

Prince William County Housing Board Meeting Minutes January 25, 2018

- 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)
Dorothy Karhnaak (Woodbridge)
Karen DeVito (Neabsco)
Robert G. Sharpe (Occoquan)
Mary Beth Schaal (Brentsville)
Enoc Parada (At-Large)
Jen Jones (Community Services Board)
Susan Rudolph (Gainesville)

County Staff

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

Absent

Mary Lively (Potomac)
Karen Smith, (Disability Services Board)
Brandi Day (Continuum of Care Network)
Kelly Beard, Housing RA Inspections Manager
Susan Lucas, Administrative Analyst I
Tynnell Dunaway, Housing Specialist Supervisor

- II. **Approval of minutes:**
MOTION was made by Ms. Hilda Barg to approve minutes from the December 7, 2017 meeting as amended. **Seconded** by Ms. Karen DeVito. **Approved.**
- III. **Citizens Time:**
No citizens were present.

V. Financial Status:

- A. Revenue and Expenditure for the period ending November 30, 2017 – Mr. Billy Lake reviewed the revenue and expenditure reports with the Housing Board.
- B. HCV Voucher Issuance Status – Mr. Billy Lake reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

- A. Legislative Meeting – Ms. Hilda Barg spoke regarding the attendees and varying topics of the meeting. Mr. Elijah Johnson, DCXO, thanks all members that spoke.

Discussed the Town Hall Meetings that will be scheduled regarding the Strategic Plan Goals and Human Service Needs.

VII. New Business:

- A. 2018 Meeting Schedule -
The 2018 Meeting Schedule was given to all Board Members.
- B. 2018 Presentation Schedule -
The Housing Board agreed to the following presentation schedule for upcoming meetings:
 - 1. Rapid Re-Housing
 - 2. Streetlight Ministries – Hope Center
 - 3. Homelessness – DSS
 - 4. No Wrong Door – Human Services Agencies
 - 5. Consultant Group Speaking?
 - 6. BCC Meeting issues?
 - 7. Unmet Housing needs
 - 8. Section 8 Housing

X. Miscellaneous:

Sandra – Ms. Dawson was very upset that the back doors were locked. Mr. Lake explained that it was a security measure. There was much discussion regarding the insufficient and inadequate handicap parking. Many of the Board members feel the building is not friendly to persons with physical disabilities and they need better accommodations.


XI. Members Time:


Karen DeVito – 22nd NSP Home Closing is today.

XII. Adjournment:

MOTION was made by Ms. Hilda Barg to adjourn the meeting. **Seconded** by Ms. Mary Beth Schaal. **Approved.**

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, February 22, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Dorothy Karhnak, Secretary

Prince William County Housing Board Meeting Minutes February 22, 2018

- 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)
Dorothy Karhnak (Woodbridge)
Mary Lively (Potomac)
Karen DeVito (Neabsco)
Robert G. Sharpe (Occoquan)
Karen Smith, (Disability Services Board)
Brandi Day (Continuum of Care Network)
Jen Jones (Community Services Board)

County Staff

Joan Duckett, CPD Division Chief
Kimberly A. Lawson, Administrative Support Coordinator II
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Mary Beth Schaal (Brentsville)
Enoc Parada (At-Large)
Susan Rudolph (Gainesville)
Kelly Beard, Housing RA Inspections Manager
Susan Lucas, Administrative Analyst I
Tynnell Dunaway, Housing Specialist Supervisor
Amanda Harris, Housing Specialist Supervisor

- II. **Approval of minutes:**
MOTION was made by Ms. Hilda Barg to approve minutes from the January 25, 2018 meeting as amended. **Seconded** by Ms. Dorothy Karhnak. **Approved** with Abstentions.
BD, KS
- III. **Citizens Time:**
No citizens were present.
- IV. **Presentation:**
Department of Social Services – Homelessness

V. **Public Information Meeting**

HCV Five Year PHA Plan 2019 – 2023. There were no citizens present to offer comments.

