

**Prince William County
Housing Board Meeting Minutes
January 23, 2020**

- 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)
Mary Beth Schaal (Brentsville)
Karen DeVito (Neabsco)
Mary Lively (Potomac)
Karen Smith (Disability Services Board)
Jen Jones (Community Services Board)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Joleana Singleton, Administrative Analyst I
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Enoc Parada (At-Large)
Rojan Robotham (Coles)
Robert G. Sharpe (Occoquan)
Susan Rudolph (Gainesville)
Joan Duckett, CPD Division Chief

- II. **Introductions**
The Housing Board, Staff members and visitors introduced themselves.
- III. **Presentation**
Rebecca Horner, Deputy County Executive, (former Planning Director),
presented an overview of the Planning office.
- IV. **Approval of Minutes:**
MOTION was made by Ms. Karen Smith to approve the Minutes from the
December 5, 2019 Housing Board Meeting. **Second** by Ms. Hilda Barg.
Approved.

V. Citizens Time:

No Citizens were present to address the Board.

VI. Financial Status:

- a. Revenue and Expenditure for the period ending December 2019 – Ms. Joleana Singleton 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.

VII. Old Business:

VIII. New Business:

Approval of PHA Administrative Plan –

MOTION was made by Ms. Sandra Dawson to approve the Draft PHA Administrative Plan. **Second** by Ms. Mary Lively. **Approved.**

IX. Miscellaneous:

X. Members Time:

Sandra Dawson – Heard about a NIMBY Training and suggested Mr. Lake inquire regarding having that training for the Housing Board.
Governor Northam has proposed a large increase in Housing Trust Fund.
North Woodbridge area plan and Route 29 small area plan there is talk about perhaps multi-purpose community use centers.

XI. Adjournment:


MOTION to adjourn was made by Hilda Barg. **Second** by Karen DeVito.
Approved. Meeting was adjourned at 10:00 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **February 27, 2020 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Locust Shade Conference Room, Woodbridge, VA 22191**

Prince William County Housing Board

Meeting Minutes – January 23, 2020

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Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary

**Prince William County
Housing Board Meeting Minutes
February 27, 2020**

- 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)
Mary Beth Schaal (Brentsville)
Robert Gudz (Coles) (late show)
Karen DeVito (Neabsco)
Robert G. Sharpe (Occoquan)
Stephany Ospino (Woodbridge)
Karen Smith (Disability Services Board)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Joleana Singleton, Administrative Analyst I
Joan Duckett, Assistant Director
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Kara Pitek (At-Large)
Susan Rudolph (Gainesville)
Mary Lively (Potomac)

II. **Introductions**

The Housing Board, Staff members introduced themselves.

III. **Public Information Meeting:**

No Citizens were present. Closed public hearing.

IV. **Approval of Minutes:**

MOTION was made by Ms. Karen Smith to approve the Minutes from the January 23, 2020 Housing Board Meeting. **Second** by Ms. Mary Beth Schaal.
Approved.

V. **Citizens Time:**

No Citizens were present to address the Board.

VI. Financial Status:

- a. Revenue and Expenditure for the period ending January 2020 – Ms. Joleana Singleton 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.
- c. CHDI – Pathway Homes has acquired nine properties and under their Grant Award they are required to acquire ten condo units. Should have enough funding for at least two more properties and cover costs of the required ADA rehabilitation of two units. There is \$586,130 remaining from the funding.
- d. SPARK Money – Through a competitive process; CPD was awarded 3.5 in funding (3.5 million) from VHDA. This program will allow our First Time Homebuyers program participants to obtain if eligible a mortgage loan at a one percent reduction in their market interest rate.

VII. Old Business:

Presentations - Mr. Lake requested feedback on what information the Housing Board was looking for from the list of remaining presenters:

Workforce Housing
Board of Realtors

Discussion results:

- NIMBY training discussed at January meeting is not available at this time. Mr. Lake will be contacted to discuss training dates once the training is ready.
- For the Board of Realtors looking at Housing market trends. Challenges with Affordable Housing.
- Town of Dumfries has subsidized unit being constructed for Affordable Housing. Ms. Hilda Barg suggested contacting the Town Manager regarding information on this program.
- Human Rights provide information as it pertains to Fair Housing activities concerning housing testing, results of the testing, marketing of Fair Housing activities, etc. through the funding provided by OHCD through CDBG funding. All information is in our CAPER.

VIII. New Business:

Election of Vacant Position –

Due to expiration of term of Ms. Dorothy Karhnak Board Chair position is vacant. Nominations accepted:

Ms. Sandra Dawson was nominated. Mary Beth Schaal Second. APPROVED.
Ms. Stephany Ospino volunteered for Vice-Chair. APPROVED.

