

# Prince William County Housing Board Meeting Minutes January 28, 2016

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- I. **Called to Order:** Meeting was called to order at 8:44AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Dorothy Karhnak (Woodbridge)  
Mary Beth Schaal (Brentsville)  
Angela Beckles (Potomac)  
Karen DeVito (Neabsco)  
Colin Davis (Continuum of Care Network)

### **County Staff**

Kimberly A. Lawson, Administrative Support Coordinator II  
Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Susan Lucas, Senior Accountant  
Joan Duckett, CPD Division Chief  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Hilda Barg (Social Service Board)  
Khadija Athman, (At-Large)  
Karen Smith, (Disability Services Board)  
Susan Rudolph (Gainesville)  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Introductions:**

- IV. **Public Information Briefing:**

The public Information Briefing for the Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency (PHA) Annual Plan and Progress Report PWC Fiscal Year 2017 was opened at 8:44 a.m. and Closed at 8:45 a.m. with no citizens present to comment.

V. **Approval of minutes:**

**MOTION** was made by Ms. Dorothy KarhnaK to accept the minutes of the December 3, 2015 meeting as written. **Second** by Ms. Karen DeVito. **Approved.**

VI. **Financial Status:**

- A. Revenue and Expenditure for the period ending December 31, 2015 – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.
- B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the Voucher Issuance Status.

VII. **Old Business:**

- A. Conversion of Repayable Loans – Ms. Duckett brought before the Board background information, current and original loan balances and OHCD’s recommendations and concerns regarding the Conversion of the five repayable Loans to forgivable Loans. OHCD staff did not recommend changing the terms of these original Agreements which includes the Period of Affordability and repayment terms because it would decrease the CDBG program income revenue, change the Period of Affordability and could consequently result in repayment of original loan amounts. Ms. Karen DeVito agreed with OHCD’s recommendation.

**Note:** Ms. DeVito recommends that OHCD in designing future Applications for the CDBG Competitive process, that consideration be given to Non-Profits, who are willing to re-pay loans and they would receive additional points toward their total application score.

**MOTION** was made by Ms. Dorothy KarhnaK to continue with Staff recommendations to not convert repayable Loans to forgivable Loans. **Second** by Ms. Mary Beth Schaal. **Approved.**

VIII. **Public Relations Issues:**

IX. **New Business:**

X. **Members Time:**

- A. Karen DeVito – Exciting things coming for CFH, she will keep the Board updated.
- B. Colin Davis – CoC is preparing to apply for State Funds.
- C. Angela Beckles – This is all very complex.
- D. Sandra Dawson – Renovations ongoing at Senior Center in Manassas. Woodbridge Senior Center is having an erosion problem. Working on getting both Senior Centers accredited.
- E. Joan Duckett – Housing Expo is March 19<sup>th</sup> at Freedom High School with the Office of Housing hosting. Many vendors have signed up.

- F. Elijah Johnson – Thank you everyone who worked on the Legislative package from Human Services.

**XI. Adjournment:**  
Meeting was adjourned at 9:30AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, February 25, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by: \_\_\_\_\_  
Kimberly A. Lawson, Clerk

Approved by: \_\_\_\_\_  
Dorothy Karhnak, Secretary

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*A recording of the meeting of January 28, 2016 will be kept in the Office of Housing and Community Development, 15941 Donald Curtis Drive, Woodbridge, Virginia 22191 for three years*

# Prince William County Housing Board Meeting Minutes February 25, 2016

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- I. **Called to Order:** Meeting was called to order at 8:36AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Dorothy Karhnak (Woodbridge)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Colin Davis (Continuum of Care Network)

### **County Staff**

Kimberly A. Lawson, Administrative Support Coordinator II  
Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Khadija Athman, (At-Large)  
Mary Beth Schaal (Brentsville)  
Angela Beckles (Potomac)  
Susan Rudolph (Gainesville)  
Susan Lucas, Administrative Analyst I  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**  
Mr. Mike Mosser, Aide to Supervisor Anderson was in Attendance.

III. **Introductions:**

IV. **Public Information Briefing:**

The public Information Briefing for the Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency (PHA) Annual Plan and Progress Report PWC Fiscal Year 2017 and for the Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2017 (FY2017) was opened at 8:36 a.m. and Closed at 8:47 a.m. with no citizens present to comment.

V. **Approval of minutes:**

**MOTION** was made by Ms. Karen DeVito to accept the minutes of the January 28, 2016 meeting as written. **Second** by Mr. Colin Davis. **Approved.**

VI. **Financial Status:**

- A. **Revenue and Expenditure for the period ending December 31, 2015** – Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board.
- B. **HCV Voucher Issuance Status** – Mr. Billy J. Lake reviewed the Voucher Issuance Status.