VI. **Financial Status:**

- A. Revenue and Expenditure for the period ending January 31, 2018 – Mr. Billy Lake reviewed the revenue and expenditure reports with the Housing Board.
- B. HCV Voucher Issuance Status – Mr. Billy Lake reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. **Old Business:**

- A. 2018 Presentation Schedule – Ms. Dawson stated that the presentation for March would be by Public Consulting Group hired by PWC. The Consultant is to identify improvements that will streamline the delivery of client services (“No Wrong Door”) for Human Services Agencies. All BCC and Human Service Agencies will be invited and the presentation will follow the Board Meeting conclusion.

VII. **New Business:**

X. **Miscellaneous:**

XI. **Members Time:**

Sandra Dawson – Can something be said to BOC members regarding vacancies on the County Boards.

Karen DeVito – Has been to two Human Services Listening Groups. † The first was on housing issues, the other was more on service issues. Catholics for Housing (CFH) is starting renovations on house #22 and are closing on #23. CFH is working with Manassas Strategic Plan.

Jen Jones – She is willing to valet cars for individuals for parking if it becomes an issue.

Robert Sharpe – Presentations are very helpful.

Dorothy Karhnak – Has attended one of the Human Services Listening groups. She stated it was very informative.


XII. **Adjournment:**

MOTION was made by **Ms. Karen DeVito** to adjourn the meeting. **Seconded** by **Ms. Dorothy Karhnak**. **Approved.**

Meeting was adjourned.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, March 22, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Dorothy Karhnak, Secretary

Prince William County Housing Board Meeting Minutes April 26, 2018

- 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 Lively (Potomac)
Karen DeVito (Neabsco)
Karen Smith, (Disability Services Board)
Brandi Day (Continuum of Care Network)
Jen Jones (Community Services Board)
Enoc Parada (At-Large)
Susan Rudolph (Gainesville)

County Staff

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

Absent

Mary Beth Schaal (Brentsville)
Robert G. Sharpe (Occoquan)
Kelly Beard, Housing RA Inspections Manager

- II. **Approval of minutes:**
MOTION was made by Ms. Karen DeVito to approve minutes from the February 22, 2018. **Seconded** by Ms. Dorothy Karhnak. **Approved.**
- III. **Citizens Time:**
No citizens were present.
- IV. **Financial Status:**
A. **Revenue and Expenditure for the period ending March 31, 2018** – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.

- B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

There was no Old Business to discuss.

VII. New Business:

A. Nominating Committee for FY19 Slate of Officers:

Three members volunteered to be a part of the Nominating Committee which were:

Susan Rudolph
Karen DeVito
Dorothy Karhnak

B. Approval of SAFMR HCV Payment Standards Effective April 1, 2018

MOTION was made by Karen Smith to endorse the approval by the Executive Committee to Approve the SAFMR HCV Payment Standards effective April 1, 2018. **Second** by Ms. Hilda Barg. **Approved.**

C. Approve Public Housing Agency 5-Year Plan Fiscal Year 2019-2023

MOTION was made by Karen Smith to endorse the approval by the Executive Committee to Approve the Public Housing Agency 5-Year Plan Fiscal year 2019-2023 effective April 1, 2018. **Second** by Ms. Hilda Barg. **Approved.**

D. Endorse Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2018 (FY2019)

MOTION was made by Ms. Karen DeVito to endorse the Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2018 (FY2019). **Second** by Mary Lively. **Approved.**

X. Miscellaneous:

XI. Members Time:

Dorothy Karhnak – Questioned the HUD Housing information released by HUD Secretary Ben Carson regarding some changes he is recommending to include raising the rent subsidy from 30% gross income to 35% gross income and possibly changing the cap on rent to \$150 a month, instead of the existing \$50 ceiling along with some other changes being considered. Mr. Lake indicated that all of our HCV clients would be affected if this should happen.

Karen Smith – Renovations are finished on a property purchased last year! Also, will go to settlement in May on house that they have a ratified contract. This is a property that INSIGHT had placed several contracts to purchase previously without ever able to get a ratified contract.

Sandra Dawson – Older American Month is in May. Picnic is already full. Belly dancers are coming. Manassas Senior Center Memorial garden dedication is on May 16th. Also, Senior Centers will be conducting Chronic Disease classes.

