

# Prince William County Housing Board Meeting Minutes February 23, 2017

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- I. **Called to Order:** Meeting was called to order at 8:31AM  
Those present recited the Pledge of Allegiance.

## Roll Call

### **Present**

Sandra Dawson (Commission on Aging)  
Hilda Barg (Social Service Board)  
Mary Beth Schaal (Brentsville)  
Enoc Parada (At-Large)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Colin Davis (Continuum of Care Network)  
Mary Battista (Community Services)  
Robert G. Sharpe (Occoquan)  
Susan Rudolph (Gainesville)

### **County Staff**

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

### **Absent**

Dorothy Karhnaek (Woodbridge)  
Kelly Beard, Housing RA Inspections Manager

## II. **Public Information Meeting**

The Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency (PHA) Annual Plan and Progress Report PWC Fiscal year 2018 Public Hearing. No Citizens Present.

## III. **Approval of minutes:**

**MOTION** was made by Hilda Barg to approve minutes from the December 1, 2016 meeting. **Seconded** by Karen DeVito. **Approved.**

## IV. **Citizens Time:**

Ms. John Payne from Virginia Housing Development Authority attended.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending January 31, 2017 – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.
- B. HCV Voucher Issuance Status – Ms. Susan Lucas and Ms. Tynnell Dunaway reviewed and reported on the Voucher Issuance Status.

**VI. Old Business:**

**VII. New Business:**

Mr. Colin Davis announced he would no longer be the Continuum of Care representative to the Housing Board and this would be his last meetings. Gave an update on the Continuum of Care.

**X. Miscellaneous:**

**XI. Members Time:**

- A. Karen Smith – Discussed the Changes in Services from the Department of Justice and that there was a push to stop closures.
- B. Sandra Dawson – Is the new Chair of the Commission on Aging.
- C. Elijah Johnson – CXO presented his Budget on Tuesday. CS is requesting more employees. The County will be undertaking a Human Service Continuum Study.

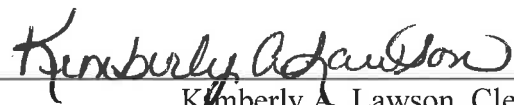
It was noted that Affordable Housing is not in the Strategic Plan.

**XII. Adjournment:**

Meeting was adjourned at 9:16AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, March 23, 2017 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Woodbridge, VA 22191**

Prepared by:



Kimberly A. Lawson, Clerk

Approved by:



Dorothy Karhnak, Secretary

# Prince William County Housing Board Meeting Minutes March 23, 2017

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- I. **Called to Order:** Meeting was called to order at 8:32AM  
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)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Mary Battista (Community Services)  
Robert G. Sharpe (Occoquan)

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Kimberly A. Lawson, Administrative Support Coordinator II  
Billy J. Lake, Director

### **Absent**

Susan Rudolph (Gainesville)  
Enoc Parada (At-Large)  
Elijah T. Johnson, Deputy County Executive  
Amanda Harris, Housing Specialist Supervisor  
Susan Lucas, Administrative Analyst I  
Kelly Beard, Housing RA Inspections Manager

## II. **Public Information Meeting**

The Prince William County Housing and Community Development Annual Action Plan Federal Fiscal Year 2017 (FY2018).

There were no citizen participation or comments regarding the Prince William County Housing and Community Development Annual Action Plan Federal Fiscal Year 2017 (FY2018). Public Hearing closed at 8:40 a.m.

## III. **Approval of minutes:**

**MOTION** was made by Hilda Barg to approve minutes from the February 23, 2017 meeting. **Seconded** by Karen DeVito. **Approved.**

**IV. Citizens Time:**

Mr. John Payne from Virginia Housing Development Authority attended.

Mr. Raul Rivas, Citizen attended.

Raul Rivas spoke and requested information any County administered programs that could assist him in purchasing his First Home. Ms. Duckett gave him the information regarding the First Time Homebuyers program, directed him to the Housing website and provided contact information.

**V. Financial Status:**

A. Revenue and Expenditure for the period ending February 28, 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 Issuance Status with the Housing Board. Discussed Waiting List Numbers, terminations, purging etc. with Board members.

**VI. Old Business:**

**VII. New Business:**

A. Approval of Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency Annual Plan and progress Report – PWC Fiscal year 2018.

**MOTION** was made by Karen Smith to approve the PHA Annual Plan and Progress Report. **Seconded** by Karen DeVito. **Approved.**

**X. Miscellaneous:**

A. Housing Expo Outcomes

Very well attended. Great Event. Final numbers were not available at this time, and will be forwarded to the Board once received. Mr. John Payne, VHDA and Karen DeVito also attended this event. Great networking value and number of Public employees were by the VHDA table to buy homes.

**XI. Members Time:**

A. Hilda Barg – Has a Continuum of Care Representative been nominated for Housing Board Representative? Will be going to the Board of County Supervisors for approval hopefully in April sometime.

B. Karen DeVito – Spotsylvania Home sold.

**XII. Adjournment:**

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

Meeting was adjourned at 9:14AM.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for: **Thursday, April 27, 2017 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 27, 2017

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- I. **Called to Order:** Meeting was called to order at 8:32AM  
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)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)  
Mary Battista (Community Services)  
Robert G. Sharpe (Occoquan)  
Elijah T. Johnson, Deputy County Executive

### **County Staff**

Susan Lucas, Administrative Analyst I  
Tynnell Dunaway, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Billy J. Lake, Director

### **Absent**

Enoc Parada (At-Large)  
Mary Lively (Potomac)  
Amanda Harris, Housing Specialist Supervisor  
Kelly Beard, Housing RA Inspections Manager  
Kimberly A. Lawson, Administrative Support Coordinator II

## II. **Continuum of Care Presentation**

Courtney Tierney and Levi Bass from Department of Social Services provided a presentation of the Prince William Area Continuum of Care network, which included its history, purpose, program outcomes and expectations. Thanks for great information and presentation.

## III. **Approval of minutes:**

**MOTION** was made by Mary Battista to approve minutes from the March 23, 2017 meeting. **Seconded** by Karen DeVito. **Approved.**

**IV. Citizens Time:**

No citizens were present.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending February 28, 2017 – 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 Issuance Status with the Housing Board.
- C. Waiting List Reports – Ms. Tynnell Dunaway provided Status Report and Waiting List Reports to the Housing Board.

**VI. Old Business:**

**VII. New Business:**

- A. Nomination Committee for FY2018 Slate of Officers. The Housing Board Nomination Committee for FY18 Slate of Officers will be:
  - 1. Sandra Dawson
  - 2. Karen DeVito
  - 3. Robert Sharpe
  - 4. Susan Rudolph
- B. Endorsement of the Prince William County Housing and Community Development Annual Action Plan Federal Fiscal Year 2017 (FY2018)  
**MOTION** was made by Karen Smith to endorse the Prince William County Housing and Community Development Annual Action Plan Federal Fiscal Year 2017 (FY2018). **Second** by Mary Beth Schaal. **Approved.**

**X. Miscellaneous:**

Comprehensive Plan Update – Thought everyone would be interested in the Housing Section. The main changes of the Comprehensive Plan update will be the sections that have anything to do with Proffers. The removal of anything relative to proffers. The Housing Chapter will be technical updates and other changes. Uncertain at this time on the Housing chapter of the Comprehensive Plan.

**XI. Members Time:**

- A. Sandra Dawson – Commission on Aging picnic will be on May 12. Same location as last year.
- B. Billy J. Lake – Beginning in May on Wednesday mornings from 8:00 a.m. to 12:00 p.m. HCV staff will be unavailable to meet with client during this protected time. On May 5, 2017 OHCD will be having our Office Retreat where we will get together for some team building and COOP Plan training.

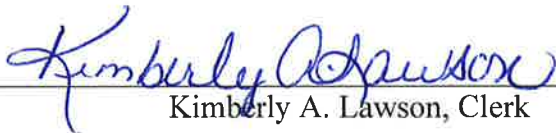
C. Elijah Johnson – County budget has been approved along with Salary increase.

**XII. Adjournment:**

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

Meeting was adjourned.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for; **Thursday, May 25, 2017 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 25, 2017

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- 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)  
Mary Beth Schaal (Brentsville)  
Enoc Parada (At-Large)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)

### **County Staff**

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

### **Absent**

Dorothy Karhnak (Woodbridge)  
Robert G. Sharpe (Occoquan)  
Susan Lucas, Administrative Analyst I  
Amanda Harris, Housing Specialist Supervisor  
Kelly Beard, Housing RA Inspections Manager

- II. **Approval of minutes:**  
**MOTION** was made by Ms. Karen Smith to approve minutes from the April 27, 2017 meeting. **Seconded** by Ms. Karen DeVito. **Approved.**
- III. **Citizens Time:**  
No citizens were present.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending March 31, 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 Issuance Status with the Housing Board.
- C. Waiting List Reports – Ms. Tynnell Dunaway provided Status Report and Waiting List Reports to the Housing Board.

**VI. Old Business:**

**VII. New Business:**

- A. Nomination Committee for FY2018 Slate of Officers. The Housing Board Nomination Committee recommends that the FY18 Slate of Officers be:
  - Sandra Dawson - Chair
  - Hilda Barg - Vice Chair
  - Dorothy Karhnak – Secretary

There were no nominations from the floor. Nominations closed. Will vote on Slate of Officers at the June Meeting.

The Nominating Committee also recommends that the Board begin thinking of the Officer positions earlier. Ms. Dawson would also like the Board to work on the vacancies on the Board. Ms. Rudolph discussed the RAB position could possibly be filled by someone within her daughters group.

- B. Selection of VA Governor’s Housing Conference Attendees, November 15-17, 2017 at the Norfolk Waterside Marriott, Norfolk, VA  
Ms. Karen DeVito and Ms. Karen Smith both volunteered to be the Board’s Representatives at the Governor’s Conference.
- C. HomeHelp and HomeHelp Plus Program status  
The program is now closed and we have \$134,000.00 left in the fund.

**X. Miscellaneous:**

**XI. Members Time:**

- A. Karen Smith – CDBG house is very difficult in finding. People Inc. did a needs assessment on Affordable housing needs. Ms. Smith suggested that maybe they should share that needs assessment with the Board.
- B. Sandra Dawson – Commission on Aging had their picnic Fantastic event, well attended.  
BCC meeting on Legislative matters was well attended. Discussed and agreed to meet more regularly. Meeting schedule was emailed to Board members earlier this week. Mr. Elijah Johnson is look forward to working with the group in the coming months.

- C. Billy Lake – Have begun updating and revises the HCV Administrative Plan. Will be presenting to the Board next Month (June) on some of the items that the office is proposing to change. Some items are regulatory and must change. Others the office has discretion.

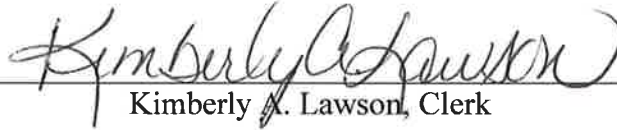
**XII. Adjournment:**

**MOTION** was made by Ms. Hilda Bard to adjourn the meeting. **Seconded** by Ms. Susan Rudolph. **Approved.**

Meeting was adjourned.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for; **Thursday, June 22, 2017 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 June 22, 2017

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- 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)  
Mary Lively (Potomac)  
Karen Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Susan Rudolph (Gainesville)  
Brandi Day (Continuum of Care Network)  
Robert G. Sharpe (Occoquan)

### **County Staff**

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

### **Absent**

Enoc Parada (At-Large)  
Kimberly A. Lawson, Administrative Support Coordinator II  
Kelly Beard, Housing RA Inspections Manager

- II. **Approval of minutes:**  
**MOTION** was made by Ms. Susan Rudolph to approve minutes from the May 25, 2017 meeting. **Seconded** by Ms. Karen DeVito. **Approved.** Dorothy Karhnak Abstained.
- III. **Citizens Time:**  
No citizens were present.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending May 31, 2017 – Ms. Susan Lucas reviewed the revenue and expenditure reports with the Housing Board.
- Ms. Schaal had a question regarding the Apollo Project – Proffer Funding. Mr. Lake explained that when a proffer stipulates funds for “Housing” that once the development begins those funds are assigned for housing but not automatically budgeted to Housing. OHCD has to request that money from the BOCS.
- B. HCV Voucher Issuance Status – Ms. Susan Lucas reviewed the HCV Voucher Issuance Status with the Housing Board.
- C. Waiting List Reports – Ms. Tynnell Dunaway provided Status Report and Waiting List Reports to the Housing Board.

**VI. Old Business:**

**VII. New Business:**

- A. FY2018 Slate of Officers.  
**MOTION** was made by Karen Smith to approve the FY2018 Slate of Officers presented to the Board at the May 2017 meeting. **Second by:** Susan Rudolph.  
**Approved.**
- B. Housing Director’s Evaluation:  
Mr. Elijah Johnson made a request for volunteers to help with the Director’s Evaluation for FY18. Ms. Sandra Dawson, Ms. Mary Lively and Ms. Karen Smith agreed to serve.
- C. HCV Administrative Plan:  
Mr. Bill Lake presented a PowerPoint Presentation that provided both the federal regulations and recommended proposed changes to the HCV Administrative Plan Ms. Susan Rudolph has concerns about inspections for clients with disabilities and would like the second contact to be notified when Inspection Notifications are sent. Mr. Lake stated that when a second contact is listed a copy goes to that contact.  
**MOTION** was made by Ms. Karen DeVito to endorse the proposed changes made to the HCV Administrative Plan. **Second by** Ms. Dorothy Karhnak.  
**Approved.**

**X. Miscellaneous:**

**XI. Members Time:**

**XII. Adjournment:**

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

Meeting was adjourned.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for; **Thursday, August 24, 2017 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 24, 2017

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- 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)  
Enoc Parada (At-Large)  
Karen Smith, (Disability Services Board)  
Susan Rudolph (Gainesville)  
Brandi Day (Continuum of Care Network)

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Susan Lucas, Administrative Analyst I  
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 DeVito (Neabsco)  
Robert G. Sharpe (Occoquan)  
Kelly Beard, Housing RA Inspections Manager

- II. **Approval of minutes:**  
**MOTION** was made by Ms. Hilda Barg to approve minutes from the June 22, 2017 meeting. **Seconded** by Ms. Dorothy Karhnak. **Approved.**
- III. **Citizens Time:**  
No citizens were present.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending May 31, 2017 – 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 Issuance Status with the Housing Board.
- C. Waiting List Reports – Ms. Tynnell Dunaway provided Status Report and Waiting List Reports to the Housing Board.
- D. HCV Leasing Call with HUD – Mr. Billy Lake discussed the highlights of the HUD leasing call with the Housing Board.

**VI. Old Business:**

**VII. New Business:**

- A. SEMAP Submission –  
**MOTION** was made by Ms. Karen Smith to approve presented SEMAP Presentation. **Second** by Ms. Susan Rudolph. Approved.

Ms. Karen Smith suggested that OHCD provide SEMAP training/presentation, to the Board next year, prior to submission to the Board for approval. This will provide the Board with a better understanding of SEMAP process and scoring.

- B. HCV Administrative Plan Approval -  
Mr. Lake discussed with the Housing Board that Nan McKay has released additional Policy changes to the HCV Administrative Plan. Mr. Lake informed the Board that he is in the processing of reviewing the document, in order to make a determination if there are changes that will require OHCD to publicize the Administrative Plan for another 45-day comment period. The Board agreed to postpone any action until September.
- C. FY19 Competitive Application Process  
Ms. Joan Duckett informed the Housing Board that the workshops for applying for the FY19 CDBG Competitive Funding were held on August 18 and August 22, and that the applications are due to OHCD by October 6, 2017 by 5:00 pm.

**VIII. CLOSED SESSION**

- A, **RES: 18-01** Authorize – Closed meeting to discuss personnel matters.  
Motion by: Ms. Dorothy Karhnak  
Second by: Ms. Hilda Barg
- B. **RES: 18-02** Approved. Certify closed meeting.  
Adjourned into meeting: 9:05AM  
Adjourned out of meeting: 9:40AM

Ms. Dorothy Karhnak reported out of Closed Session that no action was taken.



**X. Miscellaneous:**

**XI. Members Time:**

**Karen Smith** - Reported that INSIGHT has settled on the acquisition of another home located at Two Chimney's Court, Woodbridge, VA, using FY17 CDBG Competitive funding. Ms. Smith also reported that INSIGHT was able to have a new porch constructed on one of their other homes built many years ago and that is it a great addition for those living in home.

**Mary Beth Schaal** – Suggested that INSIGHT publicize both the newly acquired home as well as the porch addition.

**Sandra Dawson** – Alzheimer's Association has seminars on website. BCC meeting will meet in September to finalize legislative list and planning and meeting with Legislators in October. The Legislative List is:

1. Continue to fund the Housing Trust Fund
2. Opioid Epidemic
3. No Wrong door Initiative

**Elijah Johnson** – The County will be have a Remembrance gathering on September 11, 2017.

**XII. Adjournment:**

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

Meeting was adjourned.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for; **Thursday, September 28, 2017 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 September 28, 2017

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

### **County Staff**

Tynnell Dunaway, Housing Specialist Supervisor  
Joan Duckett, CPD Division Chief  
Susan Lucas, Administrative Analyst I  
Kimberly A. Lawson, Administrative Support Coordinator II  
Billy J. Lake, Director

### **Absent**

Hilda Barg (Social Service Board)  
Dorothy Karhnak (Woodbridge)  
Enoc Parada (At-Large)  
Susan Rudolph (Gainesville)  
Elijah T. Johnson, Deputy County Executive  
Amanda Harris, Housing Specialist Supervisor  
Kelly Beard, Housing RA Inspections Manager

- II. **Approval of minutes:**  
**MOTION** was made by Ms. Karen Smith to approve minutes from the August 24, 2017 meeting. **Seconded** by Ms. Brandi Day. **Approved.** Two Abstentions
- III. **Citizens Time:**  
No citizens were present.

**V. Financial Status:**

- A. Revenue and Expenditure for the period ending August 31, 2017 – 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 Issuance Status with the Housing Board.
- C. Waiting List Reports – Ms. Tynnell Dunaway provided Status Report and Waiting List Reports to the Housing Board.

**VI. Old Business:**

Ms. Sandra Dawson spoke briefly about the Legislative Program:

The Items she discussed were Housing Trust Fund, Proffer Legislation and Section 8 Voucher Discrimination.

**VII. New Business:**

- A. Applicable Payment Standards –  
**MOTION** was made by Ms. Karen Smith to approve the Applicable Payment Standards FY18 as presented. **Second** by Ms. Karen DeVito. Approved.
- B. HCV Administrative Plan Approval -  
**MOTION** was made by Ms. Karen Smith to approve the HCV Administrative Plan as presented. **Second** by Ms. MaryBeth Schaal. Approved.
- C. Consolidated Annual Performance and Evaluation Report (CAPER) FFY16 (FY17)  
Ms. Joan Duckett informed the Housing Board that the FFY16 (FY17) CAPER has been submitted. No action was necessary to take.

**X. Miscellaneous:**

**XI. Members Time:**

**Sandra Dawson** – Let Board members know of a New Medicaid Only Program that is becoming available.

**Brandi Day** – Needs Assessment process is underway.

**Karen DeVito** – Strasburg house is under contract along with two other homes. Catholics for Housing will be presenting at a SNAP Session at the Virginia Governor's Housing Conference on Education and Life Skills.

**XII. Adjournment:**

**MOTION** was made by Ms. Karen DeVito to adjourn the meeting. **Seconded** by Mr. Robert Sharpe. **Approved.**

Meeting was adjourned.

**Next Meeting:** The next regular meeting of the Housing Board is scheduled for; **Thursday, October 26 2017 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 December 7, 2017

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- I. **Called to Order:** Meeting was called to order at 8:31AM  
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 Smith, (Disability Services Board)  
Karen DeVito (Neabsco)  
Brandi Day (Continuum of Care Network)  
Robert G. Sharpe (Occoquan)

### **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 Beth Schaal (Brentsville)  
Enoc Parada (At-Large)  
Jen Jones (Community Services Board)  
Susan Rudolph (Gainesville)  
Kelly Beard, Housing RA Inspections Manager  
Susan Lucas, Administrative Analyst I  
Tynnell Dunaway, Housing Specialist Supervisor

- II. **Approval of minutes:**  
**MOTION** was made by Mr. Robert Sharp to approve minutes from the September 28, 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 Issuance Status with the Housing Board.
- C. Waiting List Reports – Mr. Billy Lake provided Status Report and Waiting List Reports to the Housing Board.

**VI. Old Business:**

- A. Legislative Program:
  - 1. Housing Trust Fund
  - 2. Proffer Legislation Reexamination
  - 3. Northern Virginia Training Center Funds

A **MOTION** was made by Ms. Hilda Barg to approve this list of Legislative Program items to support. **Second by:** Ms. Karen DeVito. **Approved.**

Ms. Sandra Dawson will write a letter on the Housing Boards behalf showing support for the above Legislative list.

**VII. New Business:**

- A. FY2018 Utility Allowance –  
**MOTION** was made by Ms. Karen Smith to approve the FY2018 Utility Allowance Payments as presented. **Second** by Ms. Dorothy KarhnaK. **Approved.**
- B. FY2019 CDBG Competitive Application Awards  
A **MOTION** was made by Ms. Dorothy KarhnaK to endorse the FY2019 CDBG Competitive Application Award recipients as presented. **Second** by Ms. Karen DeVito. **Approved.** Three Abstentions: (SD, KS, HB)

**X. Miscellaneous:**

**XI. Members Time:**

**Karen DeVito** – Strasburg house has sold. Trailer Park in Manassas is ready to close. Thank you for letting me represent the PWC HB at the VA Governor’s Housing Conference.

**Karen Smith** – Better than any other conference she has been too.

**Dorothy Karhnak** – Just a reminder that the BCC Legislative Meeting is December 19, 9:00am – 11:00am at Chinn Library.

**Elijah Johnson** – Board met with the Legislators and Proffers were at the top of the list. Human Services were highlighted at this meeting.

**XII. Adjournment:**

**MOTION** was made by Ms. Hilda Barg 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, January 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, Clerk

Approved by: \_\_\_\_\_  
Dorothy Karhnak, Secretary