VII. **Old Business:**

VIII. **Public Relations Issues:**

Suggested that this come off the Agenda.

IX. **New Business:**

- A. **Housing Expo** – Ms. Joan Duckett stated that all was going really well, high vendor involvement, workshops all set. The Media aspect has been well received and gone really well. The Housing Expo is on March 19, 2016 from 10:00 am to 3:00 pm at Freedom High School.
- B. **Evaluation Committee** – Karen Smith, Sandra Dawson and Hilda Barg volunteered to be a part of the Director's Evaluation Committee.

X. **Miscellaneous:**

- A. **VA Governor's Housing Conference** – The VA Governor's Housing Conference will be in Roanoke, VA this year on November 16-18, 2016
- B. **New Members** – Ms. Mary Battista has volunteered to serve for the Community Services Board (Ms. Linda Pemberton's position) and Potomac Magisterial District has appointed Ms. Mary Lively (Ms. Angela Beckles Term Expired).

XI. **Members Time:**

- A. **Karen DeVito** – CFH has an offer on the last house.
- B. **Lynn Fikes** – Wanted to confirm that Secondary contacts would be called when individuals are called off Waiting List.
- C. **Colin Davis** – CoC is preparing to apply for State Funds. The State Grant is due at the end of March.
- D. **Karen Smith** – Has had an educational moment with home purchased. Will not buy another home without making sure that permits and Passed inspections are noted.

- E. Sandra Dawson – Renovations ongoing at Senior Center in Manassas. Woodbridge Senior Center is having an erosion problem. Working on getting both Senior Centers accredited.
- F. Elijah Johnson – Budget Full Swing. Tax Rate: Not set yet, recessed out of meeting and will meet on March 4, 2016 at 7:00pm.

**XII. Adjournment:**  
Meeting was adjourned at 9:23AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, March 24, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:   
\_\_\_\_\_  
Kimberly A. Lawson, Clerk

Approved by:   
\_\_\_\_\_  
Dorothy Karhnak, Secretary

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*A recording of the meeting of February 25, 2016 will be kept in the Office of Housing and Community Development,  
15941 Donald Curtis Drive, Woodbridge, Virginia 22191 for three years*

# Prince William County Housing Board Meeting Minutes March 24, 2016

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- I. **Called to Order:** Meeting was called to order at 8:30AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Dorothy Karhnak (Woodbridge)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Colin Davis (Continuum of Care Network)  
Mary Beth Schaal (Brentsville)  
Mary Lively (Potomac)  
Susan Rudolph (Gainesville)  
Mary Battista (Community Services)

### **County Staff**

Kimberly A. Lawson, Administrative Support Coordinator II  
Susan Lucas, Administrative Analyst I  
Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Khadija Athman, (At-Large)  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**  
Keith Fleury – People, Inc. He works on the Housing and Community Development side.
- III. **Introductions:**  
Mary Battista, CSB Representative;  
Mary Lively, Potomac Magisterial District  
Mr. Keith Fleury – People, Inc.
- IV. **Approval of minutes:**  
**MOTION** was made by Ms. Karen DeVito to accept the minutes of the February 25<sup>th</sup> meeting as corrected. **Second** by Mr. Colin Davis. **Approved.**

**VI. Financial Status:**

- A. Revenue and Expenditure for the period ending February 29, 2016 – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.
- B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the Voucher Issuance Status.

**VII. Old Business:**

**VIII. New Business:**

- A. Housing Expo – Ms. Joan Duckett stated that all went really well, the event was highly successful with about 600 participants and vendors. Ms. DeVito stated lots of contacts made. Job Well Done.
- B. Endorsement of Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2016 (FY2017) – **MOTION** was made by Ms. Karen Smith to endorse the Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2016 (FY2017). **Second** by Ms. Hilda Barg. **Approved.**
- C. Approval of Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency Annual Plan & Progress Report – PWC Fiscal Year 2017- **MOTION** was made by Ms. Dorothy Karhnak to approve the Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency Annual Plan & Progress Report – PWC Fiscal Year 2017. **Second** by Ms. Karen DeVito. **Approved.**

**X. Closed Session:**

The Closed Session did not take place.

