

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
AUGUST 24, 2021  
28 PENN SQUARE, SUITE 200  
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, August 24, 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, Gerald Robinson, and Laura Lyon Slaymaker.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Aimee Tyson, Planning and Compliance Manager; Jocelynn Ritchey, Manager Planning & Resource Development; Steve Kaufhold, Technical Resources Coordinator; Audrey Steinmetz, Tenant Services Manager; Howard Garver, Tenant Services Coordinator; and Marian Joyce, Secretary.

Mr. Fisher called the meeting to order at 4:28 p.m.

Public Comment – None

Minutes of the July 27, 2021 meeting were approved. The motion was made by Mr. Jim Williams, second by Mr. Gerald Robinson and unanimously accepted.

Communications:

Report of the Executive Director is attached hereto, and made a part hereof. Mr. Justin Eby informed the Board that the Authority had received their Section Eight Management Assessment Program Certification (SEMAP), noting that HUD had used the 2019 point-system and the final score was 104% - a high-performing Authority. The relevant score sheet was in the HUD Letter included in the Board Packet.

The Financial Report for the month of July was approved on a motion by Ms. Lyon Slaymaker, second by Mr. Williams, and unanimously accepted. Mr. Brightbill referred Board members to his report noting that columns had been added to accommodate the Emergency Rent Relief Program (ERAP) data. He stated that the Authority had started to absorb portable Vouchers in the past month. Ms. Audrey Steinmetz, Tenant Services Manager, provided background on the Emergency Housing Voucher Program (EHV). The Housing Authority has been assigned 38 units and as of now, five referrals have been received and one voucher issued.

Committee Reports – None

New Business:

1) The Board approved an Administrative Plan with the *Lancaster City Housing Authority* and *Lanc Co MyHome* for the Emergency Housing Voucher Program (EHV) authorized by the American Rescue Plan Act of 2021. Mr. Justin Eby provided background. The motion to approve was made by Mr. Williams, second by Mr. Robinson, and unanimously carried. (A copy of said Resolution [AUG 21 #5] is attached hereto, and made a part hereof).

NOW, THEREFORE, BE IT RESOLVED by the Board of the Lancaster County Housing Authority to approve the *Emergency Housing Voucher Program Administrative Plan*, appending the three-party Memorandum of Understanding, and establishing the policies, practices, and procedures to be utilized in the administration of the Emergency Housing Voucher Program.

Other Business:

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, September 28, 2021, at approximately 4:30 p.m.

The meeting was adjourned at 4:37 p.m.

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Marian C. Joyce, Secretary