



MINUTES

Regular Meeting April 23, 2026
McCoart Building – Occoquan Room

I. Call to Order – 8:36 a.m.

Roll Call

Board Members Present

Robert Sharpe, Occoquan
Deja Redding, Woodbridge
Patrick Sowers, Community Service Board
Ferron Morton, Resident of Housing Choice Program
Carmen Rodriguez, At-Large
Retta Young, Neabsco

County Staff Present

Joan S. Duckett, Director
Angela Bassette, Assistant Director
Julie Roane, Administrative Coordinator
Candice Stancil, Coordinated Entry
Joleana Singleton, Senior Business Services Analyst
Issi Gomez, Outreach & Education Coordinator Human Rights Commission
Raul Torres, Executive Director Human Rights Commission

Citizens

No citizens are present

Absent

Elijah Johnson, Deputy County Executive
Scott Connelly, Brentsville
Jacob Mosser, Social Services Board

II. Introductions

Board members, staff and guests introduced themselves.

III. Approval of Minutes March 26, 2026

Motion: Carmen Rodriguez
Second: Ferron Morton
Abstained: Patrick Sowers
Status: Approved

IV. Citizens Time

No in-person citizens at meeting.

- Public comment period opened virtual portal at 8:30 am for proposed changes to the PHA Administrative Plan.
- The comment period remained open for 20 minutes.
- No public comments were received, and public comments period closed at 8:51 am.

V. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending March 31, 2026
Ms. Joleana Singleton presented the financial reports for March 31, 2026, which included a summary report on revenue and expenditures. Ms. Joan Duckett elaborated on the Housing Choice Voucher (HCV) Emergency Housing Voucher (EHV) clients. EHV program sunsets at the end of 2026. Plan established to move EHV families into HCV waitlist preference category 1, pending HUD approval. Staff will meet with families once PHA Admin Plan is approved to obtain consent for voucher program transfer.

Ms. Duckett provided an update on the Affordable Dwelling Unit (AfDU) Program, noting that all positions have been filled except for the loan underwriter position. She explained that the position was advertised twice; however, no qualified candidates were identified. Approval was subsequently granted to engage a consultant to fulfill the role, with an anticipated start date of July 1. Ms. Duckett also shared that the Notice of Available Funding opened for Developers on May 1, with applications due by July 1. In addition, she stated that the committed unit application portal will go live on Friday, April 24, 2026. The orientation information available and will be offered in both English and Spanish.

- b. HCV Voucher Issuance Status – Lease-up Report

Ms. Joan Duckett provided an update on voucher utilization and lease up activity for the HCV and Special Voucher Programs as of March 31, 2026.

- VASH: 100 total; 86 active, 7 pending 7 available
- Mainstream: 78 total; 67 active, 2 pending, 9 available
- NED: 136 total; 124 active, 0 pending, 12 available
- Family Unification Program (FUP): 50 total; 45 active, 3 pending 2 available
- EHV: 44 actives , 1 pending
- SRAP (Project Based); 11 active and no vacancies
- SRAP (Tenant Base); 27 total, 25 active, 2 searching
- Permanent Supportive Housing; 72 total vouchers, 10 housed, 5 leased and 5 searching
- 26 families are currently moving

VI. Old Business

- a. SPARC Report

Ms. Angela Bassette provided an overview and summary of funding for the Sponsoring Partnerships and Revitalizing Communities (SPARC) Program. She reported that there were no new updates from Virginia Housing regarding the FY27 SPARC Program. Ms. Bassette further reported that approximately \$14.2 million was expended between May 2025 and April 2026.

VII. New Business

- a. Discussion of the Public Proposed Changes to the Prince William County Public Housing (PHA) Administrative Plan

No comments were made and a motion to approve the Prince William County Public Housing Authority (PHA) Administrative Plan was made.

Motion: Carmen Rodriguez

Second: Ferron Morton

Status: Approved

- b. Fair Housing Presentation – Prince William County Human Rights Commissions

A Fair Housing presentation was provided to the Board by Prince William County's Mr. Raul Torres, the Executive Director of Human Rights Commission. Mr. Torres covered federal, state, and county fair housing laws, including protected classes and Prince William County-specific protections such as source of income, gender identity, and military status. The presentation also included information regarding reasonable accommodations and modifications, the differences between service animals and emotional support animals, senior housing 55+ requirements, and fair housing considerations related to common areas, pools, and familial status. Additional topics discussed included landlord-tenant issues, self-eviction practices, available legal aid resources, fair housing testing procedures and results, explanations of technical violations and related education requirements, as well as discussions regarding source-of-income discrimination and rental screening practices.

The outreach coordinator, Ms. Issi Gomez, shared the Fair Housing Testing Report, presentation slide deck and provided outreach materials to board members.

VIII. Miscellaneous

No additional miscellaneous items were presented.

IX. Member's Time

Members and staff shared updates and announcements, including:

- Appreciation for staff and the level of transparency
- Recognition of shared commitment to housing stability
- Updates on personal and professional activities
- Encouragement for continued study and professional advancement among

X. Adjournment – 10:12 a.m.

Motion: Carmen Rodriguez

Second: Ferron Morton

Status: Approved

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*Next meeting of the Housing Board will be May 28, 2026
McCoart Building – Occoquan Room
1 County Complex Ct., Woodbridge, VA 22192*

Prepared by: 
Julie Roane, Clerk

Approved by: 
Patrick Sowers, Secretary