**XI. Members Time:**


- A. Elijah Johnson – Update on Legislative Session –
  - 1. PRTC - No Funding
  - 2. Housing Trust Fund – 5.5 Million. Approved
  - 3. Aging out of Foster Care. Approved
  - 4. Waiver System – Funded.
- B. Karen DeVito – Busy.
- C. Colin Davis – The State Grant is due at the end of March.
- D. Karen Smith – Worked with DSB, Sarah Henry and Mr. Wade Hugh to update their website on what must be permitted and inspected when doing renovations to educate the Community.



- E. Hilda Barg- Exciting things happening at the Hilda Barg Shelter. Total Renovations – New Kitchen, New computers, and Redoing Children’s playground. All possible because of a \$100,000 gift.
- F. Sandra Dawson – Renovations ongoing at Senior Center in Manassas. Woodbridge Senior Center is having an erosion problem. Still Working on getting both Senior Centers accredited.

**XII. Adjournment:**  
Meeting was adjourned at 9:24AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, April 28, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:   
Kimberly A. Lawson, Clerk

Approved by:   
Dorothy Karhnak, Secretary

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*A recording of the meeting of March 24, 2016 will be kept in the Office of Housing and Community Development,  
15941 Donald Curtis Drive, Woodbridge, Virginia 22191 for three years*

# Prince William County Housing Board Meeting Minutes April 28, 2016

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- I. **Called to Order:** Meeting was called to order at 8:40AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### Present

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Dorothy Karhnaek (Woodbridge)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)

### County Staff

Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### Absent

Khadija Athman, (At-Large)  
Mary Beth Schaal (Brentsville)  
Colin Davis (Continuum of Care Network)  
Mary Battista (Community Services)  
Kimberly A. Lawson, Administrative Support Coordinator II  
Susan Lucas, Administrative Analyst I  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**  
Mr. & Mrs. Francis H. Dong

- III. **Approval of minutes:**  
**MOTION** was made by Ms. Hilda Barg to accept the minutes of the March 24, 2016 meeting as written. **Second** by Ms. Dorothy Karhnaek. **Approved.**

- VI. **Financial Status:**
- A. **Revenue and Expenditure for the period ending March 31, 2016** – Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board.
- B. **HCV Voucher Issuance Status** – Mr. Billy J. Lake reviewed the Voucher Issuance Status.

**VII. Old Business:**

**VIII. New Business:**

- A. **Nominating Committee**- The Following Board members volunteered to be the nominating committee: Ms. Dorothy Karhnak; Ms. Karen Smith and Ms. Hilda Barg.  
**MOTION** was made by Ms. Karen DeVito to approve this Nominating Committee. **Seconded** by Ms. Susan Rudolph **Approved.**
- B. **VASH Voucher Application**- Mr. Billy J. Lake informed the Board that the Office had applied for 10 VASH Vouchers. The deadline for this application was May 2, 2016. We are awaiting response.

**IX. Closed Session:**

- A. **RES: 16-03** Authorize – Closed meeting to discuss personnel matters.  
Motion by: Ms. Karen Smith  
Second by: Ms. Dorothy Karhnak
- B. **RES: 16-04** Approved. Certify closed meeting.  
Adjourned into meeting: 9:00AM  
Adjourned out of meeting: 9:20AM

Ms. Karen Smith reported out of Closed Session that no action was taken.

**MOTION** was made by Ms. Karen Smith to approve the Housing Director Merit Evaluation for March 2016. **Second** by Ms. Dorothy Karhnak . **APPROVED.**

**X. Miscellaneous:**

- A. **Northern Virginia Regional Commission** – Ms. Dorothy Karhnak voiced concern that the County was discussing not being a part of the Commission.
- B. **Ms. Karen Smith** – Thanked Bill for his service and that the 1<sup>st</sup> year has been great as Director, pleasure to work with and Great Leader.

**XI. Members Time:**

- A. **Karen DeVito** – 19<sup>th</sup> NSP House, has 3 buyers lined up. Choice Life skills program working with View Program.
- B. **Karen Smith** – Has a lifelong resident of Lynchburg who has been institutionalized his whole life, will be moved to live at the Sigfield Property. Will be purchasing 2 condos.
- C. **Sandra Dawson** – May is “Older Americans” Month.  
On 5/5/16 a Ribbon Cutting on the addition at Manassas Senior Center will take place at 10:00am  
On 5/20/16 there will be a picnic at Camp Snyder to celebrate “Older Americans” Month.

On 6/16/16 – Ray Beverage of Housing VA will be providing a workshop on “Overcoming NIMBY”

**XII. For Next Month Agenda:**

Add Discuss Strategies for Human Services Strategic Plan

**XIII. Adjournment:**

Meeting was adjourned at 9:35AM.

