

Adams County Housing Authority
BOARD OF DIRECTORS
January 21, 2020

Directors Present: Michael Jackman, Jim Martin, Jay Zimmerman, and Steve Niebler

Directors Absent: Bill Gilmartin

PICPI/TPIM Board Present: Barb Guise, Harry Hartman, Herbert Nusom, Matt Sheads, Shanon Toal, Sister Jane Small, Steve Baker, Ted Streeter, and Tom Barry

Staff Present: Stephanie McIlwee, Jennifer Eckerson, JR Crushong, Rebecca Peake, Alesia Lake, Tina Berry, and Lee Gatto

Public in Attendance: Ruth Hamilton and Elizabeth Hower

Call to Order: The meeting was called to order by Steve Niebler at 2:02 p.m.

Minutes: *Jim Martin moved and Mike Jackman seconded the motion to adopt the minutes from the meeting held on October 15, 2019. Motion carried.*

The minutes must reflect that Leonora Gatto is the Recording Secretary.

Public Comment:

Ruth Hamilton – Miss Hamilton stated that pets have allegedly been urinating in the halls and cats have been roaming free in certain halls. Miss Hamilton asked who was to be responsible for such behavior. Jennifer Eckerson asked Miss Hamilton to report any such issues immediately to the property manager, Jennifer Heflin, so they could be dealt with as they occur. Miss Hamilton also asked for access to the locked card room on the 2nd floor. Stephanie McIlwee stated that she would look into this.

Personnel Committee:

- Jay Zimmerman reported that the Staff Appreciation was held on Friday, December 13th and was a great success. Almost 50 people were in attendance at the Dobbin House. The food and the small staff gift was entirely funded by board contributions. Any excess funds will carry over into the next year.

Business Operations Committee:

- Jim Martin reported that the committee discussed a name change from the Finance Committee to the Business Operations Committee since their role is not to finance projects, but to oversee the business accounts. Additionally, the Committee will endeavor to meet on a monthly basis.

Grant Summary: VASH voucher money is pending, but unfortunately we do not have control over when we receive the funds.

Loan Summary: The original loan was \$88,286.11 and the current balance is \$56,149.66

HCV (Housing Choice Voucher): 50% through fiscal year with total expenses at 50.3%.

- The \$21,000 owed to PICPI is mostly due to the rent concessions that are being made. HCV is unable to afford the rent that was set by the HUD/OIG audit. HCV also cannot show a negative balance per regulations. As a result, PICPI has allowed HCV not to pay in full on their rent payments.
- 605 Available vouchers
- 531 total vouchers (under contract)

- 150 on waiting list
- 31 applicants currently being processed
- 51 new admissions YTD
- 176 Total HQS inspections done
- FSS: 31 participants

Harold Court: 50% through fiscal year with total expenses at 43.8%

- 96% occupancy year to date
- Waiting list of 115 applicants
- 3 vacancies

McIntosh Court: 50% through fiscal year with total expenses at 36.98%

- 90% occupancy year to date
- Waiting list of 18 applicants
- 1 vacancy

Supportive Housing Program: 50% through fiscal year with total expenses at 35.42%

- 100% occupancy year to date
- 0 vacancies

Management Financials: 50% through the fiscal year with total expenses at 54.4%

- \$31,777.26 due to PICPI Operating Account.
 - The legal fees roll over from year to year
- This is the ledger that makes the rent concessions for HCV

Communications/Public Relations/ Grant Applications

- Monthly column in Gettysburg Times - on-going
- 10/3 Adams County Housing Trust Fund meeting
- 10/9 Adams County Commissioners' meeting - CDBG vote
- 10/15 @Home in Adams County Steering Committee meeting
- 10/24 @Home in Adams County bi-monthly meeting
- 10/26 Drug Takeback drop-off location - main office
- 11/6 Independent Living Advisory Council meeting
- 11/14 Flu Shot event for residents/employees
- 12/6 Sgt. Mac Foundation Wreath Project
- 12/9 - Teen Angel - drop-off /pick-up site for ACCYS Teen Angel sponsors at Misty Ridge
- 12/17 @Home in Adams County Steering Committee meeting
- 12/19 @Home in Adams County bi-monthly meeting

Stephanie's continuing involvement

- Attended PDC board meeting in November
- Named as Vice Chair of the PDC board in December
- Served on Task Force for York County Continuum of Care
- Served on Community Parade Committee
- Attended monthly meetings of Advisory Council for Agency for Aging

Old Business:

- **Update on HUD/OIG Audit**
 - Working with Yvonne Stevens who has more flexibility in determining repayments, if any are necessary.
- **Strategic Plan**
 - Pastor Jay Zimmerman inquired about the status of the Strategic Plan Implementation.

New Business:

- **Statements of Financial Interest** – Due by April's meeting

ACHA Board meeting was formally adjourned at 2:20 p.m.

Respectfully Submitted:

Leonora Gatto, Staff Recording Secretary