

Prince William County Housing Board Meeting Minutes January 22, 2015



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

Roll Call

Present

Susan Rudolph (Gainesville)
Ryan Yates (Occoquan)
Karen Smith, (Disability Services Board)
Karen DeVito (Neabsco)
Dorothy Karhnak (Woodbridge)
Colin Davis (Continuum of Care Network)
Hilda Barg (Social Service Board)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Tynnell Dunaway, Housing Specialist Supervisor
Susan Lucas, Senior Accountant
Bill Lake, Acting Director
Elijah T. Johnson, Deputy County Executive

Absent

Amanda Harris, Housing Specialist Supervisor
Sandra Dawson (Commission on Aging)
Douglas Porterfield (Brentsville)
Paul Moessner (Potomac)
Linda Pemberton (Community Services Board)

- II. **Citizens' Time:**

- III. **Introductions:**

- IV. **Approval of minutes:**

MOTION was made by Ms. Karen Smith to accept the minutes of the December 4, 2014 meeting. **Second** by Ms. Hilda Barg. **Approved.**

- VI. **Financial Status:**

- A. **Revenue and Expenditure for the period ending December 31, 2014** – 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. Analysis of Impediments to Fair Housing Choice and the Fair Housing Plan Review –
MOTION was made by Ms. Karen DeVito to Endorse the Analysis of Impediments to Fair Housing Choice and the Fair Housing Plan as edited. **Second** by Mr. Colin Davis. **Approved.**

- b. Lease Up Barriers –
Mr. Bill Lake reviewed the document with the Housing Board regarding Barriers that HCV participants face on being able to lease-up quickly.
Ms. Susan Rudolph stated that working with her client she had seen a number of Management Companies had set a minimum income that is set over what most SSI and SSDI award amount are.
“Income is not a protected Class.” HUD Fair Housing.

VIII. Public Relations Issues:

County Budget issues could affect Housing.

IX. New Business:

- a. Invites to give presentations:
Demographer
VOICE – Not focusing on Housing right now
VHDA – had in last year
Steve Fuller – George Mason

Y. Miscellaneous:

XI. Members Time:

- A. Karen DeVito – 18th NSP House; Closed on 1 line of credit – contracts on 2 properties. Getting a 2nd line of Credit. Life Skills Program has been well received. “Choices Program.”

- B. Karen Smith – Settle on Condo in February. Ryan Home – Occupancy permit.

- C. Elijah Johnson – State is in Session

- D. Susan Rudolph – NVTC – Folks are coming out of Training Center – help from other states being brought in to provide services. At state level trying to keep two facilities open for sever persons. Needs assessments every two years. Karen DeVito heading this up

- E. Bill Lake – The boxes at your seat late “Christmas gifts”

XII. Adjournment:

MOTION was made by Mr. Ryan Yates to Adjourn. **Second** by Ms. Hilda Barg. **Approved.**

Meeting was adjourned at 10:20AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, February 26, 2015 at 8:30AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

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

Approved by: Sandra Dawson
Sandra Dawson, Secretary

A recording of the meeting of January 22, 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 March 26, 2015



- I. **Called to Order:** Meeting was called to order at 8:33AM
Those present recited the Pledge of Allegiance.

Roll Call

Present

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

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Amanda Harris, Housing Specialist Supervisor
Tynnell Dunaway, Housing Specialist Supervisor
Susan Lucas, Senior Accountant
Bill Lake, Acting Director
Elijah T. Johnson, Deputy County Executive

Absent

Ryan Yates (Occoquan)

- II. **Citizens' Time:**
Dr. Frances Dong attended the Housing Board Meeting as an observer. Made no comments.
- III. **Introductions:**
All Board Members and Housing Staff introduced themselves to the two new Board Members and the Citizens in attendance.

IV. Approval of minutes:

MOTION was made by Ms. Karen Smith to accept the minutes of the January 22, 2015 meeting. **Second** by Mr. Paul Moessner. **Approved.**

VI. Financial Status:

- A. Revenue and Expenditure for the period ending February 28, 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. Approve FY2016 Public Housing Agency Annual Plan and Progress Report – **MOTION** was made by Ms. Karen Smith to Approve the FY2016 Public Housing Agency annual Plan and Progress Report. **Second** by Mr. Paul Moessner. **Approved.**

VIII. Public Relations Issues:

IX. New Business:

- A. Presentation by Virginia Community Capital – Mr. Bill Lake brought before the Board the request from Virginia Community Capital a lending institution that they would like to come before the Board and present to them.
- B. VA Governor's Housing Conference – Board requested the Link be sent to them and to make 3 hotel Reservations and register 3 for Conference.
- C. Election of Nominating Committee – The nominating committee volunteers will be: Mr. Paul Moessner; Ms. Dorothy Karhnak; and Ms. Karen DeVito.

X. Closed Session:

- A. **RES: 15-05** Authorize – Closed meeting to discuss personnel matters.
Motion by: Ms. Karen Smith
Second by: Ms. Dorothy Karhnak
- B. **RES: 15-06** Approved. Certify closed meeting.
Adjourned into meeting: 10:20AM
Adjourned out of meeting: 10:35AM

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

MOTION was made by Ms. Karen DeVito to endorse the top Candidate for Housing Director. **Second** by Ms. Hilda Barg. **APPROVED UNANIMOUSLY**

XI. Miscellaneous:

- A. Resignation of Mr. Doug Porterfield - Board requested that a card and Certificate of Appreciation for Service be given.
- B. Status of Housing Vacancies –
 - 1. Housing Rental Assistance Inspection Manager – Filled, Ms. Kelly Beard, has accepted this position will start March 30, 2015
 - 2. Housing Technical Specialist – Interviews are set for March 26, 2015 and March 31, 2015.
 - 3. Community Preservation Development Specialist – Vacancy closes April 3, 2015.

XII. Members Time:

- A. Colin Davis – 4 part CoC retreat starts Wednesday.
- B. Karen DeVito – Accepting applications for properties for sale. 2 closings coming up.
- C. Karen Smith – New House about to be finished. VOICE Group, reach out and have them come back to Board to update.
- D. Mary Beth Schaal – Thank you for the opportunity to serve.
- E. Cheri Villa – Looking forward to working with everyone.
- F. Paul Moessner – Community Apartments will be celebrating their 20th Anniversary on May 22nd, 2015 at 10:00AM.
- G. Sandra Dawson – Older Americans Picnic is May 15th at 10:00AM. There was a \$100,000 donation for the Trust Fund. The Senior Center in Manassas will be getting remodeled bathrooms and the Gainesville Library will be getting a warming Kitchen for Meals on Wheels.
- H. Elijah Johnson – 811 – State did not receive this funding. Housing Trust Fund money was placed back in the State budget. HUD also restored NHTF funding.

XIII. Adjournment:

MOTION was made by Ms. Dorothy Karhnaak to Adjourn. **Second** by Ms. Hilda Barg.
Approved.

Meeting was adjourned at 10:35AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, April 23, 2015 at 8:30AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

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

Approved by: Sandra K. Dawson
Sandra Dawson, Secretary

*A recording of the meeting of January 22, 2015 will be kept in the Office of Housing and Community Development,
15941 Donald Curtis Drive, Woodbridge, Virginia 22191 for three years*

MOTION: Karen Smith

**March 26, 2015
Regular Meeting
Res. No. 15-05**

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 Board's endorsement for the Candidate selection for Housing 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 aforesated matter in Closed Meeting.

Votes:

Ayes: SR, SD, CV, MBS, PM, KS, KD, DK, CD, LP, HB

Nays:

Absent from Vote: RY

Absent from Meeting: RY

For Information:

OHCD Acting Director

CERTIFIED COPY



Clerk to the Housing Board

MOTION: Karen Smith

**March 26, 2015
Regular Meeting
Res. No. 15-06**

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 9:15AM
-Reported out from Closed Meeting at 9:45AM

Votes:

Ayes: SR, SD, CV, MBS, PM, KS, KD, DK, CD, LP, HB

Nays:

Absent from Vote: RY

Absent from Meeting: RY

For Information:

OHCD Acting Director

CERTIFIED COPY


Clerk to the Housing Board

Prince William County Housing Board Meeting Minutes April 23, 2015

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

Roll Call

Present

Susan Rudolph (Gainesville)
Sandra Dawson (Commission on Aging)
Cheri Villa (Coles)
Mary Beth Schaal (Brentsville)
Karen DeVito (Neabsco)
Dorothy Karhnak (Woodbridge)
Linda Pemberton (Community Services Board)
Hilda Barg (Social Service Board)

