

FRANKLIN COUNTY HOUSING AUTHORITY
MONDAY, JANUARY 8, 2024
436 WEST WASHINGTON STREET, CHAMBERSBURG, PA

In Attendance: John Flannery, Alfred Bendell, Maureen O'Malley, Kevin Myers (via phone)

Staff in Attendance: Diana Onativia, Susan Pettyjohn, Darla Ritzus, Robert Barrick, Amanda Keefer, Lisa Bryan

Guest in Attendance: Tony Metz

- I. **Call Meeting to Order** – John Flannery. Flannery requested to remove Executive Session from this meeting and add board vote for executive director in regular session. The board held an offsite executive session on December 19 to interview and discuss executive director candidates.

- II. **Public Meeting** – 2024 FCHA Annual Plan Review
 - Changes to ACOP, Admin Plan, and Lease were reviewed.
 - Section 8 Admin Plan changes include: Human Trafficking included as part of VAWA and criminal activity; updated Equal Access verbiage; updated foster child verbiage; added criminal sexual conduct as reason to deny assistance; EID program discontinued; updates for HUD 9886 form; if family revokes consent to financial records, they cannot receive assistance.
 - ACOP changes include: Human Trafficking included as part of VAWA and criminal activity; if applicant with homeless preference rejects unit offer, this preference will be removed from their application; COLA increases now included at annual and interim recertifications; net value assets changed from \$5,000 to \$50,000; EIV reports will only be run during annual recertification; no interim unless there is a 10% increase in income; family required to report all income changes; over-income verbiage added.

- III. **Public Comment** – None

- IV. **Review and Approval of 12-11-23 Minutes**–Motion to approve minutes first by O'Malley, second by Bendell. Motion carried unanimously.

- V. **Bills and Communication**
 1. Resolution 2024-1 FCHA 2024 Annual Plan Board Resolution
 - Motion to approve five-year and annual plan first by O'Malley, second by Bendell. Motion carried unanimously.
 2. Resolution 2024-2 Write-Off Vacated Tenant Accounts
 - Motion to approve write-offs first by Bendell, second by O'Malley. Motion carried unanimously.
 3. Fiscal Reports
 - COCC Financials – 11/30/23 Reviewed. In November, Central Office's net income increased by \$109,000 due to an increase in investment of the same amount. Expenses are under budget due to salaries and benefits being under budget by \$29,000 and legal by \$6,000.
 - Section 8 Financials – 11/30/23 Reviewed. Section 8 administrative expenses are below budget due to having been short-staffed. Section 8 regular and VASH vouchers leasing is about 98.1% and Mainstream is about 83.1% for the calendar year. A few adjustments were discovered after reports were completed; updated figures will be provided at next board meeting.
 - Public Housing Financials – 11/30/23 Reviewed. All AMPs have a net increase in income from last month except AMP4 due to small equipment purchases, unit turnover costs, and write-offs being extra high for November. All AMPs have a net income well above budget. AMP2 and AMP3's total income is above budget due to rent charged. All AMPs continue to have expenses below budget. The main expenses below budget are maintenance labor and benefits at \$67,000, gas at \$63,000, and mold/asbestos remediation at \$17,000.

- Capital Fund Program Report – 12/31/23 Reviewed. CF expenditures for November were minimal and included monthly administrative cost of \$8,000 and about \$2,000 in architect and engineering costs. This year in 2024, HUD requires two of the grants, CF20 and CF22, to be 90% obligated. We are required to have contracts in place with vendors/contractors and the total cost must add up to 90% of total grant. CF20 is currently 67% obligated and CF22 is 13% obligated.
- Occupancy Report – 12/31/23 Reviewed. In December, public housing vacancies decreased by one to 17. Units offline decreased by one to 5 units.

VI. Executive Director Report

- Chambersburg office filed for 11 evictions, however, if tenants pay off account, they can remain in unit. Working on filling vacancies and 3 units will move offline.
- Section 8 contract with New Visions expired 1/1/23 and unable to find valid contract. Meeting with HUD official for requirements to initiate new contract.
- Robert Barrick is working to meet Capital Fund obligation deadlines.
- Amanda Keefer gave an overview of recent/upcoming events.

VII. Unfinished Business

- The Board held three Executive Director interviews and selected Daniel Myers for the position. Motion to approve appointing Daniel Myers as Executive Director first by O'Malley, second by Bendell. Dave Jordan was absent from meeting, but Flannery noted that Jordan was in agreement with selection. Kevin Myers abstained.
- Flannery congratulated FCHA staff for all that was done while there was no Executive Director. O'Malley agreed.

VIII. Adjournment – Motion to adjourn first by O'Malley, second by Bendell. Motion carried unanimously.

Next Meeting: Monday, February 26, 2024 at 3:00 p.m. in the Waynesboro office.

Respectfully Submitted by,

Kevin Myers
Secretary