

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
JUNE 22, 2021
28 PENN SQUARE, SUITE 200
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, June 22, 2021, after the 4:00 PM meeting of the Lancaster County Land Bank Authority. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 200, and via Zoom Videoconference.

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

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Controller; Aimee Tyson, Planning and Compliance Manager; Jocelynn Ritchey, CDBG Program Specialist; Steve Kaufhold, Technical Resources Coordinator; Audrey Steinmetz, Tenant Services Manager; Rebecca Santos, Program Coordinator; and Marian Joyce, Secretary. Also in attendance: Ramiro Carbonell, *Stevens & Lee*.

Mr. Fisher called the meeting to order at 4:21 p.m.

Public Comment – None

Minutes of the May 25, 2021 meeting were approved. The motion was made by Ms. Lyon Slaymaker, second by Mr. Jim Eby and unanimously accepted.

Communications - None

Report of the Executive Director is attached hereto, and made a part hereof. Mr. Justin Eby and Mr. Brightbill, Controller, informed the Board about a routine review of the Voucher Management System (VMS) practices related to the Housing Voucher Program. Staff will report back next month. Mr. Justin Eby also updated Board members on the ERAP program. Mr. Fisher stated that the \$2.3 Million paid out in Rent Relief to date was impressive.

The Financial Reports for the months of April and May were approved on a motion by Mr. Williams, second by Mr. Jim Eby, and unanimously accepted. Mr. Brightbill provided background, noting that the Authority may start absorbing the incoming Voucher Transfers. Mr. Justin Eby noted that Audrey Steinmetz, Tenant Services Manager, and Terry Danforth, Tenant Services Director, will be monitoring this.

Committee Reports – None

New Business:

1) The Board approved a Draft Memo of Understanding (MOU) with the *Lancaster City Housing Authority* and *Lanc Co MyHome* for administration of the Emergency Housing Voucher Program (EHV). Mr. Justin Eby provided background on the intention of the Lancaster County *and* Lancaster City Housing Authorities to enter into a *three-party* MOU with *Lanc Co MyHome* for the administration of the EHV program in *both* Housing Authority territories. The motion to approve was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [JUN 21 #2] is attached hereto, and made a part hereof).

NOW THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to approve a draft Memorandum of Understanding, and to authorize the Executive Director to enter into a final Memorandum of Understanding, wherein the services of community providers will be detailed and defined.

2) The Board approved amending the policy statement to update authorized signatories for official documents, due to the retirement of Mr. Sternberg as Executive Director and his replacement by Mr. Justin Eby. The motion to approve was made by Mr. Jim Eby, second by Ms. Lyon Slaymaker, and unanimously carried. (A copy of said Resolution [JUN 21 #3] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Lancaster County Housing Authority to amend the Policy Statement attached hereto to update authorized signatories for official documents required to administer the various programs of the Lancaster County Housing Authority.

3) The Board approved a resolution authorizing updated signatories for the Fulton Bank account. Mr. Brightbill, Controller, stated that this was to change the Executive Director name and signature from Mr. Sternberg to Mr. Justin Eby. The motion to approve was made by Mr. Jim Williams, second by Mr. Jim Eby, and unanimously carried. (A copy of said Resolution [JUN 21 #4] 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 Chairman of the Board to execute the attached Fulton Bank document(s) specifying authorized signatories for the Lancaster County Housing Authority Fulton Bank accounts.

Other Business:

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, July 27, 2021, at approximately 4:30 p.m.

The meeting was adjourned at 4:24 p.m.

Marian C. Joyce, Secretary