

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

HELD August 23rd, 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

The meeting of the Fairmont-Morgantown Housing Authority Board of Commissioners was held on Wednesday, August 23rd, 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.

APPROVAL JUNE 28th, 2023, MINUTES

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

FINANCIAL REPORT

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

Public Housing: showing a surplus of \$39,254.52. Public Housing also received CFP funding for 2023 in the amount of \$424,165.00.

Section 8: showing a surplus of \$26,454.21 (administrative only).

Section 8-Mainstream: showing a deficit of \$8,108.43 (administrative only). The loss is due to taking time to fully lease these 30 vouchers that were received in September 2022. Progress is being made.

FSS: showing a deficit of \$6,126.41. 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. This is a break-even program.

EHV: showing a surplus of \$17,222.11 (administrative only).

Facilities: showing a surplus of \$2,672.86.

Home Ownership Center: showing a deficit of \$224.72.

Development: showing a surplus of \$7,791.35. Investment results (Certificates of Deposit/Money Market) will result in income for this department.

Fair Housing: showing a surplus of \$17,977.99.

Housing Navigator/MRAP: showing a surplus of \$4,914.99.

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

Digital Navigation: showing a deficit of \$3,657.20. The loss is due to cost reimbursement timing.

Duane Makel pointed out that we have \$1.55 million in CD's and money market's that are not being used. The interest profit will go into the development account.

Commissioner Rogers inquired about the two programs that were mentioned in the bills and communications as ending in December 2023.

Mr. Makel stated that the Homeowner rescue program has been funded until September 2024 and the Housing Navigator Program has an application in with the WVHDF to extend that

program until December 2024. Christal Crouso stated that she has verbal approval but has not received anything in writing yet.

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

SECRETARY'S REPORT

In addition to the secretary's report, Ms. Crouso informed the Board that we will discuss the Dunbar Property further down the agenda. Ms. Crouso stated in addition to Mr. Makel's comments about the over leasing in the Housing Choice Voucher program, we have not issued any new vouchers due to the leasing limitation and at our last two-year tool meeting HUD expressed that they are pleased where we are at and to keep on doing what we are doing.

Ms. Crouso stated that the FSS program numbers are increasing, and Aimee Setchell will be hosting a FSS Club to promote the program and that the Public Housing Program is doing well with occupancy. Since the last meeting the HVAC project has been completed and we have several RFP projects in the works.

Ms. Crouso informed the Board about the MRAP II funding that is available for critical home repairs offering up to \$10,000.00.

Chair Yaremchuk asked about the Public Housing Fall Bash that was mentioned in the Report. Ms. Crouso stated that we are trying to re-start the Resident Council and this will be the first kick-off event. The bash is scheduled for October 12th and the rain date will be October 19th. Lisa Darden stated that she will make sure to get each Commissioner an invitation once they are available. Chair Yaremchuk stated that it will be nice to meet our people.

Ms. Crouso discussed the computer system upgrades and reviewed the public notices for the Annual Plan that ran in the area newspapers.

Chair Yaremchuk asked about the donated items that were collected, Ms. Crouso stated that all donations came from FMHA Staff for an EHV family.

Commissioner Dulaney asked about the funding for WVU's Down Payment Assistance Program since we are in a new fiscal year. Ms. Crouso stated that they have not funded us for the last few years and that the loans mentioned in the report are from payoffs or recycled funding. Ms. Crouso stated that she will reach out to them to see if funding will be available but is doubtful it would be funded this year due to WVU's current financial position.

Ms. Crouso also talked about the WVAHA Fall Conference and noted that Chair Yaremchuk and Commissioner Dulaney are registered to attend.

Commissioner McAllister asked if the Board's attendance is required or requested at the upcoming public hearing. Ms. Crouso stated that the Board is not required and doesn't feel it necessary for them to attend unless they want to.

Chair Yaremchuk expressed her pleasure with the Staff Picnic that was held at Valley Falls.

REPORTS OF THE COMMITTEES

Finance Committee- Defer to New Business
Projects Committee-Defer to New Business

OLD BUSINESS

Voucher Management System (VMS) Audit-Report out and Selection fo9 HUD's eVMS Pilot Program

Ms. Crouso discussed the VMS report from the VMS audit and mentioned that the audit/review has been closed and that FMHA met all the requirements. Ms. Crouso also shared with the Board that we have been selected to participate as an eVMS Pilot Program participant, Ms. Crouso stated that she feels this is a direct result of how well we did during our program review.

