



MINUTES

Regular Meeting August 27, 2026
McCoart Building – Occoquan Room

I. Call to Order – 8:37 a.m.

Roll Call

Board Members Present

Robert Sharpe, Occoquan

Patrick Sowers, Community Service Board

Deja Redding, Woodbridge

Retta Young, Neabsco

Diana Paguaga, Commission on Aging

Jacob Mosser, Social Services Board

County Staff Present

Joan S. Duckett, Director

Elijah Johnson, Deputy County Executive

Angela Bassette, Assistant Director

Julie Roane, Administrative Coordinator

Candice Stancil, Coordinated Entry

Citizens

No citizens are present

Absent

Scott Connelly, Brentsville

Ferron Morton, Resident of Housing Choice Program

Samantha Simpore, Potomac

Carmen Rodriguez, At-Large

II. Introductions

Board members and staff introduced themselves.

III. Approval of Minutes June 25, 2026

Motion: Diana Paguaga

Second: Patrick Sowers

Abstained: Deja Redding

Status: Approved

IV. Citizens Time

No in-person citizens at meeting.

V. Financial Status

a. Preliminary Revenue and Expenditures Overview for the Period ending July 31, 2026

Ms. Joleana Singleton presented the financial reports for July 31, 2026, which included a summary report on revenue and expenditures. Ms. Singleton reviewed the funding and expenditure report and explained the different reporting cycles. Housing Choice Voucher and related federal voucher activity is tracked on a calendar-year basis, while county-funded and certain federal and state programs are tracked on the County fiscal year.

- The State Rental Assistance Program includes project-based rental assistance, tenant-based rental assistance, and permanent supportive housing, with state funding supporting both rental assistance and administration.
- HOME and Community Development Block Grant expenditures are reimbursed through HUD drawdowns. County support for these programs is limited, and program funds also cover eligible administrative costs.
- The Affordable Dwelling Unit Program is funded entirely with County funds.
- Emergency Housing Voucher funding, originally expected to continue through 2030, is being exhausted nationally. The program is expected to sunset at the end of calendar year 2026.
- HUD adjusts monthly Housing Choice Voucher funding using recent Voucher Management System expenditure data. Agencies have been asked to monitor leasing activity while funding levels are monitored.
- July begins the County fiscal year, so fiscal-year expenditures were comparatively low. Budget updates and recent HUD drawdowns will be reflected in the next report.

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 July 31, 2026. Ms. Duckett reported 2,223 Housing Choice Vouchers under allocation, with 1,950 families leased. Forty participant moves were in process. The waiting list remained closed for new issuance, including Mainstream and Non-Elderly Disabled vouchers, pending an end-of-year funding review. Program -specific status updates included:

- VASH: 100 total; 86 active, 8 pending 6 available
- Mainstream: 78 total; 65 active, 2 pending, 11 available
- NED: 136 total; 121 active, 1 pending, 14 available
- Family Unification Program (FUP): 50 total; 42 active, 5 pending 3 available
- EHV: .43 active, 4 pending
- Permanent Supportive Housing: 72 total vouchers, 9 leased and 5 searching

The Board discussed geographic distribution of voucher-assisted households. Staff displayed a GIS map showing voucher locations and explained that assistance has become more dispersed across the County. Staff agreed to share the map with the Board. Voucher payments cannot be used for hotel stays; other Continuum of Care resources may be available for that purpose. Staff also explained rent reasonableness, payment-standard, unit-size, and inspection requirements.

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. Ms. Bassette announced Virginia Housing advised that the next SPARC funding allocation, previously anticipated in fall 2026, may not be available until January 2027. Staff and Board members noted changes in Virginia Housing leadership and program administration, as well as the need for clearer communication with localities. No action was taken.

b. Virginia's Governor's Housing Conference

The conference will be held November 18 through 20, 2026, at the Hampton Roads Convention Center. Carmen will represent the Housing Board, and four Affordable Dwelling Unit staff members will attend. An additional Board member may attend if desired. Staff will provide a report in December. Patrick Sowers expressed interest in attending the conference.

VII. New Business

a. Section 8 Management Assessment Program (SEMAP) Report Approval

Ms. Joan Duckett presented the annual SEMAP self-certification, which evaluates administration of the Housing Choice Voucher Program, including waiting-list management, income and rent calculations, utility allowances, inspections, payment standards, annual reexaminations, lease-up activity, and expansion of housing opportunities. The County scored 135 of 135 points and earned all (5) five deconcentration bonus points, qualifying as a high performer. The Family Self-Sufficiency indicator is not scored because the County operates a voluntary FSS program rather than designated FSS vouchers.

Motion: To approve the 2026 SEMAP report and self-certification: Patrick Sowers

Second: Jacob Moser

Status: Approved

b. Transformation Management: Leadership Collaboration with the Office of Housing and Community Development.

The Director Joan Duckett briefed the Board on OHCD's collaboration with the County Transformation Management Office to strengthen leadership alignment, communication, accountability, regulatory compliance, employee engagement, and continuity of service. The effort responds to significant leadership transitions, inconsistent practices, resistance to change, and the need for clearer expectations across the agency.

Phase One, conducted from April through July, focused on divisional roles, interdependencies, conflict management, change leadership, team cohesion, and shared expectations.

Phase Two centers on an agency-wide staff event intended to reset organizational culture, strengthen trust, and reinforce expectations for communication, accountability, and performance.

The staff retreat is scheduled for September 9, 2026, with the theme of making lemonade from challenges. Leadership presentations and activities will address mindset, communication, ownership, and collaboration.

Ongoing work includes website accessibility, accounts payable and receivable coordination, Housing Choice Voucher waiting-list communications, leadership development, and periodic assessment of progress.

The Board reviewed the OHCD organizational structure. The agency includes administration and fiscal support, Rental Assistance and Housing Choice Voucher operations, Affordable Dwelling Unit programs, Housing Inspections, and Community Planning and Development. Staff reported one vacant Housing Program Analyst position and continued consultant support for development-loan underwriting.

VIII. Miscellaneous

No miscellaneous business was presented.

IX. Member's Time

- Community Services Board: Patrick Sowers reported that the Board was on summer hiatus. He also described a nonprofit home-purchase arrangement involving FHA financing and a rent-to-own pathway. Staff requested the program information for further research.
- Social Services Board: Jacob Mosner reported that the Board had not met during the month and referenced an upcoming meeting with Juvenile and Domestic Relations District Court judges regarding coordination with Social Services.
- Commission on Aging: Ms. Diana Paguaga announced vacancies for several appointing jurisdictions and invited interested residents to seek appointments. Meetings are held on the last Tuesday of each month at 10:00 a.m. at the McCoart Building.
- Affordable Housing Fund and Affordable Dwelling Units: Ms. Joan Duckett announced five developer applications were received under the first Notice of Funding Availability; four were eligible for review. An interdepartmental review team will reconvene in September to consider awards. Two committed (proffered) affordable units were listed for sale on the Housing website, approximately 11 households have been certified, and additional units were expected. Monthly orientations continue, including Spanish-language outreach.
- Occoquan District: Robert Sharp commented on neighborhood turnover, new families moving into established communities, road construction, traffic, data-center concerns, and continuing development pressures.
- Coordinated Entry: Candice Stancil reported that limited Virginia Homeless Solutions Program prevention assistance was available for households to meet strict eligibility criteria. State funding increased rapid-rehousing capacity, and Coordinated Entry continues to make referrals through the By-Name List process. HUD paused the federal homelessness Notice of Funding Opportunity amid litigation, creating uncertainty for future federal funding. Construction of the eastern navigation center near the OmniRide transit center is progressing.
- Human Services and Federal Policy: Mr. Johnson advised that federal H.R. 1 changes are expected to affect Medicaid and SNAP eligibility beginning in January, including work and volunteer requirements. The Commonwealth anticipates substantial Medicaid coverage losses and is coordinating with agencies and community organizations. The County will continue monitoring implementation and litigation.

X. **Adjournment** – 10:06 a.m.

Motion: Patrick Sowers

Second: Retta Young

Status: Approved

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Next meeting of the Housing Board will be September 24, 2026

McCoart Building – Occoquan Room

1 County Complex Ct., Woodbridge, VA 22192

Prepared by:
Julie Roane, Clerk

A handwritten signature in black ink, appearing to read "Julie Roane", written over a horizontal line.

Approved by:
Patrick Sowers, Secretary

A handwritten signature in black ink, appearing to be a stylized "PS", written over a horizontal line.