

**MINUTES OF A
SPECIAL MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
FEBRUARY 16, 2021
VIA ZOOM VIDEO CONFERENCING
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, February 16, 2021, at 4:00 PM. The meeting was held via the Zoom platform.

Members of the Board in attendance: Jim Williams, Laura Lyon Slaymaker, Gerald Robinson, and Jim Eby.

Staff members present were: Matthew Sternberg, Executive Director; Terry Danforth, Tenant Services Director; Justin Eby, Deputy Executive Director; Audrey Steinmetz, Tenant Services Manager; and Marian Joyce, Secretary.

Mr. Williams called the meeting to order at 4:03 p.m.

Public Comment – None

New Business:

1) The Board approved an administrative agreement with the *County of Lancaster* for the Emergency Rental Assistance Program (ERAP). Mr. Sternberg provided a brief overview of why this ERAP grant would be administered via the Housing Authority instead of the typical manner via the Redevelopment Authority. He stated that the ability to use an Addendum to existing MRI software utilized by the Housing Authority will enable the Authority to track status, create reports, and process checks more efficiently, thus saving time and being more accountable. It will also provide a clear Audit trail.

Mr. Justin Eby, Deputy Executive Director, pointed out that Ms. Danforth and Ms. Steinmetz were present should there be questions about the software. He highlighted that use of this technology will be an advantage, as much of the landlord-tenant set-up already exists. He updated the Board on a Training earlier in the day attended by 50 people - both participating partners and the Authority staff involved. Training covered the online application process from an applicant perspective.

Mr. Eby stated that each of the sub-contractors, Tabor, Community Action Partnership (CAP) and Lancaster City Housing Authority brings a different expertise and ability. Also the existing *Eviction Prevention Network* will provide Hubs to assist applicants who need tech help with navigating computers. CAP will provide a dedicated email and telephone Contact Center that can ramp up as necessary.

Landlords and Tenants will be able to access information through the same portal to check their status. This should eliminate follow-up calls re: tenant status and questions re: landlord checks.

The City Housing Authority will be assisting with the Housing software and tenant eligibility issues. There will be no \$750 rent cap this time.

Ms. Danforth emphasized that tenants will be able to apply directly online and will be able to go back into the online portal to check their application status, which is a huge advantage.

Mr. Sternberg stated that the Resolution being approved would also authorize the Executive Director to sign related administrative documents. This will streamline the signing process so there will not be a need to call further Special Meetings or to hold up the process until the regular monthly meeting. Mr. Williams agreed that flexibility was needed.

Mr. Sternberg noted that there will also be continued guidance coming from the U.S. Treasury Dept that could require small changes to an Administrative Agreement. Any major changes will be brought back for Board approval, as is the norm.

Mr. Justin Eby and Ms. Terry Danforth answered a question from Board Member Eby about how Rent Arrears are handled via the ERAP program.

The motion to approve was made by Mr. Robinson, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [FEB 21 #1] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to:

1. Authorize the Executive Director to execute an Agreement with the County of Lancaster as the administering agency for the Emergency Rental Assistance Program.
2. Authorize the Executive Director to execute sub-contract agreements for the delivery of administrative services for the Emergency Rental Assistance Program as identified within the Agreement.

Other Business:

Mr. Williams announced that the next regular meeting of the Board of the Lancaster County Housing Authority is expected to be **Tuesday, February 23, 2021**, at approximately 4:30 p.m.

On a motion by Mr. Robinson, second by Ms. Lyon Slaymaker, and unanimously carried, the meeting was adjourned at 4:19 p.m.

Marian C. Joyce, Secretary