



Housing Authority

ORANGE COUNTY HOUSING AUTHORITY BOARD MINUTES

October 16, 2019, 6:00 PM

Southern Human Services Center, Conference Room D

2501 Homestead Road, Chapel Hill, NC 27514

Members Present: Paul Reynolds and Phil Venable

Excused Absence: Tammy Jacobs and Evelyn Johann

Staff Present: Emila Sutton, Director, Housing & Community Development, Javon Holley, HCV Program Manager, Angela Rockett, Office Assistant

Welcome/Introduction

Javon Holley called the meeting to order at 6:13 pm. Ms. Holley introduced Emila Sutton, Director of Housing & Community Development. Ms. Sutton shared with the board her work background. She worked seven years with the North Carolina Housing Finance Agency in Raleigh, NC, where she led the policy and research team dealing in compliance with federal and state funding. Before that, she worked with the Coalition to End Homelessness and has over fifteen years in Affordable Housing.

Phil Venable asked Ms. Sutton about her vision for the department. Ms. Sutton stated that she has some things she would like to do. She explained that on the local level, there is much room for innovation that isn't available at the state level. The agency needs to figure out new and innovative ways to finance affordable housing development projects in the local area. She stated that Javon and her team had done a fantastic job of getting us where we need to be, and the goal is to continue down that path.

Approval of Minutes

Minutes were tabled. No quorum.

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Executive Director/HCV Program Manager/County Report

Section Eight Management Assessment Program Update:

Javon Holley explained the Fiscal Year 2019 Section Eight Management Assessment Program (SEMAP) ratings. In 2017, the department SEMAP classification was poor performance, and in 2018, the agency's rating improved to standard. For Fiscal Year 2019, the SEMAP score was ninety-three, which classifies the OCHA as a high performing agency. The department did not score any SEMAP points for Indicator 1-Waiting List; therefore, the agency is required to submit a forty-five-day Corrective Action Plan (CAP) to the Department of Housing and Urban Development (HUD). The CAP explains to HUD how the OCHA plan to correct Indicator 1-Waiting List. Ms. Holley will explain to HUD the OCHA's Waiting List Policies, and the Selection process is outlined in the agency's Administrative Plan, and since the OCHA did not open, the waiting list could HUD reevaluate that particular score. Ms. Holley also stated that since the agency is now a high performer, the department is eligible to apply to become a Moving to Work agency. Ms. Holley further explained that Moving to Work (MTW) is an HCV program that provides housing authorities a lot more freedom and flexibility with HCV operations. For example, participants are required to work at least 20 or 30 hours a week, unless they are disabled or elderly. In all, there is a lot more that can be done with an MTW designation than a non-MTW designation.

Housing Choice Waiting List:

Ms. Holley explained that the agency's voucher utilization is very low and will require us to select from the HCV Waiting List. Before we can choose from the list, the waiting list must be purged first. The department will send all applicants that are on the waiting list a letter to inform them to register for the OCHA Applicant Portal. The applicant will have a certain amount of days to register to the portal, or their name will be removed from the waiting list. If the applicants do not register to the portal within the provided time, their name will be removed from the waiting list. Also, the Applicant Portal will allow the applicants to update their personal information.

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OCHA Administrative Plan:

Proposed Administrative Plan Changes – Chapters 11

Ms. Holley stated that Chapter 11 proposed plan changes emailed to the board, and there are not many changes. Changes to Chapters 16, 17, and 18 are pending. The goal is to complete the changes to the administrative plan by the end of the month. Once the changes are completed, the department will post a public notice to allow for comments.

OCHA's Utilization and Lease-Up Rates:

Ms. Holley referred to the September report. The total number of HAP payments as of September 1st is 491-this does not include port-ins. The total number of Housing Assistance Payments (HAP) after September 1st is 11, and those the HAP payments will reflect in the October HAP. The total number of HAP payments disbursed after the 1st was \$3,190.00. As of 9/30, the voucher utilization was 502. There were only two payments on hold. The department has not received the approval letter from HUD, but we requested five additional VASH vouchers. The agency voucher allocation is 628 vouchers, including VASH vouchers.

The Owner/Tenant holds can be related to change of management/ ownership, fraud, inspections, violations, and skip moves. In September, there were three tenant holds.

Client Repayment:

Ms. Holley discussed that the agency needs to write off a few of the outstanding balances. There is an outstanding balance of \$10,284.00, and the year to date balance is \$14,610.00. The majority of the debt is coming from the balances that are five to ten years old.

Outgoing Portability:

Port Outs are the OCHA families that have ported out to other housing authorities. The OCHA has one in Charlotte Housing Authority, and one at DeKalb Housing Authority. The administrative fees paid in September for HAP/UAP payments is \$4,001.85.

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Incoming Portability:

Eighteen families have ported into our jurisdiction from another housing authority. The total payments dispensed for September is \$11,469.00. The OCHA received \$14,589.00 from housing authorities owing to the OCHA money from the previous months. The OCHA received \$587.46 in Administrative fees. The balance of payments owed to the OCHA is \$1,004.00.

Orange County Local Rental Supplement Program

There was training today with the Housing Specialist and Housing Technician on how to navigate through the OCHA Applicant Portal. Fifteen vouchers are allocated based on funding. The goal is to have all vouchers issued before the Thanksgiving break.

Other Business

There being no further business the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Angela Rockett
Office Assistant II