**MOTION** was made by Ms. Hilda Barg to Adjourn the meeting. **Second** by Ms. Dorothy Karhnak. **Approved.**

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, May 26, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:   
\_\_\_\_\_  
Kimberly A. Lawson, Clerk

Approved by:   
\_\_\_\_\_  
Dorothy Karhnak, Secretary

**MOTION: Karen Smith**

**April 28, 2016  
Regular Meeting  
Res. No. 16-03**

**SECOND: Dorothy Karhnak**

**RE: CERTIFICATION OF CLOSED MEETING**

**ACTION: APPROVED**

**WHEREAS**, the Prince William County Housing Board has this day adjourned into closed meeting in accordance with a formal vote of the Board, and in accordance with the provision of the Virginia Freedom of Information Act; and

**WHEREAS**, the Freedom of Information Act requires certification that such Closed Meeting was conducted in conformity with the law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Prince William County Housing Board does hereby certify that to the best of each member's knowledge, i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Board. No member dissents from the aforesaid certification.

-Adjourned into Closed meeting at 9:00AM  
-Reported out from Closed Meeting at 9:20AM

**Votes:**

**Ayes: SD, HB, DK, ML, KS, KD, SR,**

**Nays:**

**Absent from Vote: MBS, KA, CD, MB**

**Absent from Meeting: MBS, KA, CD, MB**

**For Information:**

OHCD Director

**CERTIFIED COPY**

  
Clerk to the Housing Board

**MOTION: Karen Smith**  
**SECOND: Dorothy Karhnak**

**April 28, 2016**  
**Regular Meeting**  
**Res. No. 16-04**

**RE: AUTHORIZE CLOSED MEETING**

**ACTION:**

**WHEREAS**, the Prince William County Housing Board desires to discuss in Closed Session a personnel matter, specifically to discuss the Housing Director's Annual Merit Performance Evaluation.

**WHEREAS**, such discussions in closed session are appropriate pursuant to Virginia Code Section 2.2-3711(A)(1);

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Board does hereby authorize discussion of the aforestated matter in Closed Meeting.

**Votes:**

**Ayes: SD, HB, DK, ML, KS, KD, SR,**

**Nays:**


**Absent from Vote: MBS, KA, CD, MB**

**Absent from Meeting: MBS, KA, CD, MB**

**For Information:**

OHCD Director

**CERTIFIED COPY**

  
Clerk to the Housing Board

# Prince William County Housing Board Meeting Minutes May 26, 2016

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- I. **Called to Order:** Meeting was called to order at 8:35AM  
Those present recited the Pledge of Allegiance.

## **Roll Call**

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Mary Beth Schaal (Brentsville)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Colin Davis (Continuum of Care Network)  
Mary Battista (Community Services)

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Susan Lucas, Administrative Analyst I  
Joan Duckett, CPD Division Chief  
Kimberly A. Lawson, Administrative Support Coordinator II  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Dorothy Karhnak (Woodbridge)  
Khadija Athman, (At-Large)  
Mary Lively (Potomac)  
Susan Rudolph (Gainesville)  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Approval of minutes:**

**MOTION** was made by Ms. Hilda Barg to accept the minutes of the April 28, 2016 meeting with correction. **Second** by Ms. Karen DeVito. **Approved.**

- VI. **Financial Status:**

- A. Revenue and Expenditure for the period ending April 29, 2016 – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.  
B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the Voucher Issuance Status.

It was requested that the Housing Board be given a Waiting List report each month broken down by Disability. It was stated by Mr. Lake that we can do a report by Preference for the Waiting List, The NEDs are the only special Allocations that are pulled from the Waiting List, the others special allocations are not part of the Waiting List.

**VII. Old Business:**

**VIII. New Business:**

**A. Nominating Committee's Slate of Officers:**

The nominating Committee has brought forward the same Slate of Officers:

Chairperson: Sandra Dawson

Vice Chair: Hilda Barg

Secretary: Dorothy Karhnak

**1. Nominations from this floor:**

None

**MOTION** was made by Mr. Colin Davis to accept the Nominating Committee's Slate of Officers for the 2017 Fiscal Year. **Seconded** by Ms. Mary Beth Schaal.  
**Approved.**

**B. VA Governor's Housing Conference:**

Any volunteers to go, Karen DeVito and Karen Smith might be interested.

**C. Strategies for the Human Services Strategic Plan Update:**

1. For Human Services will be presenting changes that are coming through the State and Federal Level.
2. Section 8 Reform

Board asked about Legislative Plan meetings. Discussion regarding, homelessness and housing issues. Does the Board need to have a subcommittee to do presentation for Citizens Time? Need Dates of meetings.