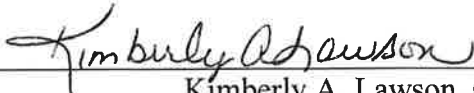
Karen DeVito - In June Catholics for Housing is doing a 5K Run/Walk for Affordable Housing. More information to come.

XII. Adjournment:

MOTION was made by **Ms. Hilda Barg** to adjourn the meeting. **Seconded** by **Ms. Mary Lively**. **Approved.**

Meeting was adjourned at 9:10am.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, May 24, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Dorothy Karhnak, Secretary

Prince William County Housing Board Meeting Minutes May 24, 2018

- 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)
Dorothy Karhnak (Woodbridge)
Mary Lively (Potomac)
Karen DeVito (Neabsco)
Karen Smith, (Disability Services Board)
Brandi Day (Continuum of Care Network)
Mary Beth Schaal (Brentsville)
Robert G. Sharpe (Occoquan)

County Staff

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

Absent

Hilda Barg (Social Service Board)
Jen Jones (Community Services Board)
Enoc Parada (At-Large)
Susan Rudolph (Gainesville)
Kelly Beard, Housing RA Inspections Manager
Tynnell Dunaway, Housing Specialist Supervisor
Amanda Harris, Housing Specialist Supervisor

- II. **Approval of minutes:**
MOTION was made by Ms. Karen Smith to approve minutes from the April 26, 2018.
Seconded by Ms. Mary Lively. **Approved.**
- III. **Citizens Time:**
No citizens were present.
- IV. **Financial Status:**
A. **Revenue and Expenditure for the period ending April 30, 2018** – Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board.

- B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

There was no Old Business to discuss.

VII. New Business:

A. Nominating Committee for FY19 Slate of Officers:

Three members volunteered to be a part of the Nominating Committee which were:

Susan Rudolph

Karen DeVito

Dorothy Karhnak, who excused herself so she could be available for serving in the coming year.

Committee did not come to meeting prepared with Slate of Officers.

MOTION was made by Karen Smith to suspend by-laws regarding the Slate of Officers until June meeting Agenda. **Seconded** by Mary Lively. **5 Approved, 3 Opposed. Motion passed.**

B. Virginia Governor’s Housing Conference, November 14 – 16, 2018 in Arlington, VA.

Depending on Sponsorship regarding the number of Members that can attend.

\$10,000 – 10 Seats

5,000 – 7 Seats

2,500 – 5 Seats

1,500 – 2 Seats

Those interested in attending are:

Karen DeVito

Dorothy Karhnak

Brandi Day

X. Miscellaneous:

Billy Lake – The Department of Behavioral Health and Developmental Services is providing \$1,250,000 to CSB for housing assistance for developmental disabled in Prince William County. They are requesting to use our CDBG Competitive Guidelines.

State Rental Assistance Program (SRAP), 21 Counties and 13 Cities participate. Earn an Administrative Fee? Meeting Tuesday.

VASH – July 2

Elijah Johnson – Countywide Coalition meets May 31, 2018.

XI. Members Time:

Karen DeVito - Catholics for Housing 5K Run/Walk for Affordable Housing.
Registration is on the Website.
Will soon be starting the 3rd Life Skills Course at Dawson Beach Transitional Housing.

Karen Smith –Went to settlement this month on house that they have a ratified contract.
This is a property that INSIGHT had placed several contracts to purchase previously
without ever able to get a ratified contract.

Sandra Dawson – Older American Month picnic was a success. Manassas Senior Center
Memorial garden dedication was on May 16th.

Brandi Day – Invited to submit application for VIBRANT Communities Initiative.

XII. Adjournment:

MOTION was made by **Ms. Dorothy Karhnak** to adjourn the meeting. **Seconded** by
Ms. Mary Beth Schaal. Approved.

