



AGENDA

Regular Meeting January 28, 2020
Dawson Beach Community Center
14011 Dawson Beach Road
Woodbridge, VA 22191

- I. Call to Order/Pledge of Allegiance
- II. Approvals
 - a. Approval of December 3, 2020 Meeting Minutes
- III. Citizens' Time
- IV. Financial Status
 - a. Preliminary Revenue and Expenditures Overview for the Period ending December 31, 2020
 - b. HCV Voucher Issuance Status
- V. Old Business
- VI. New Business
- VII. Miscellaneous
2021 Meeting Schedule
- VIII. Member's Time
- IX. Adjournment

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*Next meeting of the Housing Board will be February 25, 2020
location to be determined at 8:30 A.M.*



AGENDA

Regular Meeting February 25, 2021
Dawson Beach Community Center

- I. Call to Order at 8:33 a.m.
 - Roll Call
 - Board Members Present
 - Sandra Dawson, Commission on Aging
 - Kara Pitek, at Large (via Web Ex)
 - Mary Beth Schaal, Brentsville
 - Karen DeVito, Neabsco
 - Robert G. Sharpe, Occoquan
 - Stephany Ospino, Woodbridge
 - Karen Smith, Disability Services Board (via Web Ex)

 - County Staff Present
 - Elijah Johnson, Deputy County Executive (Via Web Ex)
 - Billy J. Lake, Director
 - Joan S. Duckett, Assistant Director
 - Joleana Singleton, Senior Business Analyst (Via Web Ex)
 - Kimberly A. Lawson, Administrative Coordinator

 - Absent
 - Hilda Barg, Social Services Board
 - Robert Gudz, Coles
 - Mary Lively, Potomac

- II. Public Information Meeting - Prince William County Housing and Community Development Housing Choice Voucher Program, Public Housing Agency Annual Plan and Progress Report – PWC Fiscal Year 2022. *There were no comments received from the public.*

- III. Approval of Minutes
 - December 3, 2020
 - Motion: Robert Sharpe
 - Second: Sandra Dawson
 - Status: Passed with One correction noted by Karen DeVito.

IV. Citizens' Time

There were no Citizens Present for Citizen's time.

V. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending December 31, 2020 and January 31, 2021 - Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board.
- b. HCV Voucher Issuance Status - Mr. Billy J. Lake reviewed the HCV Voucher Lease/Utilization Rate with Housing Board.

IV. Old Business

- a. EHAP Report - Ms. Joan Duckett updated the Board on the EHAP Program. 345 households have been served with a total of \$3.5 million in disbursements which includes a total of 3,600 transactions. The State Corona Relief Funds have been exhausted. Now working on the CDBG-CV funding for the County, City, and Park. Virginia Rent Relief program received 5.5 million, Prince William County was allocated approximately \$30 million. Community Planning and Development did not have the staff or resources to handle this amount of funding in a timely manner. Approval from Executive Management and the Board of County Supervisors the decision was made that the Department of Housing and Community Development with the State will be administering Prince William County's allocation of funding from the State of Virginia for the Rental Relief Assistance Program. The program information provided is that the Rental Relief Program will provide rental assistance for arrearages from April 1, 2020 and up to three months of future rental payments. Landlord's can also apply on behalf of their tenants. OHCD is in the process of hiring more staff for processing of EHAP Applications. February 22, 2021, EHAP program will no longer provide Rental Assistance, and will only be offering Mortgage and utilities. Total applications to date, 4,021, which represents Applications in process, withdrawn, duplicated, denied and funded.

V. New Business

- a. Treasury Funds for Rental Assistance and administration of funds – Combined with above Old Business

VI. Miscellaneous

- a. 2021 Meeting Schedule

- b. Billy J. Lake - Project Mend a House – Mr. Billy J. Lake brought to the attention of the Housing Board and provided several emails from the Executive Director of Project Mend-A- House on his concerns regarding the FY22 CDBG Competitive Application process of reviewing and scoring of the Applications and specifically the denial of Project Mend-A- House Application. Mr. Lake provided his responses to email from the Executive Director. The last email from the Executive Director had suggestions on how to satisfy Mend-A-House concerns on the scoring of their Application and that another email would be forthcoming from Project Mend-A-House pertaining to what he deems a “Conflict of Interest” regarding the funding allocation for the Neighborhood Rehabilitation Program. Mr. Lake, following consultation with the Deputy County Executive, will respond and provide that response to the Housing Board once received.

