

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
MAY 23, 2023
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, May 23, 2023. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 100, and via Zoom Videoconference.

Members of the Board in attendance: Jim Eby, Ed Fisher, Jim Williams, Melinda Kaufman, and Gerald Robinson.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Retiring Director Finance & Administration; Scott Fredo, Director Finance & Administration; Audrey Steinmetz, Director Tenant & Landlord Services; Jocelynn Ritchey, Manager Planning & Resource Development; Marjorie Shaffer, Homelessness Housing Coordinator, Brian Nicarry, Technical Services Coordinator, Anna DeGoede, summer intern and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Elizabeth Russoli, *GSL Government Consulting*; Joe Kuklis, *XCaliber Communications*; Jeremy Feakins, *OzFund*; Scott Reid, *Jura Inc.*

Mr. Fisher called the meeting to order at 4:01 p.m.

Public Comment – None

Minutes of the February 28, 2023 meeting were approved. The motion was made by Mr. Williams, second by Ms. Kaufman and unanimously accepted.

Communications – received a Section 8 Management Assessment Program letter

Staff Reports: Ms. Steinmetz reported that the Housing Authority is currently fully staffed and working well. They have 15 housing stability vouchers that they are working with the Homelessness Coalition to distribute. They have applied to receive Veterans Affairs Supportive Housing (VASH) vouchers. They have 35 emergency housing vouchers holders currently housed, 2 are still looking for housing. Mr. Fisher asked about what it meant to have a voucher expire. Ms. Steinmetz noted that voucher holders have a limited time to look for housing. That way they can give the voucher to someone else if the holder is not actively looking. The HUD audit is scheduled for the week of June 26. The Emergency Rental Assistance Program is winding down.

The Monthly Activity and Status Report is attached hereto and made a part hereof.

The Financial Report for the months of January, February, March and April 2023 were approved on a motion by Mr. Jim Eby, second by Mr. Robinson and unanimously accepted. Mr. Brightbill gave background. Mr. Jim Eby asked what was meant by “deferred revenue.” Mr. Brightbill noted that it was funds that we were given but that were not expended yet, (Emergency Rental Assistance, for example). Mr. Jim Eby wondered if any of it would need to be returned, and it will not.

Ms. Kaufman inquired about the deadline for spending, it is 2025. Mr. Justin Eby noted that when we reach 75% of funds expended, we can use remaining funds for developing affordable housing.

Committee Reports – None

Mr. Justin Eby noted that the agenda items for New Business have changed since the agenda was published in the LNP. By the Sunshine Law, this change needs to be voted on before being addressed. Mr. Williams made a motion to approve the amended agenda, Mr. Robinson seconded, and it was unanimously approved.

New Business:

- 1) The board approved contracts with Service Providers for Housing Stability Services using Emergency Rental Assistance Program (ERA2) funds. Mr. Justin Eby noted that the Homelessness Coalition is leading this initiative for housing stability services, such as case management, for homeless individuals to get the 15 housing stability vouchers that Ms. Steinmetz reported the Housing Authority is holding. The motion to approve was made by Ms. Kaufman, second by Mr. Robinson, and unanimously carried. (A copy of said Resolution [MAY 23 #3] is attached hereto and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to authorize the Executive Director to execute contracts with the service providers listed in "Exhibit A" for amounts not to exceed the amounts listed for Housing Stability Services using Emergency Rental Assistance Program (ERA2) funding.

Other Business – None

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, June 27, 2023, at approximately 4:30 p.m.

The meeting was adjourned at 4:14 p.m.

Beth A. Dreyer-DeGoede, Secretary