



MINUTES

Regular Meeting, March 24, 2022
McCoart Building
Occoquan Room

I. Call to Order – 8:37 a.m.

Roll Call

Board Members Present

Kara Pitek, At Large

Mary Beth Schaal, Brentsville

Karen DeVito, Neabsco

Karen Smith, Disability Services Board

Paige Kenyon-Page, Coles

Sandra Dawson, Commission on Aging

Laurie Wilson, Social Services Board

Mary Lively, Potomac

Stephany Ospino, Woodbridge

County Staff Present

Elijah Johnson, Deputy County Executive

Joan S. Duckett, Acting Director

Joleana Singleton, Senior Business Analyst

Danica Blount, Administrative Coordinator

Grecia Roman-Garcia, Administrative Specialist

Absent

Robert G. Sharpe, Occoquan

Obediah Baker, Community Services Board

II. Introductions

III. Approval of Minutes

January 27, 2022:

Motion: Karen Smith

Second: Sandra Dawson

Status: Approved

IV. Citizens' Time

V. Financial Status

A. Preliminary Revenue and Expenditures Overview for the Period ending February 28, 2022
Ms. Singleton provided the financial report and explained percentages of expended funds for each program. Ms. Dawson brought up her concerns about the decrease in the HOPWA

funding, but for the population it serves, there are less diagnoses and those who are in the program are living longer. With this said, DC runs the HOPWA program and its funding, as well as provides counseling and medical services.

B. HCV Voucher Issuance Status

Ms. Duckett spoke on the EHV program and its status. There are 48 leased up, 8 of which are port-ins from the City of Manassas, and currently there are 20 applicants still looking. Ms. Duckett is hopeful that there may potentially be more EHV Vouchers distributed in the future. With the implementation, PWC has been ranked second in the nation for leasing the EHV vouchers in a timely manner.

VI. Old Business

A. EHAP Report

Ms. Duckett spoke on the status of the EHAP program, which is currently still being processed however the applicants are typically not approved as they do not demonstrate loss of income due to COVID-19. OHCD is looking for ways to see how we can possibly reallocate the \$1.6 million left in CDBG-CV funds. There are on average 40-50 applications in progress, most of which are either ineligible or incomplete.

VII. New Business

A. Approval of FY23 PHA Annual Action Plan

Ms. Duckett asked for the approval of the submission of the PHA AAP for FY23.

Motion: Karen Smith

Second: Sandra Dawson

Status: Approved

The draft for this plan is on the website, and the final will be up later this week.

B. Endorsement of FFY22 (FY23) CPD Annual Action Plan

Ms. Duckett indicated that the DRAFT plan has been completed, public comment periods delivered and is now waiting for final entitlement allocations before the AAP can be submitted to HUD. Ms. Duckett indicated that the AAP requires an endorsement from the Board.

Motion: Sandra Dawson

Second: Kara Pitek

Status: Approved

C. HOME-ARP Funding TBRA – Part-time temporary staff

OHCD has been granted \$3.35 million in funding. 15% (\$502k) has been allocated for Admin, and the following \$2.58 million will be for the project. Ms. Duckett hopes to use the funding for tenant-based rental assistance, possibly creating 25-30 new vouchers. This will mirror the EHV population, serving vulnerable populations (70% have to be at 30% or below for income requirements). An action plan is required, submitted and approved by HUD, and the funding is set to end September 30, 2030. In these 7 years or if the money is spent, the vouchers will end and cannot be absorbed. All participants in the program will be made aware that assistance will end September 30, 2030, or when the funding is exhausted. To support this new program,

there is a possibility that a “permanent” part-time employee will be hired for the length of the contract. Ms. Duckett will be meeting with Human Resources about the employee stipulations but needs approval from the board to move forward with this proposal.

Motion: Kara Pitek

Second: Mary Lively

Status: Approved

D. FSS Program – Part-time temporary staff

OHCD has received additional funding for the FSS program for FY22, and to support the current Housing Program Analyst who is the current FSS Support Coordinator currently overseeing the program, there will be an additional part-time employee added to current staff, whose job responsibilities will be to assist the current FSS Support Coordinator in education and other related workshops. Currently, there are 23 families in the FSS program, and the FY23 goal is to add two more families to the program. This effort needs approval from the Board.

Motion: Mary Beth Schaal

Second: Mary Lively

Status: Approved

E. Opening Wait List for NEDs & Mainstream – April 20, 2022

- Lottery System

- 100 Lottery Slots for each Program (200 total)

- Preference #1 Only (see attached Preference Levels)

Ms. Duckett spoke on the upcoming opening of the Wait List for the Special Programs (NED & Mainstream). This will be an opening of one day from 9:00 am to 5:00 pm on April 20, 2022, and will be a simple application process, all facilitated online, except for any needs for Reasonable Accommodations, which will be handled by Ms. Blount. 100 applicants will be chosen for each list by a random lottery process done through Housing Pro (HAPPY). Both programs address the specialized population for the disabled. For eligibility, the applicant must meet the NED and/or Mainstream requirements but must also meet the Preference 1 requirement which is to live and/or work in PWC. The flyer and information will be sent to the organizations that serve these populations so that the caseworkers will be able to help facilitate the application process. To ensure that this goes smoothly, there will be a preliminary test run to make sure that there are no issues when the opening day comes, and the lottery will be done at random, handled solely by the program. Ms. Duckett also mentioned that there are currently 575 families on the current HCV waitlist, and OHCD will be calling in Preference 1 applicants from the current HCV waitlist and anticipate providing at least 25 new Vouchers to the HCV program.

Ms. Duckett requested that the Wait List opening and lottery process be approved by the Board.

Motion: Mary Beth Schaal

Second: Paige Kenyon-Page

Abstained: Karen Smith

Status: Approved

VIII. Miscellaneous

Ms. DeVito asked about the status of the hiring of a new Director for OHCD. Mr. Johnson let the Board know that the position has been posted, advertised, and closed after a month's time. The applications are currently being reviewed for potential candidates, and he hopes to have a candidate chosen for the role by late April, early May.

Ms. Smith also acknowledged that there is a new member on the Board, but he was not present for the meeting and will be introduced at the next meeting.

IX. Member's Time

Sandra Dawson – Ms. Dawson spoke on the plans for the new Senior Center but mentioned that the Commission on Aging (COA) has not been consulted about the Judicial Center which is close to the current Senior Center in Manassas, which causes space and parking issues. The COA is currently working on getting back to Meals on Wheels after COVID-19's impact, but there is a lack of volunteers.

Karen Smith – Ms. Smith has been looking for a new residence since November for use of the CDBG Competitive fund allocation, but the market is hectic. Accessibility is necessary in homes on the market.

Laurie Wilson – Ms. Wilson asked if the landlords in the program are selling their homes, and Ms. Pitek asked the follow up question of what happens to the families when the landlord decides to sell. There was conversation pertaining to this topic, especially in context to the current housing market.

X. Adjournment

Motion: Laurie Wilson
Second: Paige Kenyon-Paige
Adjourned: 9:40 am

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Next meeting of the Housing Board will be June 23, 2022

McCoart Building – Occoquan Room
1 County Complex Ct., Woodbridge, VA 22192

Prepared by: _____

Danica Blount
Danica Blount, Clerk

Approved by: _____

MaryBeth Schaal
MaryBeth Schaal, Secretary