County Staff

Carla Crumpton, Accounting Services Coordinator I
Amanda Harris, Housing Specialist Supervisor
Tynnell Dunaway, Housing Specialist Supervisor
Kelly Beard, Housing RA Inspections Manager
Susan Lucas, Senior Accountant
Bill Lake, Acting Director
Elijah T. Johnson, Deputy County Executive

Absent

Ryan Yates (Occoquan)
Paul Moessner (Potomac)
Karen Smith, (Disability Services Board)
Colin Davis (Continuum of Care Network)
Kimberly A. Lawson, Administrative Support Coordinator II

- II. **Citizens' Time:**
Mike Wilson, Voice; Venus Miller, Voice; Chris Dimotsis, VA Community Capital;
Sheree Thomas,

- III. **Introductions:**
All Board Members and Housing Staff introduced themselves to the Citizens in attendance.

IV. Amendment to Agenda:

MOTION was made by Hilda Barg to amend the Meeting Agenda to include a Public Hearing for the Consolidated Plan. **Second** by Dorothy Karhnak. **Approved.**

MOTION was made by Dorothy Karhnak to add under New Business the Endorsement of the FY2016 Consolidated Plan. **Second** by Mary Beth Schaal. **Approved.**

V. Public Hearing:

Public Hearing on the FY2016 Consolidated Plan and Annual Action Plan. Closed Public Hearing at 8:45AM

VI. Presentation:

- A. VOICE – Ms. Venus Miller presented an update on VOICE and their work in our community.
- B. Virginia Community Capital – Mr. Chris Dimotsis spoke regarding their work in our community

VII. Approval of minutes:

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

VI. Financial Status:

- A. Revenue and Expenditure for the period ending March 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. Slate of Officer for FY2016: the nominating committee presented the following Slate of Officers for the FY2016 Housing Board:

Sandra Dawson – Chair

Hilda Barg – Vice-Chair

Dorothy Karhnak – Secretary

Opened Nominations from the Floor and there were None.

MOTION was made by Cheri Villa to accept nominations as presented by the nominating committee. **Second** by Karen DeVito. **Approved.**

Will vote to approve Slate of Officers at the next Housing Board Meeting on May 28, 2015

- B. Endorsement of the 2016 - 2020 Consolidated Plan and FY2016 Annual Action Report:

MOTION was made by Hilda Barg to Endorse the 2016 - 2020 Consolidated Plan and FY2016 Annual Action Report as presented. **Second** by Ms. Karen DeVito. **Approved.**

VIII. Public Relations Issues:

IX. New Business:

XI. Miscellaneous:

Ms. Rudolph would like to know what our port-in service needs are.

XII. Members Time:

A. Linda Pemberton – Community Apartment is celebrating the 20th Anniversary of the 20 unit apartment complex in Triangle, VA on May 22, 2015 from 10:00AM to 12:00PM. They will be planning a Tree in Honor of Mr. Paul Moessner.

B. Sandra Dawson – Older Americans Picnic is May 15th at 10:00AM.


XIII. Adjournment:

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

Meeting was adjourned at 10:15AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, May 28, 2015 at 8:30AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Sandra Dawson, Secretary

A recording of the meeting of April 23, 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 Notes
May 23, 2019**

- I. **Called to Order:** Meeting was called to order at 8:34AM
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)
Mary Lively (Potomac)
Karen DeVito (Neabsco)
Susan Rudolph (Gainesville)
Karen Smith (Disability Services Board)
Robert G. Sharpe (Occoquan)

County Staff

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

Absent

Enoc Parada (At-Large)
Rojan Robotham (Coles)
Jen Jones (Community Services Board)

- II. **Approval of Minutes:**
MOTION was made by Ms. Karen DeVito to approve the Minutes from the March 28, 2019 Housing Board Meeting. **Second** by Ms. Hilda Barg. **Approved.**

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

- IV. **Financial Status:**
- A. **Revenue and Expenditure for the period ending April 2019** – 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:**
Confirmed the Endorsement of the Executive Committee to Endorse the Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2019 (FY2020)

The Board unanimously confirmed the Endorsement the Action of the Executive Committee at the April 2019 Housing Board meeting to Endorse the Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2019 (FY2020).

VII. New Business:

Nominating Committee Slate of Officers FY20 Election of Officers

The Recommendation was made by the nominating Committee to re-elect current Officers for the next fiscal year. There were no nominations from the floor. The vote will be taken at the June Board Meeting.

