

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

HELD May 24th, 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, May 24th, 2023, at 4:00 p.m. at the Morgantown office located at 430 Spruce Street Morgantown, WV. Chair Yaremchuk called the meeting to order.

CHAIRMAN'S REMARKS

There are none.

APPROVAL April 26th, 2023, MINUTES

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

**Commissioner McAllister abstained from voting due to not being present at the April 26th, 2023, Board Meeting.*

APPROVAL February 22nd, 2023, MINUTES

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

**Commissioner Dulaney abstained from voting due to not being present at the February 22nd, 2023, Board Meeting.*

FINANCIAL REPORT

Duane Makel gave an overview of the financials ending March 31st, 2023.

Public Housing: showing a surplus of \$45,599.25.

Section 8: showing a surplus of \$16,389.33 (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 \$17,053.20. The loss is due to the release of funds. Funds were not available for draw down until April 2023.

EHV: showing a surplus of \$8,836.86 (administrative only).

Facilities: showing a surplus of \$3,618.84

Home Ownership Center: showing a deficit of \$3,307.32. The loss is due to MVI (HUD-Counseling) being billed quarterly.

Development: showing a surplus of \$81.07. 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 deficit of \$1,785.76. The loss is due to the program being a cost reimbursement program.

WV Homeowners Rescue Program: showing a surplus of \$7,238.18.

Digital Navigation: showing a deficit of \$494.45. The loss is due to cost reimbursement. The grant is closed, and reimbursement funding is due to FMHA.

Mr. Makel stated that the Fair Housing Program will not start until June 1st, 2023, and that Christal Crouso will report more on that during the meeting.

Mr. Makel also stated that we really need to focus on Section 8 due to our over leasing in that program.

Commissioner Dulaney asked if that meant that more vouchers were issued than we have. Mr. Makel stated yes, and hopefully this is straightened out by Fall.

Ms. Crouso stated that we are encouraged to go over 100% in the beginning of the year and to ease off at mid-year, but we just are not seeing the attrition that we normally see and that we will talk about this later in the meeting.

Mr. Makel stated that there are no other issues with the other Section 8 programs or Public Housing which is at 98% lease up.

Commissioner Dulaney asked about the Emergency Housing Vouchers (EHV) and Mr. Makel stated that they were going up.

Ms. Crouso stated that it is very important for the tenants holding an EHV to be aware that if they give up this voucher, they will not be able to get another type of voucher at this time and they would need to go on the waitlist for HCV.

Mr. Makel also stated that the interest rates have gone up on the CD' s and investment, since they were originally discussed with the Commissioners.

Commissioner McAllister made a motion to approve the financials as presented for the period ending March 31st, 2023. Commissioner Dulaney seconded the motion. Motion carried.

SECRETARY'S REPORT

In addition to the secretary's report, Ms. Crouso updated the Board that the Digital Navigator Program/Digital LISC has come to an end. The agency has received very nice comments from the funders. It was important for us to make a good impression which could prove beneficial for future opportunities.

Ms. Crouso stated that we have completed the negotiations for the 2023-2024 Fair Housing Education and Outreach grant and are set for a June 1, 2023 kickoff.

Ms. Crouso also informed the Commissioners that the Housing Navigator position will come to an end December 31st, 2023, and as stated before she feels that this is the missing piece within our agency. Efforts are underway to find permanent funding for this position.

Chair Yaremchuk commented on how she is happy to hear the sidewalk on Chamberlain is being installed and gave a special thanks to the staff who helped pick up garbage for the Public Housing inspection.

Ms. Crouso also made the Board aware of the WVABLE training that will be onsite tomorrow at the Fairmont Office.

REPORTS OF THE COMMITTEES

There are none.

OLD BUSINESS

Discussion: SEMAP Score Letter

Ms. Crouso stated that last month she discussed the Section Eight Management Assessment Program (SEMAP), which is a self-evaluation of seventeen areas and is completed by the program manager and then is submitted to HUD for further evaluation and assessment. At the time of submittal, the manager scored FMHA as a standard performer. On May 10th, HUD notified FMHA that we were scored as a High Performer.