IX. Miscellaneous:

Prince William County has created two videos highlighting the Office of Housing, “How I Serve”, Anitra Daniels-Malone and “This is My Story” featuring a successful family that graduated from the Dawson Beach Transitional Housing Program.

X. Members Time:

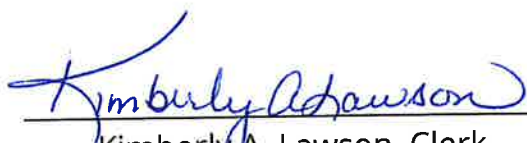
Elijah Johnson – Discussed the Budget dollars that have been brought forward to the BOCS from PWC County Executive Chris Martino.

XI. Adjournment:

MOTION to adjourn was made by Hilda Barg. **Second** by Mary Beth Schaal. **Approved.** Meeting was adjourned at 9:30 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **March 26, 2020 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



Prince William County Housing Board Minutes
August 27, 2020

I. Call to Order Meeting was called to order at 8:40 AM.

Role Call

Board Members Present

Sandra Dawson (Commission on Aging)
Hilda Barg (Social Services Board)
Mary Beth Schaal (Brentsville)
Karen DeVito (Neabsco)
Karen Smith (Disability Services Board)
Robert G. Sharpe (Occoquan)
Stephany Ospino (Woodbridge)

County Staff Present

Billy J. Lake, Director
Joan Duckett, Assistant Director

Absent

Robert Gudz (Coles)
Kara Pitek (At-Large)
Susan Rudolph (Gainesville)
Mary Lively (Potomac)
Kimberly A. Lawson, Administrative Coordinator
Elijah T. Johnson, Deputy County Executive
Joleana Singleton, Senior Business Services Analyst

II. Pledge of Allegiance

III. Approvals

- A. Motion Approval of February 27, 2020 Meeting Minutes
 - By: Karen Smith
 - Second: Hilda Barg
 - Status: Passed
- B. Motion Approve HCV PHA Annual Action Plan
 - By: Robert G. Sharpe
 - Second: Karen DeVito
 - Status: Passed
- C. Approval of HCV Waivers
 - By: Hilda Barg
 - Second: Mary Beth Schaal
 - Status: Passed

Prince William County Housing Board Minutes

August 27, 2020

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D. Endorse Five-Year Consolidated Housing and Community Development Plan for Federal Fiscal Years 2020-2024 (FY2021-2024) and Annual Action Plan for FFY2020 (FY2021)

By: Hilda Barg

Second: Karen DeVito

Status: Passed

E. Endorse Substantial Amendment to the Fiscal Year 2020 Annual Action Plan and the Citizen Participation Plan – CARE ACT

By: Mary Beth Schaal

Second: Stephany Ospino

Status: Passed

F. Approval of VHDA Application for \$75,000 COVID Administrative fees. Application Submitted.

By: Karen Smith

Second: Hilda Barg

Status: Passed

IV. Citizens' Time

V. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending June 30, 2020 and July 31, 2020 - 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 Housing Board. Explained that the number of CARES Act Mainstream Vouchers is 18 not 10 as indicated on report.
- c. Calendar year 2021 – FSS, Office is not eligible lose \$72,000.00 in funds - Mr. Billy J. Lake explained to the Housing Board that OHCD did not qualify for the FSS Renewal Grant this year. The funding represents one staff. If lease up all Mainstream and VASH vouchers before June should be OK financially. If not will have to consider reorganization and possible elimination of a position.

VI. Old Business

- A. Update on CHDI Project – Joan Duckett reported that Pathway Homes, has purchased 11 units. The identified unit for ADA required rehabilitated is almost complete; second unit required for Hearing Impaired is in process of Work-Write Up and Bidding; and one unit which was ready for tenant to move in had leak from upstairs unit and is being repaired and getting ready for move-in.
- B. EHAP Report – Joan Duckett reported that more than 1,200 applications which consists of Applications in progress, submitted, assigned, under review, withdrawn/denied and funded. Currently 75 households have been funded totally an approximate amount of \$450,000. New staff started on July 15 and August 3 training has been completed and now working at full staff capacity. Lots of hours go into the review and documentation of files.

