

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

HELD April 26th, 2023, 4:00 p.m.

Commissioners Present:

Marcella Yaremchuk-Chair
Jay Rogers-Commissioner
Ron Dulaney-Commissioner

Commissioners Absent:

John Fallon-Commissioner
Brian McAllister -Vice Chair

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, April 26th, 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 February 22nd, 2023, MINUTES

Chair Yaremchuk stated that the approval of the minutes would have to be tabled to the next meeting for approval.

FINANCIAL REPORT

Duane Makel gave an overview of the financials ending February 28th, 2023.

Public Housing: showing a deficit of \$36,414.85. The loss is due to a timing issue on using Capital Funds.

Section 8: showing a surplus of \$6,129.93 (administrative only).

Section 8-Mainstream: showing a deficit of \$3,194.47 (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 \$11,451.76. The loss is due to the release of funds. Funds were not available for draw down until April 2023.

EHV: showing a surplus of \$6,060.60 (administrative only).

Facilities: showing a surplus of \$4,661.33.

Home Ownership Center: showing a surplus of \$1,915.36.

Development: showing a deficit of \$98.90. Investment results (Certificates of Deposit/Money Market) will result in income for this department.

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

Housing Navigator/MRAP: showing a surplus of \$1,883.80.

WV Homeowners Rescue Program: showing a surplus of \$3,647.59.

Digital Navigation: showing a surplus of \$1,516.68.

Mr. Makel also stated that there are two personnel status changes/updates. The changes are based on years of service which will be a step increase for Megan Connelly and Nancy Williams effective April 1st, 2023.

Commissioner Dulaney made a motion to approve the financials as presented for the period ending February 28th, 2023. Commissioner Rogers seconded the motion. Motion carried.

SECRETARY'S REPORT

In addition to the secretary's report, Ms. Crouso gave the Board an update on the Emergency Housing Voucher program. Ms. Crouso stated that Aimee Setchell and herself had a very positive meeting with the Emergency Housing Voucher research team for about an hour to discuss the program's strengths and to share our experience and provide them with program recommendations.

Ms. Crouso reviewed FMHA's NSPIRE Demonstration Inspection in Public Housing reporting that FMHA had 15 deficiencies overall, which is great. The maintenance department has already completed most of the deficiencies reported. The team was able to have a productive exit meeting with the inspector. HUD will provide us with a link to upload information relating to the deficiencies and will allow us to report that the work has been completed. Ms. Crouso stated that the team has worked hard to prepare for this inspection and that the properties looked great.

Commissioner Dulaney congratulated the staff on the inspection.

Chair Yaremchuk commented on how happy she is to see that five of the Foster Youth Initiative vouchers are being utilized and that we have settled into our Morgantown Office and are serving clients there.

Chair Yaremchuk also stated that she was happy to see us move along with the Digital Navigator program. Ms. Crouso stated that all forty of the laptops have been spoken for.

Chair Yaremchuk stated how pleased she was to see us submit a scholarship application to WVAHA on behalf of Selena Makel and our continued participation in the Dunbar School project.

Ms. Crouso stated that the Public Housing Occupancy report shows our current rate at 97%, which is good and that the Fair Housing month proclamation from the City of Morgantown is included as well, and that the City of Fairmont proclamation was presented last night.

REPORTS OF THE COMMITTEES

Personnel Committee Report will be deferred to New Business/Promotions/Restructuring

Finance Committee Report will be deferred to New Business/Approval of the 2023 Annual Budget Amendment

OLD BUSINESS

Discussion: Section 8 Admin. Plan Schedule

Ms. Crouso stated the importance of getting the administrative plan approved. She reminded the Board that this is the second plan that has been purchased by the agency and that this has been going on for two years. We had originally presented the board with the Nan McKay model and now we have engaged a technical writer, Virginia Viles, to complete the Section 8 Administrative Plan. Ms. Crouso stated that she would have the plan in the drop box soon and would like to vote on Chapters 1-8 at the May 2023 meeting and Chapters 9-18 at the June 2023 meeting.

After discussion Commissioners Dulaney, Rogers and Chair Yaremchuk stated that they wish to vote on the Section 8 Administrative Plan at the May 2023 meeting. This will allow for the June 2023 annual meeting to proceed as normal with the management meeting attending and conducting election of officers.

NEW BUSINESS

Approval of the 2022 Section Eight Management Assessment Program (SEMAP)/Resolution 2023-R01

Ms. Crouso stated that every year we complete the Section Eight Management Assessment Program (SEMAP), which is a self-evaluation of fourteen areas and is completed by the manager. Currently our score ranks FMHA as a Standard Performer, however our HUD Program Manager Specialist has indicated that once HUD looks over the Assessment, we may be a high performer. Normally our agency is a high performer, but due to the leasing issues that the department faced in 2022 due to the MRAP program, lease up scoring is lower than normal.

Commissioner Rogers made a motion to accept and approve the SEMAP that was submitted for 2022. Commissioner Dulaney seconded the motion. Motion carried.

Personnel Committee Report/Promotions and Restructuring

Ms. Crouso stated that the Personnel Committee met last week to discuss some restructuring in the Section 8 Department. The restructuring would consist of moving two Section 8 staff to a Section 8 Team Leader role for Jenna Harris Pike and Andy Hinebaugh. Both have different strengths, and both show their leadership within the program. Additionally, they will cross train with the Section 8 Manager as part of our succession planning. The other promotion is for the Family Self Sufficiency (FSS) Program. In 2023, FMHA was funded for a full-time equivalent FSS staff person. Aimee Setchell is recommended to this position and will dedicate 75% of her time to this program. All the promotions will move to Grade 6-Step 1 effective on May 1st, 2023. This was presented to the Personnel Committee including Chair Yaremchuk and Commissioner McAlister who were supportive.

Chair Yaremchuk stated that she thinks it a good idea to have some advanced succession planning in place, because normally it takes over a year to fully get someone up to speed.

Ms. Crouso stated that Ms. Setchell currently oversees the Emergency Housing Voucher (EHV) program. She will maintain about 21 of the EHV and the remainder of that caseload will be distributed to other Section 8 Occupancy Specialists so that she can focus efforts toward the

FSS Program. Ms. Setchell will also provide EHV training to the other Section 8 Occupancy Specialists.

Commissioner Dulaney stated that he trusts the sub-committee that vetted and recommended the promotions.

Commissioner Dulaney made a motion to approve the Promotion/Recommendations approving Ms. Harris-Pike, Ms. Hinebaugh and Ms. Setchell to be moved to Grade 6-Step 1 of the FMHA pay scale. Commissioner Rogers seconded the motion. Motion carried.

Finance Committee-FMHA 2023 Annual Budget Amendment/Resolution 2023-R02

Ms. Crouso stated that the finance committee met last week to discuss four areas that would require revisions including FSS funding that needed added to the budget, the Fair Housing Grant, staff promotions and PEIA Insurance increases.

Commissioner Rogers stated that the Finance Committee supported and approved the recommendation that was discussed at the Finance Committee meeting last week.

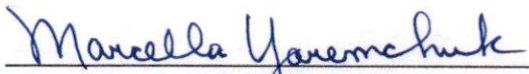
Commissioner Dulaney made a motion to approve the amended FMHA 2023 Annual Budget. Commissioner Rogers seconded the motion. Motion carried.

PUBLIC COMMENT

There is none.

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

Meeting adjourned @ 4:29 p.m.


Chair Marcella Yaremchuk


Secretary/Treasurer Christal Crouso