

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes of April 13, 2021

Directors Present: Bill Gilmartin, Michael Jackman Steve Niebler and Sheila Supenski

Directors Excused: Jim Martin

PICPI/TPIM Board Present: Steve Baker, Tom Barry, Barb Guise, Harry Hartman, Chris Kimple, Herbert Nusom, 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: Cynthia Hobbs

Call to Order: The meeting was called to order by Steve Niebler at 2:20 pm

Minutes: *Mike Jackman moved and Bill Gilmartin seconded the motion to approve the minutes from the regular meeting held on January 19, 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: New Board Appointment and welcome of Sheila Supenski.

Interagency Agreement with Franklin County to conduct HCV & HQS Inspections for 280 vouchers, one day per week (8 hours) at \$50/hour (plus mileage), to start on 5/1/2021. Once approved, the agreement will be forward to both the ACHA and PICPI Boards for final approval.

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 3/31/2021 is \$47,762.25 (decreasing).

HCV (Housing Choice Voucher):

- 75% through fiscal year with total expenses at 76% of budgeted amount

- Cash flow YTD is good at \$177,134.00
- 610 Available vouchers; 509 total vouchers (under contract)
- 187 on waiting list; 37 applicants currently being processed. Starting to pull twice a month.
- 17 vouchers issued, but not yet leased
- 28 new admissions YTD
- 61 HQS inspections completed (January-March)
- 26 FSS participants; 22 accounts with escrow balances (11 active)
- Starting to pull new participants off of the waitlist

Harold Court:

- 75% through fiscal year with total expenses at 65% of budgeted amount
- Cash flow YTD is \$35,410.00.
- 96% occupancy year to date; currently one vacancy
- 82 applicants on waiting list; healthy
- Maintenance costs are increased due to the purchase of 3 HVAC units and associated parts in September 2020.
- Can now evict for non-rent issues.
- Residents have a 5-8 year average, with some 20+ year residents.

McIntosh Court:

- 75% through fiscal year with total expenses at 57% of budgeted amount;
- Cash flow YTD is \$18,187; excellent numbers
- 84% occupancy year to date; currently one vacancy (units are hard to fill due to location)
- 29 applicants on waiting list; 10 2-bedroom and 19 3-bedroom
- Mortgage is almost paid off, but need to keep subsidy in place; have waited over a month to find out who new USDA rep is for this property for guidance with this process.

Supportive Housing Program:

- Was HUD Transitional Housing program; no more funding. This property is straight rental, with homeless requirement.
- 75% through fiscal year with total expenses at 87% of budgeted amount
- Cash flow YTD is \$4,463
- 86% occupancy year to date
- 1 vacancy
- Operating costs (maintenance and utilities) are high (at 100%) due to cost of preparing two units for rent after turnover

Management Financials:

- Numbers are where they should be.
- 75% through the fiscal year with total expenses at 72%.
- Cash flow YTD is \$46044.
- 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.

REMINDERS

Parking Lot was used on 3/6 for Black Balloon Day; 37 Narcan kits were disbursed and on 4/24 Take Back Drug Program coordinated a drop off at this location.

The next Board meeting is scheduled for Tuesday, July 20, 2021 at 2:00 PM.

The ACHA Board meeting was formally adjourned at 2:42 pm

Homework – Book “Evicted”

Respectfully Submitted:

Rebecca Peake
Staff Recording Secretary