

Adams County Housing Authority
BOARD OF DIRECTORS
July 21, 2020

Directors Present: Bill Gilmartin, Jay Zimmerman and Michael Jackman
Also present was Bernie Yannetti

Directors Absent: Jim Martin and Steve Niebler

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

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

Public in Attendance: Cynthia Hobbs and Elizabeth Hower

Call to Order: The meeting was called to order by Mike Jackman at 2:00 pm

Minutes: Jay Zimmerman suggested we edit the January 21, 2020 minutes to modify the following sentence under Personnel Committee: *Any excess funds will carry over into the next year to Any excess funds will carry over into the next year to be used for staff appreciation / recognition.*

Bill Gilmartin moved and Jay Zimmerman seconded the motion to adopt the minutes from the regular meeting held on January 21, 2020. Motion carried.

Jay Zimmerman moved and Bill Gilmartin seconded the motion to adopt the minutes from the special meeting held on March 9, 2020. Motion carried.

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

Public Comment:

Cynthia Hobbs – Ms. Hobbs stated that her complaint is the same as every meeting. She discussed her neighbor in a wheelchair / units not being built correctly and needing padding and carpet upstairs because you can hear everything. She stated that she had previously requested security lights; saying that they cost less than \$50. She stated that since new people have moved in there has been police, fireworks, someone stating they have a child in a 2-bedroom house, but no child and police staking out. She stated that she lived in a condo in Maryland for 14 years and didn't have any of these issues. She stated that people lie / get lease violations without talking to people. She stated that the cameras do not get a clear picture of faces. Lastly, she stated that a table was broken in the laundry room and water was thrown everywhere and that the individuals responsible need to be caught.

New Business: *Jay Zimmerman moved and Bill Gilmartin seconded the motion to adopt the proposed Housing Choice Voucher (HCV) budget for fiscal year 7/1/2020-6/30/2021. Motion carried.*

Bill Gilmartin moved and Jay Zimmerman seconded the motion to adopt the proposed Management budget for fiscal year 7/1/2020-6/30/2021. Motion carried.

Jay Zimmerman moved and Bill Gilmartin seconded the motion to adopt the proposed Small Cities budget for fiscal year 7/1/2020-6/30/2021. Motion carried.

Bill Gilmartin moved and Jay Zimmerman seconded the motion to adopt the proposed Supportive Housing (SHP) budget for fiscal year 7/1/2020-6/30/2021. Motion carried.

Personnel Committee:

- Matt Sheads, Committee Chair, reported that the committee discussed staff appreciation and these types of events are most important and cost around \$900. Made the recommendation that the Boards continue holding a holiday staff appreciation luncheon with members contributing. Last year was a nice event held at the Dobbin House.
- The committee also discussed potential cost of living increases

Jay Zimmerman moved and Bill Gilmartin seconded the motion to proceed with planning a staff appreciation event for 2020. Motion carried.

Business Operations Committee:

- Bill Gilmartin, Committee Chair, reported that there has been good transparency. The group met and reviewed financials, grants, loan summary and discussed a pay scale task force (Matt Sheads, Bill Gilmartin, Harry Hartman and Steve Niebler all volunteered). ACHA and PICPI Board Chairs and committee chairs will make this a regular process to review wages, civil service rates, step increases, merit and cost-of living increases.

Grant Summary: New Wellspan “Slow the Spread” grant was approved for COVID/COVID related expenses. Funds to be used for voucher briefing videos in English and Spanish and handbook in Spanish. Will eliminate the need to have translator for these and will be useful even after COVID.

Loan Summary: The original loan was \$88,286.11 and the current balance is \$54,033.85

HCV (Housing Choice Voucher):

- 100% through fiscal year with total expenses at 87% of budgeted amount; cash flow YTD is \$19,121.60
- 610 Available vouchers; 537 total vouchers (under contract); no new vouchers or ports
- 178 on waiting list; 0 applicants currently being processed
- 25 vouchers issued, but not yet leased
- 89 new admissions YTD
- 45 HQS inspections completed (April-June)
- 27 FSS participants; 22 accounts with escrow balances; 7 graduates and \$64K in disbursements
- York to absorb 4 clients; \$2,200 savings
- CARES Act Admin Fees received total \$72,550 for the HCV program and for Mainstream (MS-5) program; balance to be spent by 12/31
 - Purchased new desktops, laptops, program software, software upgrades, virus software and some supply expenses on credit card; will document all expenses on spreadsheet to provide to HUD
 - Working on pandemic plan for future

Harold Court:

- 100% through fiscal year with total expenses at 88% of budgeted amount; cash flow YTD is \$33,052.99
- 94% occupancy year to date
- 97 applicants on waiting list
- 5 vacancies; 2 currently; two-mid month July move-ins
- USDA approved budget on 4/22 with new rents effective 7/1
 - Rents increased from \$677 to \$691
 - Utility allowances increased from \$69 to \$72

McIntosh Court:

- 100% through fiscal year with total expenses at 76% of budgeted amount; cash flow YTD is \$40,072.37
- 92% occupancy year to date
- 14 applicants on waiting list; 6 2-bedroom and 8 3-bedroom
- 1 vacancy
- USDA approved budget on 4/22 with new rents effective 7/1
 - Rents increased from \$922/\$1,038 to \$941/\$1,060
 - Utility allowances increased from \$87/\$81 to \$94/\$97

Supportive Housing Program:

- 100% through fiscal year with total expenses at 75% of budgeted amount; cash flow YTD is \$21,123.22
- 100% occupancy year to date
- 0 vacancies
- One unit not on voucher/over income is now eligible, but has not yet applied for rental assistance

Management Financials:

- 100% through the fiscal year with total expenses at 98%; cash flow YTD is \$72,233.30
- \$23,850.94 is owed to PICPI Business (Operating) Account
- This ledger that makes rent concessions for the HCV program

Old Business:

- **Update on HUD/OIG Audit**
 - All items have been closed; closeout letter received. Executed a \$237K repayment agreement for 30 years, no interest; \$6,064/annually. The Cost Allocation Plan was approved by HUD and will be updated annually.

Bill Gilmartin moved and Jay Zimmerman seconded the motion to adjourn the meeting. Motion carried.

ACHA Board meeting was formally adjourned at 2:42 pm

Respectfully Submitted:

Rebecca Peake, Staff Recording Secretary

Communications/Public Relations/ Grant Applications & Upcoming Events

- 10/19 Flu Shot event for residents/employees
- 10/21 Fair Housing Training for Staff
- 10/26 @Home in Adams County bi-monthly meeting
- 10/24 Drug Takeback drop-off location - main office
- Teen Angel - drop-off /pick-up site for ACCYS Teen Angel sponsors at Misty Ridge

Stephanie's continuing involvement

- Attends all PDC board meetings and committee meetings
- Named as Chair of the PDC board of Directors in July 2020
- Serves on Task Force for York County Continuum of Care
- Attends monthly meetings of Citizens' Advisory Council for Office for Aging