Meeting was adjourned at 9:15am.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday,
June 28, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite
112, Locust Shade Conference Room, Woodbridge, VA 22191**

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

Approved by: Dorothy Karhnak
Dorothy Karhnak, Secretary

Prince William County Housing Board Meeting Minutes June 28, 2018

- 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 DeVito (Neabsco)
Karen Smith, (Disability Services Board)
Susan Rudolph (Gainesville)
Brandi Day (Continuum of Care Network)
Jen Jones (Community Services Board)

County Staff

Joan Duckett, CPD Division Chief
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Mary Lively (Potomac)
Enoc Parada (At-Large)
Mary Beth Schaal (Brentsville)
Robert G. Sharpe (Occoquan)
Kimberly A. Lawson, Administrative Support Coordinator II
Tynnell Dunaway, Housing Specialist Supervisor
Amanda Harris, Housing Specialist Supervisor
Kelly Beard, Housing RA Inspections Manager

- II. **Amendment of Agenda:**

MOTION was made by **Susan Rudolph** to amend the meeting Agenda to move from Old Business to Beginning of Meeting agenda in order to present Slate of Officers.

SECOND by **Brandi Day**. **Approved.**

- III. **Slate of Officers for FY2019 Board Year:**

Susan Rudolph presented for vote the Slate of Officers below for the FY2019 Board Year:

Chair: Ms. Dorothy Karhnak
Vice-Chair: Ms. Sandra Dawson
Secretary: Ms. Hilda Barg

Passed Unanimously.

IV. Approval of minutes:

MOTION was made by Ms. Brandi Day to approve minutes from the May 24th, 2018.
Seconded by Ms. Karen DeVito. **Approved.**

V. Citizens Time:

No citizens were present.

VI. Financial Status:

Mr. Lake informed Housing Board that Susan Lucas has retired, and that the hiring process was in place.

- A. Revenue and Expenditure for the period ending May 30, 2018 – 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 HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

There was no Old Business to discuss.

VII. New Business:

A. **Appointment of Director Evaluation Committee**

Dorothy Karhnak
Karen DeVito
Sandra Dawson

Evaluation is to be completed by August 2018.

B. **HCV Audit Status:**

Mr. Lake informed Board that the external auditors have begun their audit and will be returning in July to complete. In addition, HUD has performed and completed their Audit. Mr. Lake will provide both Audit reports once provided.

X. Miscellaneous\Members Time:

Karen DeVito – Gave an update on the Mobile Home Park. The sewer and water lines are complete. In addition, owners are now customers of the City of Manassas. She also has 56 of the 60 lots under lease.

CFH – Currently has state funds available for down payment and closing cost assistance for low to moderate income First Time Homebuyers for Loudoun, Fairfax, Arlington and Prince William County.

Karen Smith – Reported that a neighbor where they have just completed rehabilitation on one of their properties was very receptive and appreciative of INSIGHT's "neighboring" and Karen indicated they would be holding a neighborhood meeting at property most recently acquired.

Brandi Day - Thanked Bill Lake for providing her with information on the County VASH program she requested in a timely manner. This information was needed for submission of the “Vibrant Community Application Community Initiatives.”

Jen Jones – Informed the Board of numerous staff changes including the retirement of Alan Wooten, Executive Director and the hiring of Lisa Madron as the new Executive Director of Community Services.

Sandra Dawson – Reported at the Prince William County Human Services Strategic Plan meeting held May 31, 2018 within the four general themes – Housing was identified and included

- Affordable Housing/Senior
- Transitional Housing/Housing Homeless Seniors

Ms. Dawson also provided information on the Area Market Rent for two-bedroom apartment is \$1,232 and in order to afford this unit/rent and utilities and pay no more than 30% of income on housing a household must earn \$4,106 monthly or \$49,276 yearly. While calculating into an hourly rate of pay at \$23.69 assuming a 40-hour workweek. Supporting need for affordable housing.

Sandra reminded the Board that there is no Housing Board meeting in July.