VII. Member’s Time

Sandra Dawson – COVID Conversation with Sarah Henry on the information on COVID Vaccine and the ever-changing information that Aging is trying to field and get out to citizens. Senior Centers doing virtual sessions and food distribution half frozen/half shelf ready.

Karen DeVito – March 8th will be holding the first graduation of the FSS Life skills class. Starting a 2nd class in April, no date set yet. In the 7th week for the Dawson Beach Group.

VIII. Adjournment –

Motion: Sandra Dawson

Second: Mary Beth Schaal

Status: Adjourned at 9:30 a.m.

.....
*Next meeting of the Housing Board will be March 25, 2021
Dawson Beach Community Center at 8:30AM*

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

Approved by: *Hilda Barg*
Hilda Barg, Secretary



Minutes

Regular Meeting March 25, 2021
Dawson Beach Community Center

I. Call to Order at 8:35 a.m.

Roll Call

Board Members Present

Sandra Dawson, Commission on Aging

Kara Pitek, at Large (via Web Ex)

Mary Beth Schaal, Brentsville

Karen DeVito, Neabsco

Stephany Ospino, Woodbridge

Hilda Barg, Social Services Board

Mary Lively, Potomac (Via Web Ex)

County Staff Present

Elijah Johnson, Deputy County Executive (Via Web Ex)

Billy J. Lake, Director

Joan S. Duckett, Assistant Director

Joleana Singleton, Senior Business Analyst (Via Web Ex)

Kimberly A. Lawson, Administrative Coordinator

Absent

Robert G. Sharpe, Occoquan

Robert Gudz, Coles

Karen Smith, Disability Services Board

II. Introductions

Joseph Jacobs of Elm Street Development;

Tiffany Martin, Community engagement for the Regional Analysis of Impediments for the Metropolitan Washington COG with Ochoa Urban Collaborative

Kim Sescocoe, Community engagement for the Regional Analysis of Impediments for the Metropolitan Washington COG with Ochoa Urban Collaborative

III. Approval of Minutes

a. February 25, 2021

Motion: Sandra Dawson

Second: Mary Beth Schaal

Status: Passed

IV. Citizens' Time

There were no Citizens Present for Citizen's time

V. Presentation – Joseph Jacobs, Vice President, Elm Street Development, Inc. –

Mr. Joseph Jacobs is the Vice President of the Elm Street Development.

When he spoke to several Board of County Supervisors, they suggested that

he speak with the Housing Board regarding a pending rezoning application

on a Workforce housing proffer. The development is located in the

Independent Hill area of Prince William County. He is targeting teachers and

first responders due to the location. Several comments and questions

regarding number of restricted properties versus unrestricted properties.

How Tax assessments would be processed for restricted units. It was

suggested not to limit to teachers and First Responders but also include

caregivers, nurses, and County Employees.

III. Financial Status

A. Preliminary Revenue and Expenditures Overview for the Period ending February 28, 2021 - Mr. Billy J. Lake reviewed the revenue and expenditure reports with the Housing Board.

B. HCV Voucher Issuance Status - Mr. Billy J. Lake reviewed the HCV Voucher Lease/Utilization Rate with Housing Board.

IV. Old Business

EHAP Report – Ms. Joan Duckett updated the Board on the EHAP Program.

With Rental Assistance now at the State level applications have dropped down.

887,000 dollars has been spent between July 1, 2020 through February 2021,

3.9 million has been spent with both funds (Corona relief fund and CDBG-CV)

158 Applications in progress. 20 are under review. 4,246 applicants have

applied (this includes duplicates).

V. New Business

Audit – Last year’s audit is complete with 3 findings. Much improved from the year before when we had 16 findings. The finding consisted of:

- A wrong DOB
- Not using the most recent TANF documentation
- Calculation error used Imputed amount versus Actuals
- Key punch error

VI. Miscellaneous

VII. Member’s Time

Sandra Dawson – COA held elections and Ms. Nancy West is new Chair. There is discussion regarding reopening the Senior Centers and Adult Day care. Senior Centers are delivering meals including Breakfast. Community Resource Guide?

Karen DeVito – Held Graduation for FSS participants for Choices Life skills class. Have seven more weeks for Dawson Beach Transitional Housing class. Has been a fun group.

VIII. Adjournment

Motion: Mary Beth Schaal

Second: Hilda Barg

Status: Adjourned at 10:20 a.m.