VIII. Miscellaneous:

A. Meetings every month – Ms. Karen Smith requested that the Housing Board consider changing Housing Board meetings from the current schedule of monthly to quarterly. Ms. Lawson will provide at the June meeting a list of months which require actions to be taken by the Board. The Housing Board will discuss recommendation further at that meeting. (By-Laws state that the Housing Board must have Six meetings a year).

B. Presentations – Ms. Hilda Barg asked about relative presentations that could be provided at the meetings, in an effort to educate the Housing Board and others interested, regarding housing and related program service resources available within the Community. Suggestions were Neighborhood Services; Prince William Association of Realtors, Housing Proffers (BOCS Chairman), Aging in Place Resources in the County, No Wrong Door Grant; and Solutions Study.

C. Virginia Governor’s Housing Conference – Ms. Karen DeVito and Ms. Dorothy Karhnaek will be attending this year’s Conference. Hotel Reservations have been made will Register attendees in July 2019 at the beginning of the new Fiscal Year.

IX. Members Time:

Sandra Dawson – Older Americans Picnic at Camp Snyder was a Success.

X. Adjournment:

Meeting was adjourned at 9:25 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **June 27, 2019 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

Prince William County Housing Board Meeting Minutes June 25, 2015

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

Roll Call

Present

Susan Rudolph (Gainesville)
Ryan Yates (Occoquan)
Sandra Dawson (Commission on Aging)
Mary Beth Schaal (Brentsville)
Khadija Athman, (At-Large)
Paul Moessner (Potomac)
Karen Smith, (Disability Services Board)
Karen DeVito (Neabsco)
Linda Pemberton (Community Services Board)
Hilda Barg (Social Service Board)
Elijah T. Johnson, Deputy County Executive

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

Absent

Cheri Villa (Coles)
Dorothy Karhnak (Woodbridge)
Colin Davis (Continuum of Care Network)
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Introductions:**

Introduced Ms. Khadija Athman, as newly appointed the At-Large BOCS Representative.
Introduced Ms. Joan S. Duckett, as the newly hired Community Planning and Development Division Chief.

- IV. **Approval of minutes:**

MOTION was made by Ms. Karen Smith to accept the minutes of the May 28, 2015 meeting as written. **Second** by Ms. Hilda Barg. **Approved.**

VI. Financial Status:

- A. Revenue and Expenditure for the period ending May 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. It was requested that a list of Acronyms and what they stand for be written out and given to the Board Members. The Board would like to know the number on the Waiting List that have Disabilities.

VII. Old Business:

- A. Supplemental Form for Secondary Contact – Ms. Tynnell Dunaway went over the Supplemental Form for Secondary Contact and had a copy for each of the Board Members of the page on the Office software program HousingPro.
A Question was asked regarding an address for the Secondary contact and there is a space for the secondary address.

VIII. Public Relations Issues:

IX. New Business:

XI. Miscellaneous:

XII. Members Time:

- A. Karen DeVito – Sold 17th NSP House.
- B. Mary Beth Schaal – Neighborhood Services – Irongate/Police Officers Homehelp+, Allen Scarborough, Lillie Jo Crest.
- C. Karen Smith – Closing on Home; some issues.
- D. Sandra Dawson – A 3 story Assisted Living Veterans Center is being looked at. They will need to convey land. COA made up their Legislative program.

Invite Rich to next meeting to discuss Veteran Facility and Transportation issues.
- E. Elijah Johnson – Board and Commissions of all Human Services Agencies will be having another Joint Meeting. Working on the date, time and place.
- F. Susan Rudolph – Has been invited to discuss how to house those with significant disabilities in the community. CVTC in Lynchburg will significantly impact communities in Virginia.
- G. Billy Lake – There will be a significant loss to HOME in the current proposed FY16 budget.

XIII. Adjournment:

MOTION was made by Mr. Ryan Yates to Adjourn. **Second** by Ms. Mary Beth Schaal.
Approved.

