

MEETING OF THE BOARD OF COMMISSIONERS OF
THE FAIRMONT-MORGANTOWN HOUSING AUTHORITY

HELD June 28th, 2023, 4:00 p.m.

Commissioners Present:

Marcella Yaremchuk-Chair
Brian McAllister-Vice Chair
Jay Rogers-Commissioner
Ron Dulaney-Commissioner

Commissioners Absent:

John Fallon-Commissioner

Also Present:

Christal Crouso – Secretary/Treasurer
Lisa Darden
Duane Makel
Jenna Harris-Pike

The meeting of the Fairmont-Morgantown Housing Authority Board of Commissioners was held on Wednesday, June 28th, 2023, at 4:00 p.m. at the administrative office located at 103 12th Street Fairmont, WV. Chair Yaremchuk called the meeting to order.

CHAIRMAN'S REMARKS

There are none.

Christal Crouso asked the Board to amend the agenda by switching Elections of Officers and the Annual Reports by Program Managers/Coordinators to the last item on the agenda.

APPROVAL May 24th, 2023, MINUTES

Commissioner Dulaney made a motion to approve the minutes as presented. Commissioner McAllister seconded the motion. Motion carried.

FINANCIAL REPORT

Duane Makel gave an overview of the financials ending April 30th, 2023.

Public Housing: showing a surplus of \$35,760.13.

Section 8: showing a surplus of \$28,226.07 (administrative only).

Section 8-Mainstream: showing a deficit of \$4,040.13 (administrative only). The loss is due to taking time to fully lease these 30 vouchers that were received in September 2022.

FSS: showing a deficit of \$12,290.66. The loss is due to the drawdown is limited to 10% of the total grant per month. It will take 2-3 months of draws to catch up to our expenditures.

EHV: showing a surplus of \$11,725.02 (administrative only). Mr. Makel stated that we have been asked to spend more of the service funds allocated to this program by creating landlord incentives and security deposits so that funding does not have to be sent back to the government.

Facilities: showing a surplus of \$3,370.85.

Home Ownership Center: showing a surplus of \$6,194.74.

Development: showing a surplus of \$6,194.74. Investment results (Certificates of Deposit/Money Market) will result in income for this department. Mr. Makel also stated that we received a payment in reference to the deferred developers fee from Miller School Apartments.

Fair Housing: showing a deficit of \$331.04. Fair Housing funds lag behind.

Housing Navigator/MRAP: showing a surplus of \$4,914.98.

WV Homeowners Rescue Program: showing a surplus of \$9,715.63.

Digital Navigation: showing a deficit of \$7,892.85. The loss is due to cost reimbursement which was received in May 2023

Mr. Makel pointed out the scale for the Section 8 voucher program and that we need to focus on Section 8 due to our over leasing in that program. Ms. Crouso stated that we are not seeing the attrition rates that we normally see in the Section 8 HCV program.

Commissioner McAllister made a motion to approve the financials as presented for the period ending April 30th, 2023. Commissioner Rogers seconded the motion. Motion carried.

SECRETARY'S REPORT

In addition to the secretary's report, Ms. Crouso informed the Board that the Section 8 Team Leaders are learning to use the Two-Year Tool provided by HUD.

Ms. Crouso reminded that Board that we continue to host the Built for Zero Case conference meetings each month in Morgantown which discuss literal homelessness.

Ms. Crouso stated that we will continue to work on getting the computer lab installed and running in the next month or so.

Ms. Crouso had a call with the WVHDF requesting to get funds to set up a "state issued" voucher program to continue leasing up. The answer was NO. During that same call, however, WVHDF did decide to fund the Housing Navigator Program for another year. We remain hopeful that there could still be potential funding from the Treasurer. A meeting has been requested.

Ms. Crouso also informed the Board that the new sidewalk on Chamberlain Avenue has been installed along the side of the building.

Commissioner McAlister inquired about what it means when we find discrepancies in HUD Income Validation Tool (IVT). Ms. Darden explained that this is a tool provided by HUD that shows income reported by Social Security and what the tenant reports and reviewed examples. Ms. Darden stated that there was a lot of unemployment that was not submitted by tenants in excess of what the IRS didn't require to file on tax returns.

Commissioner McAlister asked about the fair housing discrimination complaints mentioned in the Secretary's report. Ms. Crouso explained that this part of the Fair Housing Program and were complaints received or processed by this office, not a complaint about this office.

Chair Yaremchuk complemented the staff on putting together the wellness day and found it to be very informative.

Commissioner Dulaney commented that he is happy to see the discussion continue in reference to the Upper Falling Run property.

REPORTS OF THE COMMITTEES

There are none.

OLD BUSINESS

Approval of FMHA's Section 8 Administrative Proposed Plan to Be Open for Public Comment

Ms. Crouso informed that Board that she and Jenna Harris-Pike went through the plan and that the information relating to the local decisions was sent out and asked if there were any questions before turning it over the Ms. Harris-Pike.

Commissioner Dulaney stated that he appreciated the additional information about the local preferences.

Ms. Harris-Pike went through local decisions one through three and asked if there were any questions. There were none.

Ms. Crouso stated that she and Ms. Harris-Pike had several conversations with Virginia Viles and that she hired someone to help her with the formatting.