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*Next meeting of the Housing Board will be April 22, 2021
Dawson Beach Community Center at 8:30AM*

Prepared by: 
Kimberly A. Lawson, Clerk

Approved by: 
Hilda Barg, Secretary



Minutes

Regular Meeting April 22, 2021 Dawson Beach Community Center

I. Call to Order – 8:36 a.m.

Roll Call

Board Members Present

Sandra Dawson, Commission on Aging

Kara Pitek, at Large (via Web Ex)

Mary Beth Schaal, Brentsville

Karen DeVito, Neabsco

Stephany Ospino, Woodbridge

Karen Smith, Disability Services Board (Via Web Ex)

County Staff Present

Elijah Johnson, Deputy County Executive (Via Web Ex)

Billy J. Lake, Director

Joan S. Duckett, Assistant Director

Kimberly A. Lawson, Administrative Coordinator

Absent

Robert G. Sharpe, Occoquan

Robert Gudz, Coles

Hilda Barg, Social Services Board

Mary Lively, Potomac

II. Introductions

III. Approval of Minutes

March 25, 2021

Motion: Sandra Dawson

Second: Mary Beth Schaal

Status: Passed

IV. Citizens' Time

- V. Presentation – Manual Ochoa, Regional Analysis of Impediments for the Metropolitan Washington Area – Mr. Ochoa explained the Regional Analysis of Impediments and the work they are beginning for the Regional Analysis of Impediments for the Metropolitan Washington Area. Sandra Dawson questioned if Aging was a listed Federal protected Class. *Answer: Yes, it is a part of list in the Analysis of Impediments.* Kara Pitek questioned are the findings in the final Fair Housing report going to be the same for all participating local Governments to implement or will HUD determine and require implementation. *Answer: All Jurisdictions will have goals and actions.* Mary Beth would like the report for Baltimore County and Richmond to be able to draw a comparison to the Washington Metropolitan Region. *Answer: Yes, we can send those.* Sandra

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also asked for PowerPoint. Answer: Yes. Sandra questioned doing this regionally does it dilute what specific Counties need to address as local Fair Housing impediments. Answer: No, Counties still have to perform an Analysis of Impediments for the County and will have Goals and Actions.

VI. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending March 31, 2020
Mr. Lake reviewed the monthly Revenue and Expenditure report with the Board.
- b. HCV Voucher Issuance Status
Mr. Lake reviewed the monthly Voucher Issuance Status.

VII. Old Business

- a. EHAP Report
There are 11 applications under review. The program funded 373 families with 4 million 36 thousand dollars. Under CDBG-CV there is approximately \$1.7 million dollars left to provide mortgage and utility assistance to eligible households.

VIII. New Business

- a. Nominating Committee for Election of Officers
Those volunteering for the Nomination committee are Stephany Ospino; Mary Beth Schaal and Ms. Karen DeVito
- b. Approve HCV PHA Annual Action Plan
Motion: Sandra Dawson
Second: Mary Beth Schaal
Status: Approved
- c. Endorse Consolidated Housing and Community Development Annual Action Plan
Federal Fiscal Year 2021 (FY2022)
Motion: Mary Beth Schaal
Second: Kara Pitek
Status: Approved
- d. Housing Board Remote Participation Policy – including Budget Amendment
Guidance given to the Housing Board regarding electronic/virtual attendance at meetings. The Policy states that Board Members can be virtual if they meet the following requirements:
 - If unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
 - Such Board Member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter

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Participation by a Board Member pursuant to this subdivision is limited each calendar year to two meetings the Board Member shall NOT:

- Be visible or audible to other Members of the Board, regardless of whether the other Board Members are physically present; or
- Communicate by any means with other Members of the Board or their staff, until the meeting is adjourned; or
- Be counted as present for any purpose; or
- Participate in any way

The Board Member attending through electronic/virtual methods shall provide assurances and verification that monitoring any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities, and the Board shall note within the meeting minutes each member electronically monitoring the meeting.

IX. Miscellaneous

X. Member's Time

Karen DeVito – Dawson Beach will be having their Life Skills Graduation on May 13, 2021. FSS is working on a Second Life skills class.

XI. Adjournment

Motion: Sandra Dawson
Second: MaryBeth Schaal
Adjourned: 9:36 a.m.