Meeting was adjourned at 9:25AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, August 27, 2015 at 8:30AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Locust Shade Conference Room.**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Sandra Dawson, Secretary

A recording of the meeting of June 25, 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 August 27, 2015

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

Roll Call

Present

Susan Rudolph (Gainesville)
Ryan Yates (Occoquan)
Sandra Dawson (Commission on Aging)
Mary Beth Schaal (Brentsville)
Khadija Athman, (At-Large)
Karen Smith, (Disability Services Board)
Karen DeVito (Neabsco)
Linda Pemberton (Community Services Board)
Hilda Barg (Social Service Board)
Cheri Villa (Coles)
Dorothy Karhnak (Woodbridge)
Colin Davis (Continuum of Care Network)
Angela Beckles (Potomac)
Elijah T. Johnson, Deputy County Executive

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Kelly Beard, Housing RA Inspections Manager
Tynnell Dunaway, Housing Specialist Supervisor
Amanda Harris, Housing Specialist Supervisor
Susan Lucas, Senior Accountant
Joan Duckett, CPD Division Chief
Billy J. Lake, Director

Absent

- II. **Citizens' Time:**
- III. **Introductions:**
Introduced Ms. Angela Beckles, as newly appointed the Potomac BOCS Representative.
- IV. **Approval of minutes:**
MOTION was made by Ms. Karen DeVito to accept the minutes of the June 25, 2015 meeting as written. **Second** by Ms. Karen Smith. **Approved.**

VI. Financial Status:

- A. Revenue and Expenditure for the period ending July 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:

- A. Waiting List Report – Mr. Lake discussed the report given to the Board Members regarding the number of persons on our Rental Assistance Waiting List and how broken down by preference.
- B. Supplemental Form for Secondary Contact – It was confirmed that during the last calling on persons off the Waiting List that the Secondary Contact was not contacted. 100 individuals were contacted to come in on September 16th, 19 of which had individuals listed on the Supplemental form. The individuals on the Supplemental form were not contacted. These individuals will be called back in with the information going to the Contact on the Supplemental Form.

VIII. Public Relations Issues:

- A. Home Funds Budgetary Cuts – Mr. Lake discussed with the Housing Board the proposed Funding cuts for HOME funds. The Board questioned the reasoning behind cutting this program. Our programs are discretionary funds.

IX. New Business:

- A. Approval of SEMAP Submission – Mr. Lake explained the process of the Self Certification of SEMAP Indicators. There are 8 that we self-certify, and then there are 7 done by our system (PIC). We received a self-certified score of 145. This is an overall rating of HIGH, which puts us in the scoring standards at High Performer.

XI. Miscellaneous:

XII. Members Time:

- A. Karen DeVito – Grant Workshop were NSP program with CFH received award as Top Non-profit Performer.
- B. Linda Pemberton – Explained what has been happening with Project Intercept Mapping and Divert.
- C. Susan Rudolph – Spoke regarding REACH program, Problem is still Housing.
- D. Colin Davis – At Annual CoC meeting, will be allocating HUD funds and delegating.

- E. Cheri Villa – Big Shout out to Karen DeVito regarding the NSP award. Running NOMI on National Level.
- F. Karen Smith – CDBG training – Joannie Duckett did super well!
- G. Sandra Dawson – Ground Breaking on New Manassas Center; Wheels to wellness funds approved and Interviews have started for New Director for AAA.
- H. Elijah Johnson – Bankers group meeting will be October 24h.

XIII. Adjournment:

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

Meeting was adjourned at 9:28AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, September 24, 2015 at 8:30AM 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

*A recording of the meeting of August 27, 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 September 24, 2015

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

Roll Call

Present

Susan Rudolph (Gainesville)
Ryan Yates (Occoquan)
Sandra Dawson (Commission on Aging)
Mary Beth Schaal (Brentsville)
Khadija Athman, (At-Large)
Karen Smith, (Disability Services Board)
Karen DeVito (Neabsco)
Linda Pemberton (Community Services Board)
Hilda Barg (Social Service Board)
Cheri Villa (Coles)
Dorothy Karhnak (Woodbridge)
Colin Davis (Continuum of Care Network)
Angela Beckles (Potomac)

County Staff

Kimberly A. Lawson, Administrative Support Coordinator II
Kelly Beard, Housing RA Inspections Manager
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

- II. **Citizens' Time:**
Mr. Paul Moessner, former Housing Board Member, has a request to bring before the Board but would like to discuss during new Business.
- III. **Introductions:**
- IV. **Approval of minutes:**
MOTION was made by Ms. Karen DeVito to accept the minutes of the August 27, 2015 meeting as written. **Second** by Ms. Susan Rudolph. **Approved.**

V. **Public Information Meeting:**

The public Information Meeting for the Prince William Area consolidated Plan Performance Report for FY2015 and Citizen Input for the Annual Plan FY2017 was opened at 8:30am with no citizens present. The Public Information Meeting was closed at 8:36am.