VII. New Business

- a. Approve to accept 2nd Round HCV CARES Act Funds of \$467,993 for HCV Administration Funds
By: Karen Smith
Second: Karen DeVito
Status: Passed
- b. Approve to accept 2nd Round HCV CARES Act Funds of \$276,679 for Mainstream Vouchers (18)
By: Karen Smith
Second: Hilda Barg
Status: Passed
- c. Approve to accept \$75,000 from Virginia Housing (previously Virginia Housing Development Authority) for Public Housing Administrative cost due to COVID-19
By: Karen Smith
Second: Mary Beth Schaal
Status: Passed
- d. Endorse 2nd Round ESG-CV Funds of \$2,423,373 – Public hearing will be August 20, 2020; 9:00 A.M.
By: Karen Smith
Second: Karen DeVito
Status: Passed
- e. Approve to accept 11 TBRAP (Tenant Based Rental Assistance Program) through State Rental Assistance Program (SRAP) for Persons with Developmental Disabilities of \$215,115
By: Robert G. Sharpe
Second: Stephany Ospino
Status: Passed
- f. Appoint Nominating Committee for FY21 Election of Officers (deferred from June Meeting due to COVID)
Karen Smith and Hilda Barg volunteered to serve on the Nominating Committee to present a slate of officers by the September 2020 Board Meeting.
- g. Appoint Director Evaluation Committee for FY22 Evaluation October 2020
Karen DeVito, Robert G. Sharpe and Sandra Dawson volunteered to serve on the Director's Evaluation Committee. Elijah T. Johnson is the Chair of the Committee.

VIII. Miscellaneous

Advertisement for Sharmaine's position of Housing Program Analyst (Retirement) is underway.

IX. Member's Time

Karen Smith – Renovations to CDBG funded project near completion.

Robert G. Sharpe – Fairfax has been renting hotels to serve homeless population affected by COVID-19. Working on leasing up 7th hotel. With all of these properties they must provide security which has presented lots of challenges.


Sandra Dawson – Senior Center Closed. Meals on Wheels and curbside pickup still available. Personal care on-line offered through Senior Center. Sarah Henry is responsible to oversee the money recently allocated of more than \$900 to local non-profit organizations for COVID related activities.

Billy J. Lake – OHCD is in the process of reinstating person with disabilities who had NED Vouchers who were told to terminate their vouchers because the property they were living in was purchased with CDBG funds. The families were grandfathered and did not have to move. Breakdown in communication.

X. Adjournment – Meeting was adjourned at 9:45 AM

.....
Next meeting of the Housing Board will be September 24, 2020, Dawson Beach Community Center at 8:30 A.M.

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary



Prince William County Housing Board Minutes September 24, 2020

I. Call to Order Meeting was called to order at 8:31 AM

Roll Call:

Board Members Present

Sandra Dawson (Commission on Aging)
Hilda Barg (Social Services Board)
Kara Pitek (At Large)
Mary Beth Schaal (Brentsville)
Robert Gudz (Coles) – On-Line
Susan Rudolph (Gainesville) – On-Line
Karen DeVito (Neabsco)
Robert G. Sharpe (Occoquan)
Mary Lively (Potomac) – On-Line
Stephany Ospino (Woodbridge)
Karen Smith (Disability Services Board) – On-Line

County Staff Present

Billy J. Lake, Director
Joan S. Duckett, Assistant Director
Kimberly A. Lawson, Administrative Coordinator
Joleana Singleton, Senior Business Analyst (On-Line)
Elijah T. Johnson (On-Line)

II. Approvals

- A. Approval of August 27, 2020 Meeting Minutes
Motion: Robert Sharpe
Second: Hilda Barg
Status: Passed

III. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending August 31, 2020 – Mr. Billy J. Lake reviewed the revenue and expenditure report with the Housing Board.
- b. HCV Voucher Issuance Status – Mr. Billy J. Lake reviewed the HCV Voucher Lease/utilization rate with the Housing Board.

Housing Board Minutes

September 24, 2020

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IV. Old Business

Update on EHAP Program statistics and policy changes – Mrs. Joan S. Duckett reviewed the progress of the Emergency Housing Assistance Program with the Housing Board.

Number of applicants – 1,770

Denied – 627

Funding for assistance payments \$1.1 million

HUD issued a waiver August 7, 2020 which allowed for provision of emergency payments for individuals or families impacted by coronavirus from three months to six months of emergency assistance for mortgage, rental, and utility housing assistance to prevent homelessness.

V. New Business

a. Election of Officers for FY2021

Chair: Karen DeVito

Vice Chair: Robert Sharpe

Secretary: Hilda Barg

Motion: Mary Beth Schaal

Second: Kara Pitek

Status: Passed

b. Approval of SAFMR Housing Choice Voucher Payment Standards effective 12/1/2020

Motion: Karen DeVito

Second: Hilda Barg

Status: Passed

c. CDBG Competitive Funding

Mrs. Joan Duckett updated the Housing Board on the Workshop held virtually on September 17, 2020 there were sixteen participants. Applicants will have until October 30, 2020 at 5:00 PM to apply

d. Regional Fair Housing Project

Mr. Billy J. Lake updated the Housing Board on the process of the Regional Fair Housing Project being approved by the Board of County Supervisors.

e. Evaluation for Director

Evaluation Committee has not met with Deputy County Executive Elijah Johnson.