**X. Miscellaneous:**

**XI. Members Time:**

A. Karen DeVito – 19<sup>th</sup> NSP House, Buyer in the wings. Seller hasn't signed papers yet.

B. Karen Smith – Has contract on 2 condos.

C. Colin Davis – Lost funding: \$38,000 – \$39,000. Conditional funding, radical changes are coming to Homeless Services.

D. Sandra Dawson – Picnic well represented. Meals on wheels needs drivers in Woodbridge; Mend a house is asking for donated Fans and Air conditioners for Seniors.

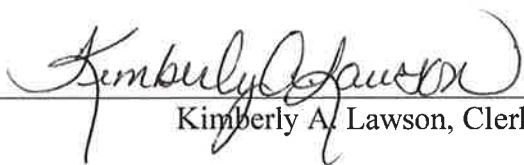


**XII. Adjournment:**

Meeting was adjourned at 9:40AM.

**MOTION** was made by Ms. Hilda Barg to Adjourn the meeting. **Second** by Ms. Karen DeVito. **Approved.**

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, June 23, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:   
Kimberly A. Lawson, Clerk

Approved by:   
Dorothy Karhnak, Secretary

# Prince William County Housing Board Meeting Minutes June 23, 2016

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- I. **Called to Order:** Meeting was called to order at 8:30AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Dorothy Karhnak (Woodbridge)  
Mary Beth Schaal (Brentsville)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Susan Lucas, Administrative Analyst I  
Joan Duckett, CPD Division Chief  
Kimberly A. Lawson, Administrative Support Coordinator II  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Khadija Athman, (At-Large)  
Colin Davis (Continuum of Care Network)  
Mary Battista (Community Services)  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Approval of minutes:**

**MOTION** was made by Ms. Karen DeVito to accept the minutes of the May 26, 2016 meeting. **Second** by Ms. Hilda Barg. **Approved.**

- VI. **Financial Status:**

- A. **Revenue and Expenditure for the period ending May 31, 2016** – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.
- B. **HCV Voucher Issuance Status** – Ms. Susan Lucas reviewed the Voucher Issuance Status.
- C. **Waiting List Review** – Ms. Tynnell Dunaway, went over the Waiting List Report and how we report the numbers. Explained to Board what are Preferences are in

Prince William County. Board Members requested the Preferences be sent to them. Mrs. Kimberly Lawson, Board Clerk, will email.

**VII. Old Business:**

**A. Strategic Plan Meeting Dates:**

Ms. Dawson attended the June 22 Strategic Plan meeting along with Mrs. Smith and Mrs. DeVito. Mrs. Smith stated the group did very well. And Mr. Johnson stood his ground and did exceptional. The minutes of the Strategic Planning Committee will be posted and they have been asked to be more inclusive.

**B. VASH Award Notification:**

The Office of Housing has been awarded 10 VASH Vouchers. HUD and VA representative are coming Friday to discuss the Award.

**VIII. New Business:**

**A. Election of Officers:**

Chairperson: Sandra Dawson

Vice Chair: Hilda Barg

Secretary: Dorothy Karhnak

**MOTION** was made by Ms. Karen Smith to accept the Slate of Officers for the 2017 Fiscal Year. **Seconded** by Ms. Susan Rudolph. **Approved.**

Mrs. Dawson asked the Board if they would like to or have any issues with going to the Dawson Beach Community Center once a year for their Meeting. Everyone agreed.

**X. Miscellaneous:**

**XI. Members Time:**

**A. Hilda Barg** – Wheels to Wellness received a Kaiser Grant of \$75,000. County is in as a partner.

**B. Karen DeVito** – Life choice program is growing. CFH is a participant in a pilot program taking foreclosed homes and rehabbing them and by July or August they should be ready to sell.

**C. Karen Smith** – Has gone to closing on 2 condos.

**D. Elijah Johnson** – Social Services has entered into a Memorandum of Understanding for community placement and Adult Foster Care.

**XII. Adjournment:**

Meeting was adjourned at 9:25AM.