XI. Adjournment:

MOTION was made by **Ms. Hilda Barg** to adjourn the meeting. **Seconded by Ms. Dorothy Karhnak. Approved.**

Meeting was adjourned at 9:25am.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, August 23, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Dorothy Karhnak, Secretary

Prince William County Housing Board Meeting Minutes August 23, 2018

- 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)
Dorothy Karhnak (Woodbridge)
Karen DeVito (Neabsco)
Mary Beth Schaal (Brentsville)
Karen Smith, (Disability Services Board)
Susan Rudolph (Gainesville)
Mary Lively (Potomac)
Robert G. Sharpe (Occoquan)
Jen Jones (Community Services Board)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Joan Duckett, CPD Division Chief
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Enoc Parada (At-Large)
Tynnell Dunaway, Housing Specialist Supervisor
Amanda Harris, Housing Specialist Supervisor
Kelly Beard, Housing RA Inspections Manager

- II. **Approval of minutes:**
MOTION was made by Ms. Hilda Barg to approve minutes from the June 28, 2018.
Seconded by Ms. Susan Rudolph. **Approved.**

- III. **Citizens Time:**
No citizens were present.

- IV. **Presentation:**
Mr. Billy Lake gave a presentation on SEMAP. The Board had some questions regarding the report:

Can we change the Waiting List preferences? Answer: Mr. Lake explained how we would need to change the Administrative Plan then explain the new Preference when the Waiting List was reopened.

How many Inspectors are in OHCD? Answer: Mr. Lake explained that we have Three.

How often does Abatement happen? Answer: More often than it should.

In an eviction, is the tenant responsible for the Rental payment? Answer: Yes but not for OHCD Portion only Tenant portion.

Regarding FSS Funding and FSS Vouchers? Answer: OHCD receives FSS Coordinator grant not Vouchers (specified) we use regular vouchers.

How do you get FSS Vouchers? Answer: You can't anymore.

V. Financial Status:

Mr. Lake informed Housing Board that Susan Lucas has retired, and that the hiring process was in place.

- A. Revenue and Expenditure for the period ending July 31, 2018 – 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 HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

- A. Evaluation Committee did not meet
Dorothy Karhnak
Karen DeVito
Sandra Dawson

Evaluation is to be completed by August 2018.

- B. Audit – Preliminary report is 10 errors, most on 50058s, income calculation errors and rent reasonableness.

VII. New Business:

- A. **APPROVAL OF SEMAP Certification:**
MOTION was made by Ms. Karen DeVito to approve the SEMAP Certification as presented. **Second** by Ms. Hilda Barg. **Approved** Unanimously.
- B. FY20 CDBG Competitive Application – Workshops were well attended and have been completed. Applications are due October 5, 2018. A Competitive Set-A-Side funding of \$1,200,000 for County and \$100,000 for Manassas City projects and activities.

X. CLOSED SESSION:

The Housing Board Authorized closed Session at 9:20 a.m. to discuss a Personnel Matter.
Board Adjourned out of Closed Session at 9:40 a.m.

Ms. Karen Smith reported out of Closed Session, No Action was taken.

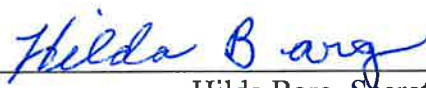
XI. Adjournment:

MOTION was made by **Ms. Hilda Barg** to adjourn the meeting. **Seconded** by **Ms. Mary Beth Schaal**. **Approved.**

Meeting was adjourned at 10:00 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, September 27, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary

MOTION: Karen Smith

**August 23, 2018
Regular Meeting
Res. No. 19-01**

SECOND: Mary Lively

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 resignations for two Employees from the Office of Housing & Community Development.

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: DK, SD, HB, MBS, ML, KS, KD, SR, JJ, RS

Nays: None

Absent from Vote: EP

Absent from Meeting: EP

For Information:

OHCD Director

CERTIFIED COPY


Clerk to the Housing Board

MOTION: Karen Smith

**August 23, 2018
Regular Meeting
Res. No. 19-02**

SECOND: Mary Lively

RE: CERTIFICATION OF CLOSED MEETING

ACTION:

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 9:20 A.M.
-Reported out from Closed Meeting at 9:40 A.M.