VI. Miscellaneous

Ms. Susan Rudolph requested an update on the Kiosk for customers. Mr. Lake updated the Housing Board that the Kiosk has been sent out for Bid.

Ms. Susan Rudolph also announced her resignation from the Housing Board

VII. Member's Time

Kara Pitek – Would like to find out about rescheduling the New Member Orientation. Office Staff will reschedule the Orientation virtually.

Hilda Barg – Presentations to Housing Board? We will resume any presentations after the Pandemic is over, not advisable with Social distancing, and pandemic policies in place. Do we have any further information regarding the Apartments in Dumfries? Hilda stated that these new apartments are very expensive.

Sandra Dawson – Commission on Aging is working on Providing food, delivering meals, On-line activities. Those that would like to volunteer can contact Sarah Henry.

VIII. Adjournment – Meeting was adjourned at 9:28 AM

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*Next meeting of the Housing Board will be October 22, 2020 at **Dawson Beach Community Center, 14011 Dawson Beach Road, Woodbridge, VA 22191** at 8:30 A.M.*

Prepared by:


Kimberly A. Lawson, Clerk

Approved by:


Hilda Barg, Secretary



Prince William County Housing Board Minutes
October 22, 2020

I. Call to Order Meeting was called to order at 8:40 AM.

Role Call

Board Members Present

Sandra Dawson (Commission on Aging)
Hilda Barg (Social Services Board)
Kara Pitek (At-Large)
Mary Beth Schaal (Brentsville)
Robert Gudz (Coles)
Karen DeVito (Neabsco)
Karen Smith (Disability Services Board)
Mary Lively (Potomac)
Stephany Ospino (Woodbridge)

County Staff Present

Billy J. Lake, Director
Joan Duckett, Assistant Director
Kimberly A. Lawson, Administrative Coordinator
Elijah T. Johnson, Deputy County Executive

Absent

Robert G. Sharpe (Occoquan)
Joleana Singleton, Senior Business Services Analyst

II. Approvals

- A. Motion Approval of September 24, 2020 Meeting Minutes
Motion: Hilda Barg
Second: Mary Beth Schaal
Status: Passed

III. Citizens' Time

IV. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending June 30, 2020 and July 31, 2020 - Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board. The Senior Business Analyst will be providing a revenue and expenditure report, separating out funding received through the CARES, Act and State Coronavirus Relief Funds (CRF) for the Housing Choice Voucher Program as well as CDBG-CV and ESG-CV, so that the report will show actual expenditures for each program and the funding source.
- b. HCV Voucher Issuance Status - Mr. Billy J. Lake reviewed the HCV Voucher Lease/Utilization Rate with Housing Board.

V. Old Business

- A. EHAP Report – Joan Duckett reported that there have been more than 2,000 applications for the EHAP which consists of Applications in progress, submitted, assigned, under review, withdrawn/denied and funded. Currently 192 households have been funded totaling approximately \$1.9 million.

VI. New Business

VII. CLOSED Session

The Housing Board Authorized Closed Session at 9:00AM to discuss a Personnel Matter. Board Adjourned out of Closed Session at 9:20AM. Ms. Mary Beth Schaal reported out of Closed Session, no action taken.

Motion to approve Directors Evaluation

Motion: Hilda Barg

Second: Mary Beth Schaal

Status: Passed

VIII. Miscellaneous

Billy J. Lake – December meeting we will be bringing Utility Charts for Approval. Will have Electric company's together NOVEC/Dom Power because our Happy software will not accommodate two.

IX. Member's Time

X. Adjournment – Meeting was adjourned at 9:45AM

.....
Next meeting of the Housing Board will be December 3, 2020, Dawson Beach Community Center at 8:30 A.M.

Prepared by:


Kimberly A. Lawson, Clerk

Approved by:


Hilda Barg, Secretary

MOTION: Mary Beth Schaal

**October 22, 2020
Regular Meeting
Res. No. 21-01**

SECOND: Hilda Barg

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 Annual Performance Review for the Director.

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, KP, MBS, RG, KD

Nays:

Absent from Vote: RG, ML, SO, KS

Absent from Meeting: RS

For Information:

OHCD Director

CERTIFIED COPY



Clerk to the Housing Board

MOTION: Mary Beth Schaal

**October 22, 2020
Regular Meeting
Res. No. 21-02**

SECOND: Hilda Barg

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

Votes:

Ayes: SD, HB, KP, MBS, RG, KD

Nays:

Absent from Vote: RG, ML, SO, KS

Absent from Meeting: RS

For Information:

OHCD Director

CERTIFIED COPY


Clerk to the Housing Board