*Next meeting of the Housing Board will be May 27, 2021
Dawson Beach Community Center at 8:30AM*

Prepared by:



Kimberly A. Lawson, Clerk

Approved by:



Hilda Barg, Secretary



AGENDA

Regular Meeting May 27, 2021
Dawson Beach Community Center

- I. Call to Order
- II. Introductions
- III. Approval of Minutes
April 22, 2021
- IV. Citizens' Time
- V. Financial Status
 - a. Preliminary Revenue and Expenditure Overview for the Period Ending April 30, 2021
 - b. HCV Voucher Issuance Status
- VI. Old Business
 - a. EHAP Report
- VII. New Business
 - a. Nominating Committee Recommendation of Slate of Officers for FY22 Election of Officers
- VIII. Miscellaneous
- IX. Member's Time
- X. Adjournment

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*Next meeting of the Housing Board will be June 24, 2021
Dawson Beach Community Center at 8:30AM*



AGENDA

Regular Meeting June 24, 2021
Dawson Beach Community Center

- I. Call to Order
- II. Introductions
- III. Approval of Minutes
April 22, 2021
- IV. Citizens' Time
- V. Financial Status
 - a. Preliminary Revenue and Expenditure Overview for the Period ending May 31, 2021
 - b. HCV Voucher Issuance Status
- VI. Old Business
 - a. EHAP Report
- VII. New Business
 - a. Nominating Committee Recommendation of Slate of Officers for FY22 Election of Officers, nominations from the floor
 - b. Election of Officers
 - c. Award Emergency Housing Vouchers
- VIII. Miscellaneous
- IX. Member's Time
- X. Adjournment

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*Next meeting of the Housing Board will be August 26, 2021
Dawson Beach Community Center at 8:30AM*



Minutes

Regular Meeting August 25, 2021
Dawson Beach Community Center

I. Call to Order – 8:44 a.m.

Roll Call

Board Members Present

Kara Pitek, at Large

Mary Beth Schaal, Brentsville

Karen DeVito, Neabsco

Stephany Ospino, Woodbridge

Karen Smith, Disability Services Board

County Staff Present

Elijah Johnson, Deputy County Executive (Via Web Ex)

Billy J. Lake, Director

Joan S. Duckett, Assistant Director

Kimberly A. Lawson, Administrative Coordinator

Joleana Singleton, Senior Business Analyst (via Web Ex)

Absent

Sandra Dawson, Commission on Aging

Robert G. Sharpe, Occoquan

Hilda Barg, Social Services Board

Mary Lively, Potomac

II. Introductions

III. Approval of Minutes

March 25, 2021

Motion: Sandra Dawson

Second: Mary Beth Schaal

Status: Passed

IV. Citizens' Time

- V. Presentation – Connie Dalton, Planning Office, and David McGettigan - Housing Chapter of the Prince William County Comprehensive Plan. Ms. Dalton presented through a PowerPoint presentation the process and objectives that they are working on to complete the Housing Chapter of the Comprehensive Plan. The draft information was provided to the Board for input and collaboration. Some of the notable comments that the Housing Board had for Ms. Dalton were as follows:

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- *Cost of Housing to include rentals ~~renting that~~ is huge and is what seems to bring people to Prince William County and south looking for housing. More regional issue, there are tons of families living together because of many issues, including immigration status*
- *Renting would love to buy but of cost, Transportation is also a big issue*
- *Affordable Housing for all is great but not the reality. So many homeless in the area*
- *We have to provide a way to provide adequate housing for lower incomes*
- *ADU has been on the discussion for years, let's do something about it*
- *More ADA compliant housing*
- *Mandating ~~in~~ a certain percentage of Affordable units*
- *What is the County Planning Commission using as a definition of affordable housing?*
- *The snapshot used by the Planning Commission is for 2019 and the market has changed drastically*

The PowerPoint presentation will be forwarded to all Housing Board members for comments and a WebEx meeting will be scheduled with all Housing Board to discuss and finalize all comments to submit for consideration within the Housing Chapter.

VI. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending March 31, 2020
Mr. Lake explained to the Board the issues that all County Agencies are experiencing with Mobius regarding the ability to gather and report financial information for the OHCD Financial Reports.
- b. HCV Voucher Issuance Status
Mr. Lake reviewed the monthly Voucher Issuance status.

VII. Old Business

- a. EHAP Report
The total EHAP Expenditures is \$4,075,157. The situation currently is that the majority of the applicants are not eligible, due to loss of income not related to COVID-19.

VIII. New Business

- a. Nominating Committee Report
The nominating committee has brought forth the following Slate of Officers for approval from the Board for the FY22 Board Year. No nominations from the Floor.
Chair – Karen DeVito
Vice-Chair – Robert Sharpe
Secretary – Mary Beth Schaal

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b. Election of Officers

Election of Officers for the FY22 Board Year will be:

Chair – Karen DeVito

Vice-Chair – Robert Sharpe

Secretary – Mary Beth Schaal

Motion: Karen Smith

Second: Kara Pitek

Status: Approved

c. Award Emergency Housing Vouchers

OHCD received 53 Emergency Housing Vouchers and the office will be working with the Continuum of Care who will be Referring eligible participants to our office. We have already had three briefings to call in individuals: 15 for the first and 17 for the other two.

d. Application for FSS Grant

OHCD will be applying for the FSS Grant. Because of changes in the Grant, our office is eligible to apply for this grant. They The grant has two options; one apply for taking \$77,000 or two apply based on the salary of a Social Worker in our region (+100,000). Our office has submitted an application based on Option 2. Funds will not available until January 2022.

e. Directors Evaluation Committee Nominations for FY22 September Evaluation

Karen DeVito and MaryBeth Schaal will be on the Directors Evaluation Committee.

f. Approval of SAFMR Housing Choice Voucher Payment Standards effective 12-1-21

HUD published the 2022 SAFMR to be effective 10-1-21 or no later than 3 months following the effective date. In review of the FMRs for payment standards it became apparent that some payment standards had to be increased and others decreased due to changes within FMRs and the rental market. The final rule provides that all PHA's must revise and implement their payment standard amount and schedule, if a revision is necessary to stay within the basic range, no later than 3 months following the effective date of the change.

Motion: Mary Beth Schaal

Second: Kara Pitek

Status: Approved

IX. Miscellaneous

Karen DeVito approached the Board that she would like to send a general Letter of Support for Mr. Joe Jacobs' housing development "Elmwood Development" opportunities in Prince William

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County that would include a set aside for Workforce Housing. With a consensus from the Board Members Ms. DeVito will write a general Letter of Support to the Board of County Supervisors for this project.

Virginia Governors Housing Conference emails have begun. Anyone interested in attending, the Conference will be in Newport News, VA. Kara Pitek and Stephany Ospino volunteered to attend. Reservations for these two Board Members to attend the Conference will be made.

X. Member's Time

Karen DeVito - FSS graduated their Second Life skills class.

XI. Adjournment


Motion: Kara Pitek

Second: Stephany Ospino

Adjourned: 10:15 a.m.

*Next meeting of the Housing Board will be September 23, 2021
Leesylvania Conference Room, A.J. Ferlazzo Building
15941 Donald Curtis Drive, Woodbridge, VA at 8:30 A.M.*

Prepared by:


Kimberly A. Lawson, Clerk

Approved by:


MaryBeth Schaal, Secretary

AGENDA

Regular Meeting September 23, 2021
A.J. Ferlazzo Building
Leesylvania Conference Room

- I. Call to Order
- II. Introductions
- III. Approval of Minutes
August 25, 2021
- IV. Citizens' Time
- V. Financial Status
 - a. Preliminary Revenue and Expenditures Overview for the Period ending August 31, 2021
 - b. HCV Voucher Issuance Status
- VI. Old Business
 - a. EHAP Report
- VII. New Business
 - A. CDBG Competitive Funding
 - B. Consolidated Annual Performance & Evaluation Report (CAPER) for FY21
- VIII. Miscellaneous
- IX. Member's Time
- X. Adjournment

*Next meeting of the Housing Board will be October 28, 2021
Leesylvania Conference Room, A.J. Ferlazzo Building
15941 Donald Curtis Drive, Woodbridge, VA 22191*



Minutes

Regular Meeting October 28, 2021
A.J. Ferlazzo Building
Leesylvania Conference Room

I. Call to Order – 8:30 a.m.

Roll Call

Board Members Present

Kara Pitek, at Large

Mary Beth Schaal, Brentsville

Karen DeVito, Neabsco

Stephany Ospino, Woodbridge

Karen Smith, Disability Services Board

Robert G. Sharpe, Occoquan

Paige Kenyon-Page, Coles

Laurie Wilson, Social Services

County Staff Present

Elijah Johnson, Deputy County Executive

Billy J. Lake, Director

Joan S. Duckett, Assistant Director

Danica Blount, Administrative Specialist

Absent

Sandra Dawson, Commission on Aging

Mary Lively, Potomac

Joleana Singleton, Senior Business Analyst

Kimberly A. Lawson, Administrative Coordinator

II. Introductions

III. Approval of Minutes

August 25, 2021

Motion: Kara Pitek

Second: Mary Beth Schaal

Status: Passed

IV. Citizens' Time

V. Financial Status

A. Preliminary Revenue and Expenditures Overview for the Period ending August 31, 2021

Mr. Lake explained that the department is still working with the county for the budget.