Ms. Crouso stated they asked us to start tracking the vouchers "on the street" and this will require an external spreadsheet as our software will not capture this. Ms. Crouso also stated that the auditor was very complimentary of the staff and the way she was treated during her visit.

Commissioner McAllister asked if we could review each concern that was documented in the report.

Mr. Makel stated that each concern has been addressed in the report and the concerns are mostly timing related with the exception of VASH vouchers.

Commissioner McAllister asked if the concerns were more system related concerns that are generated by the way we import data for HUD.

Mr. Makel stated yes, for example if he were to pull the data from the system on the 20th of the month and someone makes a change on the 25th of the month this retroactively affects the numbers. Overall Mr. Makel stated that we did very well.

NEW BUSINESS

Finance Committee-Maintenance Department Discussion-Moving Full Time Temporary Maintenance Technician to Full Time Permanent Status

Ms. Crouso stated that the Finance Committee which consists of Commissioner McAllister and Commissioner Rogers, along with Mr. Makel, Ms. Darden and I met on August 22nd, 2023, via Zoom to discuss the realignment of the Public Housing Maintenance Staff. The change requested was to hire the temporary maintenance person to a permanent full-time employee with FMHA. The temporary maintenance person is currently contracted with Manpower. The temporary maintenance person has been a big asset to the department and has helped reduce the use of outside vendors such as Service Master and others for our public housing unit turnovers. The department has been running without a maintenance supervisor for many months and is doing well. Not replacing the supervisor and shifting some of those duties to Ms. Darden and the Maintenance Lead will allow us to hire an additional maintenance technician for the department. Mr. Makel provided a spreadsheet that shows the cost related to this request and noted it will not increase the 2023 approved budget.

Commissioner Dulaney made a motion to accept the recommendation of the Finance Committee to approve moving the Full Time Temporary Maintenance Technician to Full Time Permanent Status. Commissioner McAllister seconded the motion. Motion carried.

Projects Committee-Property Sale Discussion-Public Sale of FMHA Owned Property on Norway Loop, Fairmont

Ms. Crouso stated that the Projects Committee which consists of Commissioner Rogers and Commissioner Dulaney, along with Ms. Darden and I met on August 21st, 2023, via Zoom to discuss updates on the Dunbar School Property and the Upper Falling Run Property. We also discussed the possibility of selling property that the FMHA owns referred to as the Turnbery located on Norway Loop Road in Fairmont, WV. FMHA was approached by an outside construction business inquiring about the possible sale of the property. After a lengthy discussion the Committee recommends that we sale the four lots that are currently owned in the Augusta Pines Subdivision and see how that process goes and then consider looking for a development partner in the future.

Commissioner Rogers made a motion to accept the recommendation of the Projects Committee to sale the FMHA Owned Property-4 Lots at Augusta Pines Subdivision in Fairmont. Commissioner Dulaney seconded the motion. Motion carried.

WVAHA Upcoming Conference Commissioner Training and Changing the Date of the September 2023 BOC Meeting

Ms. Crouso gave some background information relating to the upcoming WVAHA Annual Conference and stated that we have sixteen people attending including two Commissioners. The date of this conference conflicts with the September BOC meeting and Ms. Crouso suggests we look at an alternative date for the BOC meeting.

After a brief discussion it was decided to move the September Board Meeting to Monday September 25th, 2023. The meeting will be held at the Morgantown Office beginning at 4:00pm. Ms. Crouso stated that she will update our website.

PUBLIC COMMENT

There is none.

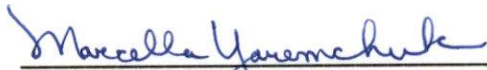
Commissioner Rogers made a motion to go into Executive Session to discuss a legal issue with the HCV Program and a Participating Landlord. Commissioner McAllister seconded the motion. Motion carried.

Executive Session began at 4:42 p.m.

Commissioner McAllister made a motion to come out of Executive Session at 5:23 pm. Commissioner Rogers seconded the motion. Motion carried.

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

Meeting adjourned @ 5:24 p.m.



Chair Marcella Yaremchuk



Secretary/Treasurer Christal Crouso