Votes:

Ayes: DK, SD, HB, MBS, ML, KS, KD, SR, JJ, RS

Nays: None

Absent from Vote: EP

Absent from Meeting: EP

For Information:

OHCD Director

CERTIFIED COPY


Clerk to the Housing Board

Prince William County Housing Board Meeting Minutes September 27, 2018

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

Roll Call

Present

Dorothy Karhnak (Woodbridge)
Sandra Dawson (Commission on Aging)
Hilda Barg (Social Service Board)
Enoc Parada (At-Large)
Karen DeVito (Neabsco)
Mary Beth Schaal (Brentsville)
Karen Smith, (Disability Services Board)
Jen Jones (Community Services Board)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Joan Duckett, CPD Division Chief
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Mary Lively (Potomac)
Robert G. Sharpe (Occoquan)
Susan Rudolph (Gainesville)
Tynnell Dunaway, Housing Specialist Supervisor
Amanda Harris, Housing Specialist Supervisor
Kelly Beard, Housing RA Inspections Manager

II. **Presentation:**

Community Housing Development Initiative (CHDI) and State Rental Assistance (SRAP) Programs – PowerPoint presentation on CHDI and SRAP programs from the Department of Behavioral Health and Development Services (DBHDS). The objective of CHDI is to create affordable rental housing in the Prince William catchment area (i.e., Prince William County and the Cities of Manassas and Manassas Park) with a leasing preference for the Commonwealths' Settlement Agreement population. CHDI is a one-time funding of \$2.5 million with \$1 million for administration and monitoring of the program for the 30-year affordability period. The SRAP program funding is currently only guaranteed for up to 5 years and funding does include an Admin Fee to OHCD.

III. **Approval of minutes:**

MOTION was made by Ms. Karen DeVito to approve minutes from the August 23, 2018. **Seconded** by Ms. Mary Beth Schaal. **Approved.**

IV. Citizens Time:

No citizens were present.

V. Financial Status:

- A. Revenue and Expenditure for the period ending August 31, 2018 – 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 HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

There was no Old Business to discuss

VII. New Business:

- A. Consolidated Annual Performance and Evaluation Report (CAPER) FFY20 (FY19) Ms. Duckett held the required Public Comment Meetings, and received no public comments. Ms. Duckett will be submitting the FFY18 (FY19) CAPER to HUD by Friday, September 28, 2018, therefore meeting the deadline of September 30.
- B. Endorse the Community Development Housing Initiative (CHDI) Program and State Rental Assistance Program (SRAP) and authorize the Office of Housing and Community Development to enter into Agreements with Community Service.

MOTION was made by Ms. Mary Beth Schaal to endorse the CHDI and SRAP programs and authorize the Office of Housing and Community Development to enter into Agreements with Community Service. **SECONDED** by Ms. Karen Devito. **Approved.** 3 Abstentions (KS, HB, SD); Potential Conflict of Interest.

VIII. Miscellaneous:

Ms. Mary Beth Schaal shared that Supervisor Lawson's office is receiving many calls because of shared name. Many confused, angry because case worker has been changed and Citizen not informed.

IX. Members Time:

- A. Sandra Dawson – Both Senior Centers have been Accredited. Manassas is celebrating 35 years. Commission on Aging is beginning their Legislative program. And the COA Senior Adults Picnic will be May 10, 2019.
- B. Mary Beth Schaal – Sarah Henry has done an excellent job.
- C. Karen DeVito – Eastend Mobile Home Park paving is beginning. Once that is completed Phase 1 will be done. The Catholics for Housing Gala will be October 5th.

- D. Karen Smith – Purchase and Rehab Two Chimneys had open house great reception from neighbors.
- E. Jen Jones – Lisa Madron and Melinda doing an excellent job. Also suggest that the CHDI and SRAP presentation be given to the CS Board on October 18th 6:30pm.

X. CLOSED SESSION:

The Housing Board Authorized Closed Session at 9:45 a.m. to discuss a Personnel Matter. Board Adjourned out of Closed Session at 10:00 a.m.

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

MOTION to approve Directors Evaluation was made by **Ms. Hilda Barg**, **Second** by **Ms. Sandra Dawson**. **Approved Unanimous.**

XI. Adjournment:

MOTION was made by **Ms. Karen DeVito** to adjourn the meeting. **Seconded** by **Ms. Sandra Dawson**. **Approved.**

Meeting was adjourned at 10:20 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, October 25, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

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

Approved by: Hilda Barg
Hilda Barg, Secretary

MOTION: Hilda Barg

**September 27, 2018
Regular Meeting
Res. No. 19-03**

SECOND: Sandra Dawson

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 aforesaid matter in Closed Meeting.