**MOTION** was made by Ms. Hilda Barg to Adjourn the meeting. **Second** by Ms. Dorothy Karhnak. **Approved.**

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, August 25, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:   
Kimberly A. Lawson, Clerk

Approved by:   
Dorothy Karhnak, Secretary

# Prince William County Housing Board Meeting Minutes August 25, 2016

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- I. **Called to Order:** Meeting was called to order at 8:30AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Dorothy Karhnak (Woodbridge)  
Mary Beth Schaal (Brentsville)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)  
Colin Davis (Continuum of Care Network)  
Robert G. Sharpe (Occoquan)

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Kimberly A. Lawson, Administrative Support Coordinator II  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Hilda Barg (Social Service Board)  
Khadija Athman, (At-Large)  
Mary Battista (Community Services)  
Susan Lucas, Administrative Analyst I  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Approval of minutes:**

**MOTION** was made by Ms. Dorothy Karhnak to accept the minutes of the June 23, 2016 meeting. **Second** by Ms. Karen DeVito. **Approved.**

- VI. **Financial Status:**

- A. **Revenue and Expenditure for the period ending June 30, 2016** – Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board.
- B. **HCV Voucher Issuance Status** – Mr. Billy J. Lake reviewed the Voucher Issuance Status.

**VII. Old Business:**

**VIII. New Business:**

A. Approval of SEMAP Submission

Mr. Billy J. Lake reviewed the Office of Housing's SEMAP Submission with the Housing Board. Discussed the Audit and informed the Housing Board of some of the problems the Audit found. One being income Calculation. Ms. Karen DeVito asked what seemed to be the issue with income calculations. Some of the noted issues were:

1. Transposing numbers
2. Utility chart misused
3. Disability not applied

**MOTION** was made by Ms. Karen Smith to approve the SEMAP Submission. **Second** by Ms. Dorothy Karhnak. **Approved.**

B. FY18 CDBG Competitive Application

Competitive applications are due to the Office of Housing by 5:00 PM October 7<sup>th</sup>, 2016.

C. Legislative Agenda and Strategic Planning Meetings

Legislative Meetings will be September 29 and 30, 2016. Invitations will be going out in the next week.

D. Strategic Plan Committee

The meeting minutes are on the County Website under Budget.

**X. Miscellaneous:**

Joan Duckett – Ms. Duckett requested a Volunteer for the Competitive Application Review process. There were three volunteers:

- Ms. Dorothy Karhnak
- Ms. Mary Lively
- Ms. Mary Beth Schaal

**XI. Members Time:**

A. Karen Smith – Would like to see the Board address two items;

What do we want to accomplish this Fiscal Year and how to best utilize the Housing Boards vast skills.

B. Colin Davis- The structure of the CoC has changed with Prince William County now as the Administrator. BARN Transitional Housing is closing in April and Good Shepherd Housing Foundation is closing their Transitional Housing in the next few months.

C. Karen DeVito – CoC did a good job of restructuring. Will be closing on property the middle of September.

D. Mary Lively- Agrees with Ms. Karen Smith.

- E. Susan Rudolph – Wants everyone to know that what Housing does is valuable.
- F. Sandra Dawson – Kudos to Housing. Spoke about a need based Program PACE, run to INOVA Fairfax. The breakdown of those that this program helps:
  - 1. 115 – Fairfax
    - 4 – Alexandria
    - 3 – Arlington
    - 1 – Prince William County (Dumfries)
    - 1 – Manassas Park

Meals on Wheels – There is a wait list because they do not have enough drives in the Woodbridge Area.

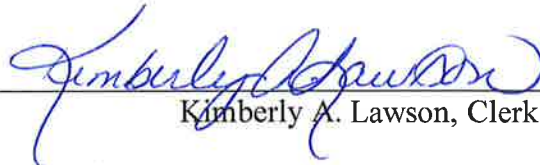
**XII. Adjournment:**

Meeting was adjourned at 9:30AM.

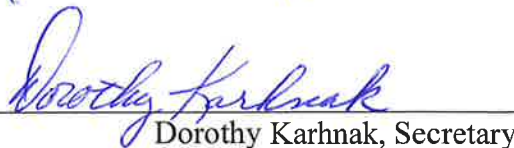
**MOTION** was made by Ms. Dorothy Karhnak to Adjourn the meeting. **Second** by Ms. Susan Rudolph. **Approved.**

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, September 22, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:

  
\_\_\_\_\_  
Kimberly A. Lawson, Clerk

Approved by:

  
\_\_\_\_\_  
Dorothy Karhnak, Secretary

# Prince William County Housing Board Meeting Minutes December 3, 2015

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- I. **Called to Order:** Meeting was called to order at 8:30AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Dorothy Karhnak (Woodbridge)  
Mary Beth Schaal (Brentsville)  
Angela Beckles (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)  
Linda Pemberton (Community Services Board)  
Colin Davis (Continuum of Care Network)

### **County Staff**

Kimberly A. Lawson, Administrative Support Coordinator II  
Tynnell Dunaway, Housing Specialist Supervisor  
Susan Lucas, Senior Accountant  
Joan Duckett, CPD Division Chief  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Khadija Athman, (At-Large)  
Ryan Yates (Occoquan)  
Amanda Harris, Housing Specialist Supervisor  
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Introductions:**

- IV. **Approval of minutes:**

**MOTION** was made by Ms. Dorothy Karhnak to accept the minutes of the October 22, 2015 meeting as written. **Second** by Ms. Hilda Barg. **Approved.**

- VI. **Financial Status:**

A. **Revenue and Expenditure for the period ending October 31, 2015** – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.