There are no significant updates for now.

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B. HCV Voucher Issuance Status

Mr. Lake discussed the status of the Emergency Housing Voucher program in which there are 53 vouchers being issued to those in emergency situations, i.e. homeless, domestic abuse. The county is being granted \$1000 per voucher issued and there has also been the creation of an Intake Team for the EHV applicants. He also explained that the waitlist will be opened in January for a short time for Mainstream (100 spots) and NED (2-300 spots). Currently there are no applicants for NED, so this is a focal point. There will be a 30-day notice for the waitlist opening (all online and no walk-ins) and will likely be issued as a lottery system.

VI. Old Business

A. EHAP Report

The total EHAP expenditures is \$4,109,892. The program is relatively slow with no new updates, aside from applicants not providing correct information or being ineligible due to requesting rental assistance.

VII. New Business

A. CDBG Competitive Funding

Ms. Duckett spoke on CDBG (ending 10/29/2021). There have been 12 applications, most of which have been started and not completed, including 4 applications that were mistakenly started for EHAP assistance. One of these incomplete applications belong to Catholics for Housing. Ms. Duckett suggested that the final certifications be made at the end of the process before entering the program and that the process be condensed to make it easier.

B. Consolidated Annual Performance & Evaluation Report (CAPER) for FY21

Mr. Johnson let the board know that the report was submitted before the deadline and has so far been reviewed in IDIS. There are no further updates.

C. Fair Housing Forum

Mr. Lake and Ms. Duckett let the board know that this is to be held on Nov. 2 for regional stakeholders and that the public forum will be held on Nov. 3 from 6-8 p.m. virtually.

Motion: Karen DeVito

Second: Stephany Ospino

Status: Passed

VIII. CLOSED SESSION

A. Evaluation of Bill Lake, Director

No formal action needed

Motion: Karen Smith

Second: Mary Beth Schaal

Status: Passed

IX. Miscellaneous

A. Governor's Housing Conference

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Being held in Norfolk, VA from Wed. Nov. 10, 2021, to Fri. Nov. 12, 2021. Kara Pitek and two OHCD members are attending.

X. Members' Time

Karen Smith spoke on the lack of support for those with disabilities that need assistance within Prince William County. Shared a personal anecdote of a disabled resident and the conditions he was living under.

Paige Kenyon-Page had questions about the Planning Office and Planning Commission. She was given clarity about the current acting director, as well as who has recently stepped down.

Mr. Johnson discussed how the COC is working with organizations in the western part of the county to provide services to the homeless population in that region. He also discussed how there has been additional money allocated to assist with the upcoming winter months and threat of hypothermia in housing those who are at risk.

Mr. Lake explained to the board that the CARES Act has granted the department \$2.5 million to assist with the ACTS emergency shelter. The COC endorsed ACTS to renovate the current ACTS facility (demolition and rebuilding) so an accessible shelter can be built in its place. Mr. Lake is hoping that along with the \$2.5 million granted, that \$5 million can be used toward this effort. When the project starts, the tenants will be placed in hotels and/or motels by ACTS so they are not displaced. This is a current work in progress but will hopefully be approved soon.

XI. Adjournment

Motion: Karen Smith

Second: Kara Pitek

Adjourned: 9:55 a.m.

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Next meeting of the Housing Board will be December 2, 2021

Dawson Beach Community Center

14011 Dawson Beach Road, Woodbridge, VA 22191

Prepared by: _____
Danica Blount, Clerk

Approved by: _____
MaryBeth Schaal, Secretary

MINUTES

Regular Meeting December 2, 2021
Dawson Beach Community Center

I. Call to Order – 8:31 a.m.

Roll Call

Board Members Present

Kara Pitek, at Large

Mary Beth Schaal, Brentsville

Karen DeVito, Neabsco

Stephany Ospino, Woodbridge

Karen Smith, Disability Services Board

Paige Kenyon-Page, Coles

Sandra Dawson, Commission on Aging

Laurie Wilson, Social Services

County Staff Present

Elijah Johnson, Deputy County Executive

Billy J. Lake, Director

Joan S. Duckett, Assistant Director

Danica Blount, acting Administrative Coordinator

Absent

Robert G. Sharpe, Occoquan

Mary Lively, Potomac

Joleana Singleton, Senior Business Analyst

II. Introductions

III. Approval of Minutes

October 28, 2021:

Motion: Stephany Ospino

Second: Mary Beth Schaal

Status: Denied

Edits to be made.

IV. Citizens' Time

V. Financial Status

A. Preliminary Revenue and Expenditures Overview for the Period ending October 31, 2021

Mr. Lake spoke on the new Mobius system that is being implemented, and that Housing still is unable to access the information to provide accurate reports. OHCD and Mobius are working on getting it resolved as soon as possible.

B. HCV Voucher Issuance Status

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Mr. Lake explained that these numbers are continually increasing, in part because of the Emergency Housing Voucher program implemented in the fall. Numbers on how many are under lease as of this meeting will need to be confirmed.

VI. Old Business

A. EHAP Report

Ms. Duckett spoke on EHAP and its status. It has slowed down significantly, and many of the applications received do not meet criteria for approval. Currently, there are 43 applications in progress. As of this meeting, there have been 389 families funded through EHAP, \$4.12 million have been disbursed through EHAP to date, and there is \$1.7 million remaining in the budget.

VII. New Business

A. Endorsement of the FY2023 CDBG Competitive Application Awards

Ms. Duckett provided an update on the applications received; 5 applications were received and reviewed, 2 met the criteria to be approved: The Boys and Girls Club of Greater Washington and The Arc. The BGCGW plan to hire 9 positions for 3 different clubs, in turn serving an additional 135 children. The Arc plans to rehab 2-3 houses to make them ADA accessible to support disabled and elderly residents. The other organizations that applied but were denied due to not meeting the criteria are Catholics for Housing and Pathways.

The Consolidated Annual Performance Evaluation Report (CAPER) has been submitted to HUD with no issues and is being reviewed.

Motion to Endorse

Motion: Mary Beth Schaal

Second: Stephany Ospino

Abstained: Karen Smith

Sandra Dawson

Status: Passed

B. Approval of Utility Chart effective 3-1-2022

Mr. Lake spoke on the completion of the Utility Allowance for 2022, explaining in the past OHCD has used a consultant, as well as how the Utility Chart works and how it is measured using type of property i.e., Single Family, Townhouse, Low-rise Apartment (2-4 floors).

Motion to Approve

Motion: Kara Pitek

Second: Sandra Dawson

Status: Passed

C. Fair Housing Forum

Ms. Duckett explained that the forum for the stakeholders intended to be held on 11/2 was rescheduled for later in December due to it originally being scheduled on Election Day. The forum for the public, however, was still held on 11/3 and had a good turn out of about 60 attendees. Both Ms. Duckett and Mr. Lake said there were great conversations with the citizens, as well as many great topics brought up by them in breakout sessions. There was a consistent

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focus amongst the citizens on the removal of the rural crescent zoning to create more space for affordable housing to be built.

VIII. Miscellaneous

Karen DeVito took a minute to address the upcoming changes happening, including Mr. Lake's retirement. In this time, different members spoke on their personal experiences and anecdotes with and about Mr. Lake and his impact as the Director of Housing and the community. He was also presented a gift from the Housing Board.

IX. Member's Time

Karen Smith addressed Ms. Duckett's appointment as the acting Director of Housing in lieu of Mr. Lake due to his retirement at the end of the year.

Mary Beth Schaal addressed Mr. Johnson's appointment as the acting County Executive for Prince William County in lieu of Chris Martino's retirement at the end of the year.

Mr. Johnson also informed the board of the retirement of Housing's Administrative Coordinator, Kim Lawson.

X. Adjournment

Motion: Karen DeVito

Second: Kara Pitek

Adjourned: 9:19 am

Next meeting of the Housing Board will be January 27, 2022

**Leesylvania Conference Room, A.J. Ferlazzo Building
15941 Donald Curtis Drive, Suite 112, Woodbridge, VA 22191**

Prepared by: 
Danica Blount, Clerk

Approved by: 
MaryBeth Schaal, Secretary