Votes:

Ayes: DK, SD, HB, EP, KD, MBS, KS, JJ

Nays: None

Absent from Vote: ML, RS, SR

Absent from Meeting: ML, RS, SR

For Information:

OHCD Director

CERTIFIED COPY


Clerk to the Housing Board

MOTION: Hilda Barg

**September 27, 2018
Regular Meeting
Res. No. 19-04**

SECOND: Sandra Dawson

RE: CERTIFICATION OF CLOSED MEETING

ACTION:

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 9:45 A.M.
-Reported out from Closed Meeting at 10:00 A.M.

Votes:

Ayes: DK, SD, HB, EP, KD, MBS, KS, JJ

Nays: None


Absent from Vote: ML, RS, SR

Absent from Meeting: ML, RS, SR

For Information:

OHCD Director

CERTIFIED COPY


Clerk to the Housing Board

Prince William County Housing Board Meeting Minutes October 25, 2018

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

Roll Call

Present

Dorothy Karhnak (Woodbridge)
Hilda Barg (Social Service Board)
Karen DeVito (Neabsco)
Mary Beth Schaal (Brentsville)
Karen Smith, (Disability Services Board)
Jen Jones (Community Services Board)
Susan Rudolph (Gainesville)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Joan Duckett, CPD Division Chief
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Sandra Dawson (Commission on Aging)
Enoc Parada (At-Large)
Mary Lively (Potomac)
Robert G. Sharpe (Occoquan)

- II. **Approval of minutes:**
MOTION was made by Ms. Hilda Barg to approve minutes from the September 27, 2018. **Seconded** by Ms. Karen DeVito. **Approved.**
- III. **Citizens Time:**
No citizens were present.
- IV. **Financial Status:**
- A. **Revenue and Expenditure for the period ending September 30, 2018** – 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 HCV Voucher Lease/Utilization Rate with the Housing Board.

VI. Old Business:

- A. Legislative Meeting – HSBCC has met and addressed the Legislative slate that they would like moved forward. The next meeting will be at October 22, 2018 at 1:30pm at the ARC/Insight Hillendale Road.

VII. New Business:

- A. Waitlist Purge – Mr. Billy J. Lake, passed out latest Waitlist report and explained that Preference 1, 2 and 3 have been completed. Preference 4 will be finished by the end of November. The Waiting List Purge will begin to be completed Yearly as stated in our Administrative Plan.
- B. Utility Allowance Schedule- Mr. Billy J. Lake explained the differences in this year's Utility Allowance Schedule and last years and why the differences.

MOTION was made by Karen Smith to approve the Utility Allowance Schedule for Calendar year 2019. **SECONDED** by Ms. Mary Beth Schaal. **Approved.**

VIII. Miscellaneous:

Mr. Billy J. Lake went over the “Lead the Way” training from HUD and requested from the Board their input on how they would like to proceed with the Training, as part of their upcoming meetings or individually on their own time. Consensus was they would like it to be a part of their meetings and chapter by chapter. Mr. Lake agreed, and we will begin in January or February of 2019.

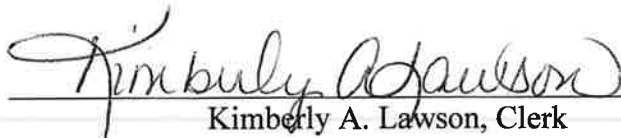
IX. Members Time:

- A. Jen Jones – Thank you to Ms. Joan Duckett and Mr. Billy Lake on the wonderful presentation on the CHDI program.
- B. Karen DeVito – Will soon be having Graduation of Dawson Beach Students in a few weeks. One Dawson Beach participant spoke at the Catholics for Housing Gala. She did an excellent job.
- C. Susan Rudolph - Understands the need for Stable Housing and wanted to Thank Housing Staff for all they do.

- X. **Adjournment:**
MOTION was made by Ms. Hilda Barg to adjourn the meeting. **Seconded** by Ms. Susan Rudolph. **Approved.**

Meeting was adjourned at 10:20 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **Thursday, December 6, 2018 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary