

ORANGE COUNTY HOUSING AUTHORITY BOARD
Minutes
November 20, 2019, 6:00 PM
Southern Human Services Center, Conference Room D
2501 Homestead Road, Chapel Hill, NC 27514

Members Present: Phil Venable, Tammy Jacobs, Evelyn Johann, Paul Reynolds,

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

Welcome/Introduction

Tammy Jacobs called the meeting to order at 6:17 pm. Emila Sutton introduced herself to members that were absent from the October 16, 2019 meeting.

Approval of Minutes

The minutes from the June 19, 2019 meeting were approved unanimously on a motion by Evelyn Johann and seconded by Phil Venable. The minutes from the October 16, 2019 meeting were approved unanimously on a motion by Tammy Jacobs and seconded by Evelyn Johann.

Executive Director/HCV Program Manager/County Report

Holiday Schedule – Vote on Meeting for the Month of December

Javon Holley updated the board on previous discussion about having a meeting around the holidays in December. The board decided to have the December 18, 2019 meeting.

Update on the Housing Choice Voucher Program Manager Position

Ms. Sutton stated that the position has been posted on the Orange County website. The position is open until November 30, 2019.

Update on the Orange County Local Rent Supplement Program

Ms. Holley stated that the applications have been sent over to be translated from English to Spanish. The selection process will start immediately after the holidays so that vouchers can be issued before Christmas. The goal is to issue fifteen vouchers, but start out with five. There was discussion on the importance of tracking the process of issuing the vouchers to make the program more effective.

Proposed Administrative Changes Discussion—Chapters 14-18 with exception of Chapter 15—No Changes

Ms. Holley stated that the Admin Plan has been finalized. Ms. Holley will send the board a draft of Chapters 14, 16, 17 and 18. The five year annual plan is due. The last five year annual plan allocated twenty-six project based vouchers that has not been used. No RFP was put out for those vouchers. The five year plan is expired or due to expire soon. OCHA need to meet with BOCC to have a strategic planning session to see how the county wants to frame the program for the next five years. The board will discuss the strategic plan in January.

Monthly Overview

Programmatic Reports

Ms. Holley reviewed the October Monthly Report. The current utilization rate is 77 percent and 143 vouchers available. The HCV waiting list needs to be purged so the department can begin selecting people from the list to try to get the utilization up. Ms. Sutton discussed the possibility of partnering with the homeless coalition when utilization is low to set aside some vouchers specifically for people coming into the CoC's coordinated entry system.

Abatements and Payment Hold Listings

This report is in regards to units that have been abated or participant has moved or the participant is pending a proposed termination. There are three participants on the payment hold report.

Port Out

There are three families that have ported out to other jurisdictions. (See Report)

Port In

There is nine-teen port-ins. Administrative fees are acquired through port-ins. (See Report)

Fraud Report

There are clients that owe money. Some of the participants are actively paying on their debt. There was discussion of writing off the debt of \$4,716.00 owed from a client that has been off the program since 2014.

Other Business

There being no further business the meeting was adjourned at 7:05 p.m.

Respectfully Submitted:

Angela Rockett, Office Assistant