Commissioner McAllister asked if the staff was confident with the contents of this document and if it appropriately presented for public comment? Ms. Harris-Pike stated she believes so.

Ms. Crouso informed the Board that this document will change a few more times in 2023 due to the upcoming HUD HOTMA Regulations.

Ms. Harris-Pike stated that having this new document will be nice so that the new regulations can be inserted easily. She also stated all upcoming changes are regulatory and will not have a local preference.

Commissioner McAllister stated that there are still formatting issues dealing with He also stated that he will not hold this document up but would like us to continue to review the formatting. Commissioner Dulaney agreed.

Commissioner Dulaney made a motion to approve the FMHA Section 8 Administrative Proposed Plan for Public Comment. Commissioner Rogers seconded the motion. Motion carried.

The Commissioners thanked Ms. Harris-Pike for all the hard work on the plan and they realized that it was not an easy task.

NEW BUSINESS

Approval of Contract Negotiations for HVAC/Hot Water Tanks in Public Housing

Ms. Crouso stated that FMHA will be using the CFP funding program to replace six hot water tanks and six HVAC Systems. An RFP was put out and a resolution is needed to negotiate and execute the contract since it is over her signing authority of \$25,000.00.

Commissioner McAllister asked how many bids we received?

Ms. Darden stated that two bids were received: one from City Construction for \$57,500.00 and the winning bid from Grogg's for \$47,866.00. Ms. Darden also stated that another vendor was contacted that did not bid. The agency has used Grogg's in the past and has been pleased with their work.

Commissioner Dulaney made a motion to approve the approval of Contract Negotiations for HVAC/Hot Water Tanks in Public Housing. Commissioner McAllister seconded the motion. Motion carried.

Approval of Resolutions for the West Virginia Housing Development Fund (WVHDF) Affordable Housing Fund Programs (Resolutions prepared by WVHDF)

Ms. Crouso stated that two applications were submitted and approved for two Affordable Housing Fund Program forgivable loans from the West Virginia Housing Development Fund. One loan is \$10,000.00 and will be used to work on a 2–3-year strategic plan and the other loan is for \$15,000.00 for the Housing Counseling Program. Ms. Crouso stated that we would also include Augusta Development Corporation in the strategic plan. The fund has prepared the resolutions in the packet and once they are executed the loan documents will be received and as long as we are spending the funds the loan is forgiven.

Commissioner McAllister asked as to what degree do we have to approve a loan agreement if it is to effect August Development Corporation.

Mr. Makel stated that the loan is coming to us and not Augusta Development Corporation.

Mr. Makel also stated that Augusta Development Corporation is a 501 (c) (3) Corporation that will pass these funds onto FMHA.

Commissioner McAllister made a motion to approve resolution 2023-R04 for the forgivable loan from the West Virginia Housing Development Fund (WVHDF) Affordable Housing Fund Program in the amount of \$10,000.00 for Organizational Technical Assistance. Commissioner Rogers seconded the motion. Motion carried.

Commissioner Rogers made a motion to approve resolution 2023-R05 for the forgivable loan from the West Virginia Housing Development Fund (WVHDF) Affordable Housing Fund Program in the amount of \$15,000.00 for Housing Counseling. Commissioner McAllister seconded the motion. Motion carried.

Permission Requested to Extend the Maintenance Lead Technician a Part Time Position Post-Retirement

Ms. Crouso reminded the Commissioners that a few months ago she had asked to hire a temporary employee to work with Mark Malone until his retirement date.. Mr. Malone has asked to be a part-time employee. We are extremely happy to have him continue as a staff member of the public housing department due to his extensive knowledge of the program. The agency still has not hired a supervisor for that department and has determined over the last few months that this may not be a necessary position. Management suggests the Board approve the part-time position so that Mr. Malone can stay on as a part-time employee and help lead and train the maintenance team. Over the next few months, we would like to evaluate the department and see if any restructuring is necessary.

Commissioner McAllister asked if we could afford this, and Mr. Makel stated that cost wise we are coming out about \$1,000.00 less by not hiring a supervisor at this time and having 3 ½ staffers in that department.

Commissioner Rogers approved to extend the Maintenance Lead Technician to a Part Time position. Commissioner Dulaney seconded the motion. Motion carried.

Election of Officers 2023-2024

After a brief discussion Commissioner Rogers made a motion to keep Marcella Yaremchuk as the Chair and Brian McAllister as the Vice Chair. Commissioner Dulaney seconded the motion. Motion carried.

Annual Reports by Program Managers/Coordinators

Debbie Yelich, Lisa Darden, Emily Brown, Aimee Setchell and Theresa Nichols prepared and read program updates and accomplishments for 2023 for their departments.

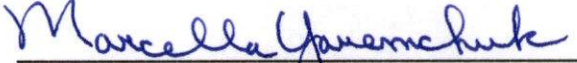
Ms. Crouso stated that she is very proud of the team we have at FMHA. The Commissioners also thanked the Staff for their presentations.

PUBLIC COMMENT

There is none.

Commissioner McAllister made a motion to adjourn the meeting. Commissioner Rogers seconded the motion. Motion carried.

Meeting adjourned @ 5:33pm.



Chair Marcella Yaremchuk



Secretary/Treasurer Christal Crouso