

Adams County Housing Authority
BOARD OF DIRECTORS
Meeting Minutes October 15, 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, Sheila Supenski, Bill Gilmartin, and Steve Baker

Staff Present: Stephanie McIlwee, David Swain, and Brandy Felton

Public in Attendance: None

Guest in Attendance: Monica Christman and Megan Goodling, WellSpan Care Coordinators

Call to Order: The meeting was called to order by Board President, Bill Gilmartin, at 2:00 PM.

Minutes: *Terra Little-Taylor moved and Bill Gilmartin seconded the motion to approve the minutes from the regular meeting held on October 15, 2024. Motion carried.*

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

Public Comment: Monica Christman and Megan Goodling are WellSpan Care Coordinators serving Adams County and parts of York County. They are receiving an increase of referrals for clients in need of assistance ranging from financial, to in-home help. They are also witnessing a growing number of clients with housing concerns and persons experiencing homelessness. Stephanie will reach out to Monica and Megan to provide information on how our agencies can partner with them to provide resources.

New Business: Introduction of David Swain, new employee in the Accounting department. Since previous employee's departure, it was discovered that there were several deficiencies preventing the agencies from providing valid financial reporting at this meeting. 2024 budgets were not entered in the system; 2025 budgets were not started; 2nd quarter reports were not submitted; 3rd quarter reports are due; and whatever budgets are entered in the system are not accurate. David and the accounting team will be working to resolve these issues so that accurate financials can be provided at the January meeting.

Grant Summary: Approved for \$80,000 PHFA-PHARE funds to continue the funding of HCV Housing Coordinator and \$250,000 to perform HVAC upgrades at Harold Court. Funds are expected to be released by the Summer of 2025. Grant application was submitted for CY2025 for the FSS Coordinator on 10/11/2024 for \$80,000.

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):

- 615 Available vouchers; 535 total vouchers (under contract)
- 200 on waiting list; 0 applicants currently being processed
- 10 new admissions Fiscal Year (July-Sept)
- 408 HQS inspections completed (July-Sept)
- 24 FSS participants; 12 escrow accounts with monthly deposits. 2 Participants completed the program and received total disbursement of \$21,988.90. Participant enrollment is on-hold while HAP is in shortfall status

Harold Court:

- Currently two vacancies
- 131 applicants on the waiting list
- Applied for PHFA-PHARE funds to upgrade HVAC systems; awarded \$250,000 toward project

McIntosh Court:

- Currently no vacancies
- 53 applicants on waiting list; 46 2-bedroom and 7 3-bedroom

Supportive Housing Program:

- Currently 1 vacancy
- All tenants have Housing Choice Voucher
- No waiting list; vacancies are filled by referral due to homeless preference

Management Financials:

- Nothing to report

Old Business: HAP funding no longer in shortfall status. HUD has advised us that we can begin processing people from the waitlist but must monitor closely as to not put the agency back into shortfall status again. The waitlist will remain closed as the waiting period exceeds 24 months. Stephanie is working with the County Commissioners to receive a \$70,000 grant to assist with gap funding of HCV administrative expenses.

The ACHA Board meeting was formally adjourned with a motion by Jim Martin and a second by Terra Little-Taylor at 2:23 PM.

REMINDER: The next Board meeting is scheduled for Tuesday, January 21, 2025 at 2:00 PM.

Respectfully Submitted:
Brandy Felton
Staff Recording Secretary