

Adams County Housing Authority
BOARD OF DIRECTORS
January 19, 2021
Via Zoom Conference

Directors Present: Bill Gilmartin, Michael Jackman and Steve Niebler

Directors Excused: Jim Martin

PICPI/TPIM Board Present: Steve Baker, Tom Barry, Amy Hampson, Chris Kimple, Sister Jane Small, Ted Streeter, Richard Thrasher, Matt Sheads, Lauren Shutt and Shanon Toal

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

Public in Attendance: None

Also present was Bernie Yannetti

Call to Order: The meeting was called to order by Steve Niebler at 2:07 pm

A moment of silence was held in memory of Pastor Jay Zimmerman.

Minutes: *Bill Gilmartin moved and Steve Niebler seconded the motion to approve the minutes from the regular meeting held on October 20, 2020. Motion carried.*

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

Public Comment: None

New Business: Jim Krimmel provided an update on the audits. He reported that there were no findings and thanked staff for excellent preparation.

Matt Sheads moved and Richard Thrasher seconded to approve the Letter of Intent from Ryan Homes.

Richard Thrasher moved and Bill Gilmartin seconded the ratification of the 2021 Tax Credit budgets for Fahnestock House, Old Friends at New Oxford and Misty Ridge Terrace Townhomes as approved by PHFA.

Personnel Committee:

- Matt Sheads, Committee Chair, reported that the committee discussed the staff appreciation event and how Pastor Jay was instrumental in making it happen for the staff. He also reported that staff performance evaluations and merit increases were to start in January.

Business Operations Committee:

- Bill Gilmartin, Committee Chair, reported that the group met and reviewed financials; all look good.

Grant Summary: The HUD 2020 Family Self-Sufficiency Program (for 2021 calendar year), was approved (and received) with no increase.

Loan Summary: The original loan for repointing of the building was for was \$88,286.11; the current balance as of 12/31/2020 is \$50,090.88.

HCV (Housing Choice Voucher):

- 50% through fiscal year with total expenses at 53% of budgeted amount; cash flow YTD is \$48,638.90
- 610 Available vouchers; 513 total vouchers (under contract)
- 190 on waiting list; 23 applicants currently being processed. Starting to pull and accept applications; currently a 12-month wait.
- 8 vouchers issued, but not yet leased
- 16 new admissions YTD
- 140 HQS inspections completed (October-December)
- 25 FSS participants; 21 accounts with escrow balances (10 active); 1 graduate with a \$13,944 disbursement who is purchasing a home with a USDA mortgage.

Harold Court:

- 50% through fiscal year with total expenses at 44% of budgeted amount; cash flow YTD is \$18,212.
- 95% occupancy year to date; currently no vacancies.
- 67 applicants on waiting list
- Maintenance costs are increased due to the purchase of 3 HVAC units and associated parts in September 2020.

McIntosh Court:

- 50% through fiscal year with total expenses at 40% of budgeted amount; cash flow YTD is \$8,989
- 81% occupancy year to date
- 22 applicants on waiting list; 7 2-bedroom and 15 3-bedroom
- 2 vacancies, these unit are hard to fill due to location

Supportive Housing Program:

- 50% through fiscal year with total expenses at 43% of budgeted amount; cash flow YTD is \$7,362
- 89% occupancy year to date
- 1 vacancy
- Processing applicant from SCCAP

Management Financials:

- 50% through the fiscal year with total expenses at 51%; cash flow YTD is \$20,362. Difference is due to lack of rent from Housing Choice Voucher program.
- Income is from management fees and HCV fees (20% and \$7.50 for accounting). Expenses look high due to grant disbursements.
- \$3,750 is owed to PICPI Business (Operating) Account
 - This ledger makes rent concessions for the HCV program

Old Business: Fieldwork for Tax Credit audits is scheduled for 1/9-1/22. If anyone needs to reach out to the auditors, they can do so by calling Kevin's extension (255).

JR provided a brief update on the Luminest Purchase of Meadow View Townhomes (MRT site). Site work has begun; looking at settlement during summer months.

No Executive Session was needed.

It was noted that formal contact will need to be made to the Commissioners via staff to request a replacement Board member to be appointed to fill the vacancy left by Pastor Jay's death.

REMINDERS

Upcoming Committee meeting dates are as follows:

- Monday, February 8th, 2021 at 1:00 PM.
- Monday, March 8th, 2021 at 1:00 PM.

The next Board meeting is scheduled for Tuesday, April 13th, 2021 at 2:00 PM.

The ACHA Board meeting was formally adjourned at 2:33 pm

Respectfully Submitted:

Rebecca Peake
Staff Recording Secretary