- B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the Voucher Issuance Status.

**VII. Old Business:**

- A. List of Acronyms – List of commonly used acronyms was in Housing Board Members Board package.
- B. Legislative Program – The Legislative Program went forward from Prince William County with all of the items the Housing Board requested.
- C. Governor’s Conference – Ms. Sandra Dawson, Ms. Hilda Barg and Mr. Bill Lake attended the Governor’s Conference and found it very informative. Stated that the Keynote Speaker, Dr. Elliot Eisenberg was excellent and very informative.

**VIII. Public Relations Issues:**

**IX. New Business:**

- A. Endorsement of the FY2017 Competitive Application Awards – **MOTION** was made by Ms. Karen DeVito to endorse the FY2017 Competitive Application Awards. **Second** by Mr. Colin Davis. **Approved. ABSTAINED: LP, KS, SR**

- X. **Presentation:** Ms. Joan Duckett, Community Planning and Development Division Chief and Mr. Billy Lake, Director presented an overview of the Programs and Services of the Office of Housing and Community Development.

**XI. CLOSED SESSION:**

**RES: 16-01** Authorize – Closed meeting to discuss personnel matters.  
Motion by: Ms. Karen Smith  
Second by: Ms. Hilda Barg

**RES: 16-02** Approved. Certify closed meeting.  
Adjourned into meeting: 9:30AM  
Adjourned out of meeting: 9:40AM

**MOTION** was made by Ms. Dorothy Karhnak to discuss the Six Month Interim Performance Evaluation for the Housing Director, Mr. Billy Lake. **Second by** Ms. Hilda Barg. **Approved.**

**XII. Members Time:**

- A. Karen DeVito – CFH is very busy. Two homes still for Sale.
- B. Colin Davis – CoC has completed and submitted the HUD Application for funds.
- C. Susan Rudolph – She has accepted a State Regional Position and will be leaving the ARC.

- D. Karen Smith – Buying two more homes. The ARC is going to miss Susan Rudolph.
- E. Dorothy Karhnak – Attended BCC Meeting regarding the legislative Agenda.
- F. Hilda Barg – Also attended the BCC meeting.
- G. Elijah Johnson – Thank you everyone who worked on the Legislative package from Human Services. Prince William County has announced new County Attorney, Michelle Robl. And Ms. Melissa Peacor will be retiring at the end of January 2016.

**XIII. Adjournment:**

Meeting was adjourned at 10:00AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, January 28, 2016 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by:   
Kimberly A. Lawson, Clerk

Approved by:   
Dorothy Karhnak, Secretary

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*A recording of the meeting of December 3, 2015 will be kept in the Office of Housing and Community Development, 15941 Donald Curtis Drive, Woodbridge, Virginia 22191 for three years*

# Prince William County Housing Board Meeting Minutes December 1, 2016

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- I. **Called to Order:** Meeting was called to order at 8:34AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Dorothy Karhnak (Woodbridge)  
Mary Beth Schaal (Brentsville)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Colin Davis (Continuum of Care Network)  
Mary Battista (Community Services)  
Robert G. Sharpe (Occoquan)

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Amanda Harris, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Kimberly A. Lawson, Administrative Support Coordinator II  
Billy J. Lake, Director  
Elijah T. Johnson, Deputy County Executive

### **Absent**

Khadija Athman, (At-Large)  
Susan Rudolph (Gainesville)  
Susan Lucas, Administrative Analyst I  
Kelly Beard, Housing RA Inspections Manager

- II. **Amending the Agenda**

**MOTION** was made by Mary Battista to Amend the Agenda for the December 1, 2016 meeting to add CLOSED SESSION. **Seconded** by Mary Beth Schaal.  
**Approved.**

- III. **Approval of minutes:**

**MOTION** was made by Karen DeVito to approve minutes from the October 27, 2016 meeting. **Seconded** by Dorothy Karhnak. **Approved.**

- IV. **Citizens Time:**

John Kanoc from Catholics for Housing was in attendance.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending October 31, 2016 – Mr. Billy Lake reviewed the revenue and expenditure reports with the Housing Board.
- B. HCV Voucher Issuance Status – Mr. Billy Lake reviewed the Voucher Issuance Status.