VI. **Financial Status:**

- A. Revenue and Expenditure for the period ending July 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:**

VIII. **Public Relations Issues:**

IX. **New Business:**

- A. Request for conversion of loans to forgivable loans – Mr. Paul Moessner, Former Housing Board Member addressed the Board and requested that the 5 loans made during the 200__ Competitive Application process which were loans, be converted into forgivable loans. This was the only competitive application process year that they were actual loans instead of deferred loans.

A **MOTION** was made by Ms. Hilda board to analyze how these funds are being used and give a staff report (No later than February 2016) of how making these loans forgivable loans would impact the program. **Second** by Ms. Dorothy Karhnak. **Approved**. Three members abstained. (LP, SR, KS)

The Board Members have requested a presentation on the Neighborhood Rehabilitation Program and Eligibility.

XI. **Miscellaneous:**

XII. **Members Time:**

- A. Sandra Dawson – The Strategic Goals for the Commission on Aging have been set.

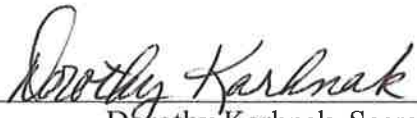
XIII. **Adjournment:**

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

Meeting was adjourned at 9:00AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, October 22, 2015 at 8:30AM 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

A recording of the meeting of September 24, 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 October 22, 2015

- 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 Beth Schaal (Brentsville)
Khadija Athman, (At-Large)
Karen Smith, (Disability Services Board)
Susan Rudolph (Gainesville)
Linda Pemberton (Community Services Board)

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

Cheri Villa (Coles)
Angela Beckles (Potomac)
Karen DeVito (Neabsco)
Colin Davis (Continuum of Care Network)
Ryan Yates (Occoquan)
Kelly Beard, Housing RA Inspections Manager

- II. **Citizens' Time:**

- III. **Introductions:**

Two Housing office employees were introduced to the Board for their work on the Payments Standards and Utility Payments. They were M. Kim Sigafuo and Ms. Angela Davis.

- IV. **Approval of minutes:**

MOTION was made by Ms. Karen Smith to accept the minutes of the September 24, 2015 meeting as written. **Second** by Ms. Mary Beth Schaal. **Approved.**

VI. Financial Status:

- A. Revenue and Expenditure for the period ending September 30, 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:

VIII. Public Relations Issues:

IX. New Business:

- A. FY2016 Applicable Payment Standard Approval – **MOTION** was made by Ms. Hilda Barg to approve the FY2016 Applicable Payment Standards as presented to the Board. **Second** by Ms. Dorothy Karhnak. **Approved.**
- B. FY2016 Utility Allowance Schedule Approval – **MOTION** was made by Ms. Karen Smith to approve the FY2016 Utility Allowance Schedule as presented to the Board. **Second** by Ms. Dorothy Karhnak. **Approved.**
- C. Establish Director Evaluation Committee – **MOTION** was made by Ms. Karen Smith to allow Mr. Elijah Johnson, Deputy County Executive to send out preliminary Six-Month Evaluation for Mr. Billy Lake, Director for comments. **Second** by Ms. Hilda Barg. **Approved.**

XI. Miscellaneous:

Legislative Agenda Items – Last year the Board approved that following items to go forward as items to be added to the Legislative Agenda:

1. Affordable Housing
2. Universal Design
3. Tax Credits (Income Eligibility Requirements)
4. Where the gaps are: Lower incomes – fewer options.

Ms. Karen Smith asked what the up and coming housing issue is. The answer is funding of the Housing Trust Fund. And Pushing for HOME to be fully funded.

The Board agreed that the following items go forward as the Housing Board's recommendations to be added to the Legislative Agenda:

1. Fully Fund the HOME Program
2. Continue funding of the Housing Trust Fund
3. Transportation – Funding for local Bus Services; Omni Link and Omni Bus.

XII. Members Time:

- A. Hilda Barg – The new Deputy Director for Social Services has been hired and his name is Ian Santora.

XIII. Adjournment:

Meeting was adjourned at 9:45AM.

Next Meeting: The next regular meeting of the Housing Board is scheduled for: **Thursday, December 3, 2015 at 8:30AM 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

A recording of the meeting of October 22, 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 3, 2015

- 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 Karhnaak 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

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