Minutes
Regular Meeting March 25, 2021
Dawson Beach Community Center

I. Call to Order at 8:35 a.m.
Roll Call
Board Members Present
Sandra Dawson, Commission on Aging
Kara Pitek, at Large (via Web Ex)
Mary Beth Schaal, Brentsville
Karen DeVito, Neabsco
Stephany Ospino, Woodbridge
Hilda Barg, Social Services Board
Mary Lively, Potomac (Via Web Ex)

County Staff Present
Elijah Johnson, Deputy County Executive (Via Web Ex)
Billy J. Lake, Director
Joan S. Duckett, Assistant Director
Joleana Singleton, Senior Business Analyst (Via Web Ex)
Kimberly A. Lawson, Administrative Coordinator

Absent
Robert G. Sharpe, Occoquan
Robert Gudz, Coles
Karen Smith, Disability Services Board

II. Introductions
Joseph Jacobs of Elm Street Development;
Tiffany Martin, Community engagement for the Regional Analysis of Impediments for the Metropolitan Washington COG with Ochoa Urban Collaborative
Kim Sescoe, Community engagement for the Regional Analysis of Impediments for the Metropolitan Washington COG with Ochoa Urban Collaborative
III. Approval of Minutes
   a. February 25, 2021
   Motion: Sandra Dawson
   Second: Mary Beth Schaal
   Status: Passed

IV. Citizens’ Time
   There were no Citizens Present for Citizen’s time

V. Presentation – Joseph Jacobs, Vice President, Elm Street Development, Inc. –
   Mr. Joseph Jacobs is the Vice President of the Elm Street Development.
   When he spoke to several Board of County Supervisors, they suggested that
   he speak with the Housing Board regarding a pending rezoning application
   on a Workforce housing proffer. The development is located in the
   Independent Hill area of Prince William County. He is targeting teachers and
   first responders due to the location. Several comments and questions
   regarding number of restricted properties versus unrestricted properties.
   How Tax assessments would be processed for restricted units. It was
   suggested not to limit to teachers and First Responders but also include
   caregivers, nurses, and County Employees.

III. Financial Status
   A. Preliminary Revenue and Expenditures Overview for the Period ending
      February 28, 2021 - Mr. Billy J. Lake reviewed the revenue and
      expenditure reports with the Housing Board.
   B. HCV Voucher Issuance Status - Mr. Billy J. Lake reviewed the HCV Voucher
      Lease/Utilization Rate with Housing Board.

IV. Old Business
   EHAP Report – Ms. Joan Duckett updated the Board on the EHAP Program.
   With Rental Assistance now at the State level applications have dropped down,
   887,000 dollars has been spent between July 1, 2020 through February 2021,
   3.9 million has been spent with both funds (Corona relief fund and CDBG-CV)
   158 Applications in progress. 20 are under review. 4,246 applicants have
   applied (this includes duplicates).
V. New Business
Audit – Last year’s audit is complete with 3 findings. Much improved from the year before when we had 16 findings. The finding consisted of:
- A wrong DOB
- Not using the most recent TANF documentation
- Calculation error used Imputed amount versus Actuals
- Keypunch error

VI. Miscellaneous

VII. Member’s Time
Sandra Dawson – COA held elections and Ms. Nancy West is new Chair. There is discussion regarding reopening the Senior Centers and Adult Day care. Senior Centers are delivering meals including Breakfast. Community Resource Guide?

Karen DeVito – Held Graduation for FSS participants for Choices Life skills class. Have seven more weeks for Dawson Beach Transitional Housing class. Has been a fun group.

VIII. Adjournment
Motion: Mary Beth Schaal
Second: Hilda Barg
Status: Adjourned at 10:20 a.m.

Next meeting of the Housing Board will be April 22, 2021
Dawson Beach Community Center at 8:30AM

Prepared by: Kimberly A. Lawson, Clerk

Approved by: Hilda Barg, Secretary