**VI. Old Business:**

- A. Review and Discussion on by-laws:  
**MOTION** was made by Ms. Karen Smith to reaffirm that the Housing Board by-laws are still applicable. **Seconded** by Ms. Hilda Barg. **Approved.**

**VII. New Business:**

- A. Endorsement of the FY18 CDBG Competitive Application Awards  
**MOTION** was made by Ms. Hilda Barg to endorse the FY18 CDBG Competitive Application Awards. **Seconded** by Ms. Dorothy Karhnak. **Approved.** One Abstention: **KS**

**VIII. CLOSED SESSION**

- A, **RES: 17-01** Authorize – Closed meeting to discuss personnel matters.  
Motion by: Ms. Dorothy Karhnak  
Second by: Ms. Mary Battista
- B. **RES: 17-02** Approved. Certify closed meeting.  
Adjourned into meeting: 9:05AM  
Adjourned out of meeting: 9:26AM

Ms. Dorothy Karhnak reported out of Closed Session that no action was taken.

**MOTION** was made by Ms. Mary Battista to approve the Housing Director Merit Evaluation for October 2016. **Second** by Ms. Dorothy Karhnak. **APPROVED.**

**X. Miscellaneous:**

Elijah Johnson – Announced that Mr. Chris Price and Ms. Michelle Cassicato have been hired as Deputy County Executives.

**XI. Members Time:**

- A. Karen Smith – Thanked the Board for sending her to the VA Governor’s Housing Conference.
- B. Karen DeVito – VA Governor’s Housing Conference was very good. Northern Virginia is 6<sup>th</sup> in Commonwealth for Housing.
- C. Robert Sharpe – Orientation was very good. Was impressed by the broad responsibilities of the Housing Office. He is learning, comes from a public Safety/Security background; 27 years in Prince William County and 10 years in Fairfax.

- D. Mary Battista – Has an Aunt that is giving away a houseful of furniture. Got Suggestions for Pathway Homes; ACTS, Inc.; Insight

**XII. Adjournment:**

Meeting was adjourned at 9:37AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, January 26, 2017 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Woodbridge, VA 22191**

Prepared by:   
Kimberly A. Lawson, Clerk

Approved by:   
Dorothy Karhnak, Secretary

**MOTION: Dorothy Karhnak**

**December 1, 2016  
Regular Meeting  
Res. No. 17-01**

**SECOND: Mary Battista**

**RE: AUTHORIZE CLOSED MEETING**

**ACTION:**

**WHEREAS**, the Prince William County Housing Board desires to discuss in Closed Session a personnel matter, specifically to discuss the Housing Director's Annual Merit Performance Evaluation.

**WHEREAS**, such discussions in closed session are appropriate pursuant to Virginia Code Section 2.2-3711(A)(1);

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Board does hereby authorize discussion of the aforesated matter in Closed Meeting.

**Votes:**

**Ayes: SD, HB, DK, MBS, ML, KS, KD, CD, MB, RS**

**Nays:**

**Absent from Vote: KA, SR**

**Absent from Meeting: KA, SR**

**For Information:**

OHCD Director

**CERTIFIED COPY**

  
Clerk to the Housing Board

**MOTION: Dorothy Karhnak**

**December 1, 2016  
Regular Meeting  
Res. No. 17-02**

**SECOND: Hilda Barg**

**RE: CERTIFICATION OF CLOSED MEETING**

**ACTION: APPROVED**

**WHEREAS**, the Prince William County Housing Board has this day adjourned into closed meeting in accordance with a formal vote of the Board, and in accordance with the provision of the Virginia Freedom of Information Act; and

**WHEREAS**, the Freedom of Information Act requires certification that such Closed Meeting was conducted in conformity with the law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Prince William County Housing Board does hereby certify that to the best of each member's knowledge, i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Board. No member dissents from the aforesaid certification.

-Adjourned into Closed meeting at 9:05AM  
-Reported out from Closed Meeting at 9:26AM

**Votes:**

**Ayes: SD, HB, DK, MBS, ML, KS, KD, CD, MB, RS**

**Nays:**

**Absent from Vote: KA, SR**

**Absent from Meeting: KA, SR**

**For Information:**

OHCD Director

**CERTIFIED COPY**

  
\_\_\_\_\_  
**Clerk to the Housing Board**