Ms. Crouso also stated that this letter from HUD is always copied to the mayors, and she has made a practice of sending an email in advance of HUD's email so that they are aware of what is coming their way. In the past, she has copied Chair Yaremchuk and has recently started including Commissioners McAllister as the Vice Chair.

Commissioner McAllister has asked that all FMHA Commissioners be copied on communications to the Mayors. Commissioner McAllister also stated that he recently had the opportunity to meet Mayor Bolyard from the City of Fairmont and enjoyed speaking with her about the collegial relations between the cities.

NEW BUSINESS

Discussion: Section 8 Leasing Limitation

Ms. Crouso stated that Mr. Makel had briefly mentioned FMHA's leasing limitation regarding funding and unit months leased with HUD. Currently we have reached our limitations effective May 3rd, 2023. Anyone who had a voucher and had not leased up is in a holding pattern. We are not holding orientations currently. Every month a meeting is held with HUD to review a Two-Year Tool (TYT) which is a projection formula HUD uses to help PHAs through lease up planning. The two new Section 8 team leaders will also be involved with the HUD TYT meetings. Ms. Crouso stated that she will be notifying the City of Fairmont and Morgantown's

Mayors and Managers to let them know. This marks some of the earliest times in the year that FMHA has been leased at capacity.

Ms. Crouso stated that it is concerning to be out of vouchers given the number of people facing homelessness and the number of people on our waitlist. Ms. Crouso stated that we do have a few Emergency Housing Vouchers (EHV) and Non-Elderly Disabled (NED) vouchers remaining as they are special purpose vouchers.

Commissioner McAllister asked if other Housing Authorities had vouchers that were not being used if we could somehow get them. Ms. Crouso stated that might be possible, but it is usually done at the very last minute and is not something we can count on. Commissioner McAllister has asked Ms. Crouso to see if there is anything that can be done.

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

Ms. Crouso stated that she asked Jenna Harris-Pike to join us tonight for this meeting. Our consultant Virginia Viles stated again this morning that anything italicized is code, a PIH Notice, Handbook or Guidebook that HUD publishes which could explain some of the discrepancies. She has not commented on anything further relating to the comments that have come in today due to her electric being off today, for tonight's session Ms. Crouso would like to go through the three areas in the memo.

Ms. Crouso stated that we are not seeking approval of the plan tonight, as it will need to go out for public comment. After the public comment period and public meetings, then the plan would be presented for approval by the Commissioners in September 2023, with the consideration of any public comments received.

Ms. Crouso stated that the MEMO included in the packet outlines the three areas that FMHA make a local decision.

Ms. Harris-Pike took over the Administrative Plan discussion.

After a lengthy discussion/work session regarding the proposed Administrative Plan, the decision was made that there are still several areas that need improvement, especially with the formatting. Ms. Harris-Pike will take all recommendations to Virginia Viles for discussion.

Regarding Local Decision #3 Preferences: Commissioner McAllister has also asked for a list of preferences that can be considered by a PHA. Ms. Harris-Pike stated that she will provide the list with the agency's comments about and recommendations for each preference.

Commissioner Dulaney stated that he is critical of our consultant's formatting and overall presentation of the plan and encouraged staff to go back to the consultant for formatting revisions.

The Commissioners thanked Ms. Harris-Pike for her work on the plan.

Discussions on the plan will continue at the next meeting.

PUBLIC COMMENT

There is none.

Commissioner Dulaney made a motion to go into Executive Session. To discuss a legal issue with a Section 8 participating landlord. Commissioner Rogers seconded the motion. Motion carried.

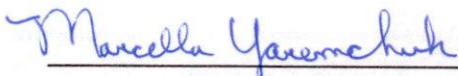
Executive Session began at 5:56 p.m.

During the Executive Session, a legal issue was discussed regarding a Section 8 participating landlord. We also discussed Commissioner attendance policies and a recent police report that was filed by FMHA Director.

Commissioner McAllister made a motion to come out of Executive Session at 6:18 pm. Commissioner Rogers seconded the motion. Motion carried.

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

Meeting adjourned @ 6:18 p.m.



Chair Marcella Yaremchuk



Secretary/Treasurer Christal Crouso