

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes July 16, 2024

Directors Present: Bill Gilmartin, Jim Martin, Terra Little-Taylor, and Sheila Supenski

Directors Excused: Pastor Mark Chester

Directors Absent: None

PICPI/TPIM Board Present: Tom Barry, Barb Guise, Herbert Nusom, Matt Sheads, Richard Thrasher, Sheila Supenski, Gina Piper, Bill Gilmartin, and Dakota McBride

Staff Present: Stephanie McIlwee, JR Crushong, Ashley Heefner, Dee Lawrence, and Brandy Felton

Public in Attendance: Carole Kuhn and Susan Swartz

Guest in Attendance: Andrew Bradley

Call to Order: The meeting was called to order by Board President, Bill Gilmartin, at 2:02 PM.

Minutes: *Jim Martin moved and Sheila Supenski seconded the motion to approve the minutes from the regular meeting held on April 9, 2024. Motion carried.*

The minutes must reflect that Brandy Felton is the Recording Secretary.

Public Comment: Susan Swartz was inquiring on the process of how applicants are added to the property waiting list. It was explained that once an applicant is added, they receive notice that they were added to the waiting list(s). No updates are provided until applicant nears the top of the list(s). If applicant wants an update on their status, they can contact the office at any time. It was explained that an applicant can remain on a waiting list for 1-3 years depending on the unit availability and income of applicant.

New Business: Housing Choice Voucher program is in a shortfall status – this means that we spending all funds provided by HUD on Housing Assistance Payments to landlords. Maximum number of vouchers to be issued is 557 and the waiting list is only pulled when there are openings caused by attrition. Meetings are scheduled every 4 to 6 weeks with the HUD shortfall team to review numbers and current status of the HCV program.

In addition to Housing Assistance Payments being in shortfall status, Administrative Expense spending exceeds the monthly amount being reimbursed by HUD. ACHA Management is exploring supplemental funding to cover the gap expenses including reaching out to the County requesting Act 137 funds. Commissioner Martin explained that this is not typical for Adams County. Stephanie McIlwee advised that this suggestion was received by Jack Blosky, consultant and CPA that specializes in working with Housing Authorities. He is working with several other Housing Authorities in a similar situation that received Act 137 from their County.

Grant Summary: Applied for \$80,000 PHFA-PHARE funds to continue the funding of HCV Housing Coordinator – approved June 2024. Applied for \$256,860 to perform HVAC upgrades at Harold Court –

approved for \$250,000 in June 2024. Grants administrator is exploring other grants for gap funding on this project.

Loan Summary: The original loan for repointing the building was for \$88,286.11; the current balance as of 6/30/2024 is \$12,206.47. This loan should be paid off by the end of 2024.

HCV (Housing Choice Voucher):

- 100% through fiscal year with total expenses at 127% of budgeted amount
- Cash flow YTD is at \$19,056
- 615 Available vouchers; 556 total vouchers (under contract)
- 183 on waiting list; 5 applicants currently being processed
- 102 new admissions Fiscal Year (July-June)
- 320 HQS inspections completed (April-June)
- 28 FSS participants; 13 escrow accounts with monthly deposits. 1 Participant completed the program and received total disbursement of \$1,091.74. Participant enrollment is on-hold while HAP is in shortfall status
- Monthly Housing Assistance Payments average between \$315,000 and \$320,000

Harold Court:

- 100% through fiscal year with total expenses at 103% of budgeted amount
- Cash flow YTD is \$41,329
- 97% occupancy year to date; no vacancies
- 111 applicants on the waiting list
- Applied for PHFA-PHARE funds to upgrade HVAC systems; awarded \$250,000 toward project
- Operating expenses over budget due to increases in electricity and trash costs

McIntosh Court:

- 100% through fiscal year with total expenses at 98% of budgeted amount
- Maintenance expenses over budget due to supplies and repair expenses
- Cash flow YTD is \$68,248
- 97% occupancy year to date; 1 vacancy
- 56 applicants on waiting list; 42 2-bedroom and 14 3-bedroom

Supportive Housing Program:

- 100% through fiscal year with total expenses at 96% of budgeted amount
- Cash flow YTD is \$27,560
- 98% occupancy year to date; 1 vacancy
- All tenants have Housing Choice Voucher
- Property has modest expenses and minimal turnover
- No waiting list; vacancies are filled by referral due to homeless preference

Management Financials:

- 100% through the fiscal year with total expenses at 96%
- Cash flow YTD is \$63,436

Old Business: None

The ACHA Board meeting was formally adjourned with a motion by Terra Little-Taylor and a second by Jim Martin at 2:32 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, October 15, 2024 at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary