

Prince William County Housing Board Meeting Minutes January 24, 2019

- 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)
Karen DeVito (Neabsco)
Mary Beth Schaal (Brentsville)
Mary Lively (Potomac)
Susan Rudolph (Gainesville)
Robert G. Sharpe (Occoquan)

County Staff

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

Absent

Enoc Parada (At-Large)
Jen Jones (Community Services Board)
Karen Smith, (Disability Services Board)
Rojan Robotham (Coles)

- II. **Introductions:**

- III. **Public Information Meeting:**

Mr. Billy J. Lake, Director opened the Public Information Meeting for the Prince William County Housing and Community Development Housing Choice Voucher Program Public Housing Agency Annual Plan and Progress Report – PWC Fiscal Year 2020. No citizens were present. Public Information Meeting closed.

- IV. **Approval of minutes:**

There were no minutes for action, due to quorum requirements not being met for December 2018 meeting.

- V. **Citizens Time:**

No citizens were present.

VI. Financial Status:

- A. Revenue and Expenditure for the period ending December 2018 – 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:

- A. Ferlazzo Building ADA Compliance Update – Ms. Sandra Dawson requested an update on the Ferlazzo Building ADA Compliance Update. Mrs. Kimberly A. Lawson gave an update of the latest information from the meetings she attended concerning the Ferlazzo Parking Committee recommendations.

VII. New Business:

- A. CDBG FY20 Competitive Application Process – Mrs. Joan S. Duckett reported on the Competitive applications that were received.
 - 1. A total of eight applications were received.
 - 2. Four applications were not eligible for funding
 - 3. Four applications were funded for a total of \$799,559.00

MOTION was made by Mrs. Hilda Barg to endorse the CDBG Competitive Applications. **Seconded** by Mrs. Sandra Dawson. **Approved.**

- B. Endorsement of the CHDI/SRAP Competitive Application- Mrs. Joan Duckett reported on the three projects received for the CHDI/SRAP Competitive Application Process. Pathway Homes, Inc. scored the highest and was recommended for approved of the CHDI/SRAP available funding in the amount of \$2.4 million.

MOTION was made by Ms. Karen DeVito to endorse the CHDI/SRAP Competitive Application. **Seconded** by Mrs. Hilda Barg. **Approved.**

VIII. Miscellaneous:

Housing Board Members received the 2019 Meeting Schedule.

IX. Members Time:

- A. Sandra Dawson –NVFS; 2.5 million Amazon Grant; any furloughed government workers or contractors that can provide evidence that income has been affected by Government shutdown can get assistance.
- B. Robert Sharp – Prince William County Credit Union meeting coming up. Recommended all become a part of the Credit Union.
- C. Karen DeVito – Very Busy Annual meeting new Board Meetings; 40th Anniversary year.


X. Training:

Mr. Billy J. Lake provided to the Housing Board a Nan McKay training booklet, purchased by OHCD, “Assisted Housing 101 An Introduction to the Public Housing Program and the Section 8 Housing Choice Voucher Program”. Mr. Billy J. Lake, reviewed chapters that were not applicable to our agency. A video was presented and will be used for at all HCV briefings. The video explains the Housing Choice Voucher program and the responsibilities of those participating in the program.

XI. Adjournment:

Meeting was adjourned at 9:35 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **February 28, 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, Clerk

Approved by: 
Hilda Barg, Secretary

Prince William County Housing Board Meeting Minutes February 28, 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)
Rojan Robotham (Coles)
Karen DeVito (Neabsco)
Mary Beth Schaal (Brentsville)
Robert G. Sharpe (Occoquan)
Karen Smith, (Disability Services Board)
Jen Jones (Community Services Board)

County Staff

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

Absent

Enoc Parada (At-Large)
Mary Lively (Potomac)
Susan Rudolph (Gainesville)
Joan Duckett, CPD Division Chief

- II. **Approval of minutes:**
MOTION was made to approve the October 25, 2018 Minutes as written by Ms. Karen DeVito. **Second** was made by Ms. Rojan Robotham. **Approved with 1 abstention SD**

MOTION was made to approve the January 24, 2019 Minutes as written by Ms. Karen DeVito. **Second** was made by Ms. Hilda Barg. **Approved.**

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

IV. Financial Status:

- A. Revenue and Expenditure for the period ending January 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.
- C. HCV Waiting List Review – Mr. Billy J. Lake informed the Board of the HCV Waiting List purge being completed. The final total of participants on the Waiting List are 1475.

VI. Old Business:

- A. Training Book – Ms. Sandra Dawson questioned if the date of the book (2013) was the latest addition? Also confused of the difference between Authority and Agency? Mr. Billy J. Lake addressed that this is the latest version explained to the Board the differences between an Authority and an Agency.

VII. New Business:

VIII. Miscellaneous:

IX. Members Time:

- A. Hilda Barg - reminded everyone that Neabsco District Seat elections, will be held April 9, 2019.
- B. Rojan Robotham – questioned how new developments were approved for different types of housing. It was explained that those decisions were made within the Comprehensive Plan. There was discussion regarding all the integrate issues that arise in Prince William County when dealing with Housing. Ms. Karen DeVito discussed NIMBY and Legislation that Prince William County hasn't addressed yet. Ms. Sandra Dawson discussed 55+ Communities and the issues with these communities not being built for Seniors to Age in place. Four Seasons is looking into a style of community help called Elder Village.
- C. Sandra Dawson – COA has a presentation from ACTS that was very good. Meals on wheels is having an issue with drivers on the Eastern End. They do have a waiting list. The Adult Day Care has a waiting list of 30.
- D. Karen DeVito – CFH 40th Anniversary, coming up 5K Run and the GALA. Also, March 30th will be the Housing Expo in Arlington Presentation and Exhibitor.

X. **Adjournment:**

Meeting was adjourned at 9:10 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **March 28, 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
March 28, 2019**

- I. **Called to Order:** Meeting was called to order at 8:37AM
Those present recited the Pledge of Allegiance.

Roll Call

Present

Dorothy Karhnak (Woodbridge)
Sandra Dawson (Commission on Aging)
Rojan Robotham (Coles)
Karen DeVito (Neabsco)
Mary Beth Schaal (Brentsville)
Robert G. Sharpe (Occoquan)
Mary Lively (Potomac)
Susan Rudolph (Gainesville)

County Staff

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

Absent

Enoc Parada (At-Large)
Hilda Barg (Social Service Board)
Jen Jones (Community Services Board)
Karen Smith (Disability Services Board)
Joan Duckett, CPD Division Chief

- II. **Public Information Meeting:**
Annual Action Plan Public Comment period. There were no citizens present. The Annual Action Plan Public Comment period will close on April 8, 2019.
- III. **Approval of Minutes:**
MOTION was made to approve the February 28, 2019 Minutes as written by Ms. Karen DeVito. **Second** was made by Ms. Mary Lively. **Approved**
- IV. **Citizens Time:**
No citizens were present.
- V. **Financial Status:**
- A. **Revenue and Expenditure for the period ending January 2019** – Ms. Joleana Wright 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. **HCV Waiting List Preference Flyer** – Waiting List Preference Flyer was given to all Housing Board Members. There was a typo error brought to staffs' attention which will be corrected and sent to all Board members.

VI. Old Business:

There was no old Business to discuss.

VII. New Business:

- A. PHA Plan Approval – **MOTION** was made by Ms. Karen DeVito to approve the PHA Plan for HCV. **Second** was made by Ms. Susan Rudolph. **APPROVED**
- B. SAFMR – The Small Area Fair Market Rents were changed and will be Retro Active to January 1, 2019. **MOTION** was made by Ms. Sandra Dawson to approve the SAFMR Payment Standards effective retroactive to January 1, 2019. **Second** was made by Ms. Mary Beth Schaal. **APPROVED.**

VIII. Miscellaneous:

Our Vacant Housing Inspector Position has been hired and will start on April 15, 2019.

IX. Members Time:

- A. Sandra Dawson – Meals on Wheels on the eastern end of the County are still having a problem finding drivers but the issue of the total number on the waiting list is not as bad as originally presumed due to a calculation error. The Adult Day Care has a waiting list of 30. Older Americans luncheon and Picnic coming in May.
- B. Karen DeVito – Coming up 5K Run and the CFH GALA. March 30th will be the Housing Expo in Arlington where CFH will be both a Presenter and Exhibitor. CFH name change is official.
- C. Billy Lake – OHCD will be represented at the Housing EXPO also. The Virginia Governor's Housing Conference will be November 20 – 22, 2019 this year in Hampton, VA. OHCD will be making the hotel reservations for three as soon as reservations are open. Dorothy Karhnaak would like to go. Mr. Lake asked the Board to let Kimberly Lawson or him know who would like to attend.


X. Adjournment:

MOTION was made to Adjourn the March Housing Board meeting by Ms. Karen DeVito. **Second** made by Ms. Sandra Dawson. **APPROVED.**

Meeting was adjourned at 9:15 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for; **April 25, 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, Clerk

Approved by: 
Hilda Barg, Secretary

**Prince William County
Housing Board Meeting Notes
April 25, 2019**

- I. **Called to Order:** Meeting was called to order at 8:37AM
Those present recited the Pledge of Allegiance.

Roll Call

Present

Dorothy Karhnak (Woodbridge)
Sandra Dawson (Commission on Aging)
Hilda Barg (Social Service Board)
Karen DeVito (Neabsco)
Karen Smith (Disability Services Board) Phone In
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)
Mary Beth Schaal (Brentsville)
Mary Lively (Potomac)
Susan Rudolph (Gainesville)

- II. **Approval of Minutes:**
No Quorum was present. Minutes were not approved.
- III. **Citizens Time:**
No citizens were present.
- IV. **Financial Status:**
- A. Revenue and Expenditure for the period ending March 2019 – Ms. Joleana Wright 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:**
There was no old Business to discuss.
- VII. **New Business:**
- A. Nominating Committee for FY20 Election of Officers
Karen DeVito and Karen Smith volunteered to be the Nominating Committee.

Kid
April 25, 2019

B. Endorse Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2019 (FY2020)

The Executive Committee agreed for OHCD to move forward with the endorsement of the Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2019 (FY2020)

VIII. Miscellaneous:

A. Legislative Meeting – Mr. Elijah Johnson, DCXO spoke to items that were addressed during the first meeting. June 27th the Legislative meeting will be after the Housing Board Meeting.

B. May should be moving day!

IX. Members Time:

A. Karen DeVito –Coming up 5K Run. ARS Program should be signed Friday, April 26, 2019.

B. Sandra Dawson – May 10th is Older Americans Picnic, already booked!

C. Karen Smith – New Interest, consider meeting next spring with interested parties on what we are doing. Have it Educational, invite PW Realty Association and hottest market's for housing. Inventory for Housing very low.

X. Adjournment:

Meeting was adjourned at 9:15 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **May 23, 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 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 Notes
June 27, 2019**

- I. **Called to Order:** Meeting was called to order at 8:32AM
Those present recited the Pledge of Allegiance.

Roll Call

Present

Dorothy Karhnak (Woodbridge)
Sandra Dawson (Commission on Aging)
Hilda Barg (Social Service Board)
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

Mary Beth Schaal (Brentsville)
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 May 23, 2019 Housing Board Meeting. **Second** by Ms. Hilda Barg. **Approved.**

- III. **Citizens Time:**
Commission on Aging Vice Chair and At-large Representative and the Prince William County Legislative Representative David Wescott introduced themselves. In attendance for the Boards, Committees and Commissions – Human Services Legislative Meeting at the end of Housing Board meeting.

- IV. **Financial Status:**
- A. **Revenue and Expenditure for the period ending May 2019** – Ms. Joleana Wright 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:

A. Changing Regular Yearly Meeting Schedule -

The Board discussed the list of Action Months and confirmed that no change would be made to meeting schedule. Did discuss cancelling meetings when there were no action items. Also discussed having education presentations when there where Action items on the Agenda.

B. Presentation Schedule -

The Board discussed the following list for Presentations throughout the Year:

Planning Commission
Workforce Housing
Neighborhood Services
Prince William Association of Realtors
Housing Proffers (BOCS)
Aging in Place
No Wrong Door

The Board discussed what they would like to hear from these presentations, to include what services each agency provides and how they can work together with the Housing Board. The Housing Board Chairman requested that each member bring to next month's meeting a list of months they would like presentations and to whom the request would be made. It was recommended the Office of Housing contact Neighborhood Services to speak at the August Meeting. Kim Lawson will make this contact.

VII. New Business:

Election of Officers

The nominating Committee brought before the Board the Recommendation of Reelecting the current Officers. Approved.

VIII. Miscellaneous:

Mr. David Wescott discussed the Landlord Tenant Law changes adding to the pay or quit making it seven days. Also, if Someone is renting without a written lease the law now states that the tenant is legally under a lease as if it were written.

IX. Members Time:

Sandra Dawson – Commission on Aging is working on Legislative List.

X. Adjournment:

Meeting was adjourned at 9:15 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **August 22, 2019 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Leesylvania Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary

**Prince William County
Housing Board Meeting Notes
August 22, 2019**

- I. **Called to Order:** Meeting was called to order at 8:32AM
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)
Susan Rudolph (Gainesville)
Karen Smith (Disability Services Board)
Jen Jones (Community Services Board)

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)
Mary Lively (Potomac)
Rojan Robotham (Coles)
Robert G. Sharpe (Occoquan)

- III. **Approval of Minutes:**

MOTION was made by Ms. Sandra Dawson to approve the Minutes from the June 27, 2019 Housing Board Meeting. **Second** by Ms. Karen DeVito.

Approved.

- IV. **Citizens Time:**

No Citizens were present to address the Board.

Financial Status:

- a. Revenue and Expenditure for the period ending June/July 2019 – Mr. Billy Lake reviewed the revenue and expenditure reports with the Housing Board. Mr. Lake let the Housing Board know that the Revenue and Expenditure report will look different in September in the hopes of providing the Board a more accurate representation of OHCD's financial status. Each Funding source will be reported as follows:
 - Rental Assistant – by Calendar Year (January – December 2019)
 - CDBG, HOME, Housing Proffers – County Fiscal Year (July 2019 – June 2020)
 - HOPWA, SRAP and CHDI – Federal Fiscal Year (October 2019 – September 2020)

- b. HCV Voucher Issuance Status – Mr. Billy J. Lake reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board. We are planning on calling FUPs in during the month of September.

VI. Old Business:

- A. Presentation Schedule –
The Board discussed the following list for Presentations throughout the Year:
Planning Commission
Workforce Housing
Neighborhood Services
Prince William Association of Realtors
Housing Proffers (BOCS)
Aging in Place
No Wrong Door

The Board agreed to have Mr. Billy Lake and Mrs. Kim Lawson decide which presentations to schedule, keeping in mind the level of business during the month.

New Business:

- A. Approval of SEMAP Submission -
MOTION was made by Ms. Karen Smith to approve the SEMAP Submission to HUD. **Second** by Ms. Mary Beth Schaal. **APPROVED.**
- B. Approval of Additional Mainstream Voucher Application -

MOTION was made by Ms. Karen DeVito to approve the application for Additional Mainstream Voucher which will be used for Non-Elderly Disabled individuals. (It was noted that the disabled individual will not have to be Head of Household or a spouse). **Second** by Susan Rudolph. **APPROVED.**

C. Approval of additional VASH Voucher Application –

MOTION was made by Ms. Hilda Barg to approve the application for additional VASH Vouchers. **Second** by Ms. Karen DeVito. **Approved.**

VII. Miscellaneous:

Ms. Joan Duckett stated that both workshops provided in August 2019, had been well attended for the FY21 CDBG Competitive application process, having just under 25 attendees which represented different interested groups at the meetings.


IX. Members Time:

No members had items.

X. Adjournment:

Meeting was adjourned at 10:09 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **September 26, 2019 at 8:30 AM at the A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Leesylvania Conference Room, Woodbridge, VA 22191**

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary

**Prince William County
Housing Board Meeting Notes
September 26, 2019**

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

Roll Call

Present

Dorothy Karhnak (Woodbridge)
Sandra Dawson (Commission on Aging)
Mary Beth Schaal (Brentsville)
Karen DeVito (Neabsco)
Robert G. Sharpe (Occoquan)
Mary Lively (Potomac)
Karen Smith (Disability Services Board)

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

Hilda Barg (Social Service Board)
Enoc Parada (At-Large)
Rojan Robotham (Coles)
Susan Rudolph (Gainesville)
Jen Jones (Community Services Board)

III. **Presentation**

Ms. Sarah Henry, Area Agency on Aging presented on Aging in place and the County's No Wrong Door Initiative. Hand-outs were given. And Resources will be sent to Ms. Kim Lawson to be distributed to all Board Members.

IV. **Approval of Minutes:**

MOTION was made by Ms. Sandra Dawson to approve the Minutes from the August 22, 2019 Housing Board Meeting. **Second** by Ms. Karen DeVito.
Approved.

V. **Citizens Time:**

No Citizens were present to address the Board.

VI. Financial Status:

- a. Revenue and Expenditure for the period ending June/July 2019 – Ms. Joleana Wright reviewed the revenue and expenditure reports with the Housing Board.
Under CHDI funds, four purchases have closed, one closes in October. There are families on a Waiting List.
- 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:

- a. Consolidated Annual Performance and Evaluation Report (CAPER) FFY18 – was submitted to HUD the morning of September 26th.
- b. Approve SAFMRs - Mr. Billy J. Lake discussed the SAFMRs and the edits that were needed to be within HUD approved rents.
MOTION was made by Ms. Karen Smith to approve the SAFMRs presented to the Board. **Second** by Ms. Karen DeVito. **Approved.**

IX. Miscellaneous:

IX. Members Time:

Sandra Dawson – Commission on Aging is working on Legislative Platform.
Mary Beth-Schaal - Working from the Government Side, Sarah Henry is the Bomb.

Karen Smith – The ARC supposed a Candidate Town Hall Meeting, so many showed up, along with Child care center closing and parents picking up, made for a parking problem outside. Housing came up in several of the concerns. Alliance for Human Services taking over the Coalition for Human Services have hired an Executive Director. Addressed concerns for new Letterhead. Prince William County we should be proud. Not ADA compliant, font to small.


Karen DeVito – Executed a contract that starts October 1, 2019 for Community Impacts Grants from VHDA for just under \$200,000 continue working on East End doing some Engineering there, and pruning and dead trees along with lighting and playground. Catholics for Housing is celebrating 40 years.

Elijah Johnson – East/West Homeless Advocacy group. Trying to reengage groups, Outreach is not being done as it should. More and more groups are coming to the table.

Adjournment:

Meeting was adjourned at 10:09 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **October 24, 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, Clerk

Approved by: 
Hilda Barg, Secretary

**Prince William County
Housing Board Meeting Notes
October 24, 2019**

- 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)
Mary Beth Schaal (Brentsville)
Karen DeVito (Neabsco)
Robert G. Sharpe (Occoquan)
Mary Lively (Potomac)
Karen Smith (Disability Services Board)
Hilda Barg (Social Service Board)
Susan Rudolph (Gainesville)

County Staff

Ambar Segura, Administrative Support Assistant III
Joleana Singleton, Administrative Analyst I
Joan Duckett, CPD Division Chief
Billy J. Lake, Director
Elijah T. Johnson, Deputy County Executive

Absent

Dorothy Karhnak (Woodbridge)
Kimberly A. Lawson, Administrative Support Coordinator II
Enoc Parada (At-Large)
Rojan Robotham (Coles)
Jen Jones (Community Services Board)

III. **Presentation**

NONE.

** Presentation-(Planning Commission updates on Comprehensive Plan)
that was scheduled for this meeting was rescheduled for January 23, 2020**

IV. **Approval of Minutes:**

MOTION was made by Ms. Susan Rudolph to approve the Minutes from the
September 26, 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 August 2019 – Ms. Joleana Singleton reviewed the revenue and expenditure reports with the Housing Board.
HOPWA—Budget and Work Plan were approved, and the new numbers will be shown on the next invoice.
- b. HCV Voucher Issuance Status – Mr. Billy J. Lake reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board.
FUP--- 16 people will be pulled from the waiting list and once they are all leased up then we will be at 100% for FUP.

VII. Old Business:

There was no Old Business to discuss.

VIII. New Business:

- a. Application for FSS Coordinator Position- an application for renewal was needed. Application was submitted by Mr. Billy J. Lake. Mr. Lake asked for \$72,000 for the application. Mr. Lake also asked the Board to endorse the application.
- b. Utility Allowance Schedule - Mr. Billy J. Lake told the Board that the consultant has not presented anything about the utility allowance report therefore there is nothing new to report. Expecting a report by December 2019.
MOTION was made by Ms. Karen Smith to approve the application for FSS Coordinator position as presented to the Board. **Second** by Ms. Mary Lively. **Approved.**

IX. Closed Session:

The Housing Board Authorized Closed Session at 8:40 a.m. to discuss a Personnel Matter. Board Adjourned out of Closed Session at 9:15 a.m.
Mr. Elijah T. Johnson reported out of Closed Session.

MOTION was made by Ms. Hilda Barg to go into Closed Session to discuss a Personnel Matter. **Second** by Ms. Mary Lively. **Approved**

MOTION was made by Ms. Mary Beth Schaal to come out of Closed Session. **Second** by Ms. Susan Rudolph. **Approved**

MOTION was made by Ms. Karen Smith to approve Mr. Billy J. Lake's Evaluation. **Second** by Ms. Susan Rudolph. **Approved**

X. Miscellaneous:

Nothing to report

XI. Members Time:

Karen DeVito – announce that she will be retiring at the end of December. Ms. DeVito mentioned that they already selected the person that will be taking her position. Ms. DeVito will be working with him until she leaves. Planning to stay on Housing Board but will give more information later. Ms. DeVito also mentioned that the Catholics for Housing Gala was amazing and that she was very happy with the outcome.

Karen Smith – Ms. Smith thanked Mr. Billy J. Lake for his outstanding service in his position and for providing excellence service to the community.

Sandra Dawson- Commission on Aging is still working on the No Wrong Door Service. They are all also still lobbying for their new Senior Center which they hope will be part of the Woodbridge Small Area plan.

Elijah T. Johnson- giving an update on the Continued Care. They submitted their HUD application for continued funding. They are also getting prepared for the Census count.

Mr. Johnson is excited for getting engaged with Faith Based Organizations and Nonprofits to understand their services with the County. He attended 4 meetings so far and there are more attendants every time.

Mr. Johnson mentioned that All Saints is not moving forward with the land donation for the Housing for the Homeless project. They are regrouping to find 4 acres of land to continue with the project.

Billy J. Lake— mentioned that the PHA Plan will be updated. Mr. Lake also mentioned that Staff are not understanding the concept of the 30-day notice and he has been working with them to clarify this. They have been doing HAP contracts every time that the rent increased, and it has been very difficult for Staff. HAP contracts are suspended.

Mr. Lake mentioned threats against the office by a previous staff that was terminated and who is now filed against the office in court. Another incident involving another person calling the office and threatening Staff. Mr. Lake also gave an update on Kimberly A. Lawson and her recovery.

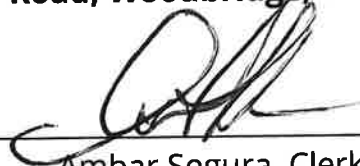
XII. **Adjournment:**

MOTION was made by Ms. Hilda Brag to adjourn the meeting. **Second** by Ms. Karen Smith. **Approved.**

Meeting was adjourned at 9:29 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **December 5, 2019 at 8:30 AM at the Dawson Beach Community Center, 14011 Dawson Beach Road, Woodbridge, VA, 22191.**

Prepared by:



Ambar Segura, Clerk

Approved by:



Hilda Barg, Secretary

MOTION: Mary Beth Schaal

**October 24, 2019
Regular Meeting
Res. No. 20-02**

SECOND: Susan Rudolph

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 8:40 a.m.

-Reported out from Closed Meeting at 9:15 a.m.

Votes:

Ayes: SD, MBS, KD, RS, ML, KS, HB, SR

Nays:

Absent from Vote: DK, EP, RR, JJ

Absent from Meeting: DK, EP, RR, JJ

For Information:

OHCD Director

CERTIFIED COPY


Clerk to the Housing Board

MOTION: Hilda Barg

**October 24, 2019
Regular Meeting
Res. No. 20-01**

SECOND: Mary Lively

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 yearly merit evaluation for the Director of the Office of Housing & Community Development.

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: SD, MBS, KD, RS, ML, KS, HB, SR

Nays:

Absent from Vote: DK, EP, RR, JJ

Absent from Meeting: DK, EP, RR, JJ

For Information:

OHCD Director

CERTIFIED COPY



Clerk to the Housing Board

**Prince William County
Housing Board Meeting Notes
December 5, 2019**

- I. **Called to Order:** Meeting was called to order at 8:44AM
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)
Robert G. Sharpe (Occoquan)
Karen Smith (Disability Services Board)

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

Mary Lively (Potomac)
Enoc Parada (At-Large)
Rojan Robotham (Coles)
Susan Rudolph (Gainesville)
Jen Jones (Community Services Board)

- III. **Presentation**
Mr. Billy J. Lake, Director presented on "HCV Landlord requirements and Inspections. Hand-outs were provided to all Board Members.

- IV. **Approval of Minutes:**
MOTION was made by Ms. Sandra Dawson to approve the Minutes from the August 22, 2019 Housing Board Meeting. **Second** by Ms. Hilda Barg.
Approved. 1 Abstain **DK**

- V. **Citizens Time:**
No Citizens were present to address the Board.

VI. Financial Status:

- a. Revenue and Expenditure for the period ending November 2019 – Ms. Joleana Singleton reviewed the revenue and expenditure reports with the Housing Board. Ms. Joan Duckett provided an updated financial report on the number of units acquired and funded for Pathway Homes, Inc. under the CHDI program.
HCV Voucher Issuance Status – Mr. Billy J. Lake reviewed the HCV Voucher Lease/Utilization Rate with the Housing Board.

VII. Old Business:

Ms. Dorothy Karhnak asked about the PHA Administrative Plan that was noted in the October minutes. Mr. Lake noted that it was under miscellaneous for this month.

VIII. New Business:

- a. Endorsement of the FY2021 CDBG Competitive Application Awards – Ms. Joan Duckett handed out information regarding all applicants and notes from reviews. The process was new this year and we had:
Eight applications started
Five were submitted
Three were eligible for Review (the review team was CDBG Staff and 2 citizen participants (Karen Smith and Pam Snead)

Two were not eligible to be reviewed: Project Mend-a-house and Bright Care Center

Two applications scored high enough for preliminary awards: Prince William Parks and Recreation and Streetlight.

MOTION was made by Karen DeVito to endorse the FY2021 CDBG Competitive Application Awards. **Second** by Ms. Sandra Dawson.
Approved. 1 Abstain KS

- b. Application for Family Unification Program (FUP) Vouchers - Mr. Billy J. Lake discussed the different criteria that would be used to qualify for this group of Vouchers which the office calls FUP2. Homelessness can be used to qualify for these vouchers. The application is for 62 new vouchers.

MOTION was made by Ms. Karen DeVito to approve the application for FUP Vouchers. **Second** by Ms. Karen Smith. **Approved.**

- c. Utility Allowance Rates effective March 1, 2020 – Mr. Billy Lake explained the process of our Utility Allowance Rates and changes and the effective date process.

MOTION was made by Ms. Karen DeVito to approve the Utility Allowance Rates effective March 1, 2020. **Second** by Ms. Hilda Barg. **Approved.**

IX. Miscellaneous:

VASH Vouchers – We received 20 more vouchers. The VA has stated that they have lost many individuals, so the Referrals will be slow in sending them.

Draft PHA Administrative Plan – Notice placed in Newspaper and the Public meeting will be December 12, 2019. Hand-out with changes given to Board Members. Will bring before the Board in January 2020 for approval.

IX. Members Time:

Karen DeVito – Brag a little, CFH receive the Housing Preservation and Revitalization effort award from Virginia Governors Housing Conference for the Mobile Home Project.

Robert Sharpe - Lame Duck, May be back, maybe not

Hilda Barg – Agreed to stay six months, for Supervisor Bailey to find the right person for Social Services

Sandra Dawson – Will be continuing with Commission on Aging.

Dorothy Karhnak – VAGHC was very good.

Elijah Johnson – will be sending out Legislative update.

Adjournment:

MOTION to adjourn was made by Hilda Barg. **Second** by Karen DeVito.

Approved. Meeting was adjourned at 10:30 a.m.

Next Meeting: The next regular meeting of the Housing Board is scheduled for **January 23, 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