**Old Business: None**

No Executive Session was needed.

The ACHA Board meeting was formally adjourned at 2:47 PM.

**REMINDER:** The next Board meeting is scheduled for Tuesday, July 19, 2022 at 2:00 PM.

Respectfully Submitted:

Brandy Felton

Staff Recording Secretary