

ORANGE COUNTY HOUSING AUTHORITY BOARD

Minutes

December 18, 2019, 6:00 PM

**Southern Human Services Center, Conference Room D
2501 Homestead Road, Chapel Hill, NC 27514**

Members Present: Tammy Jacobs, Evelyn Johann, Phil Venable

Absent: Paul Reynolds

Staff Present: Emila Sutton, Director, Housing & Community Development, Alycia Brown, Interim HCV Program Manager, Angela Rockett, Office Assistant

Welcome/Introduction

Tammy Jacobs called the meeting to order at 6:08 pm.

Approval of Minutes

The minutes from the November 20, 2019 meeting were approved unanimously on a motion by Evelyn Johann and seconded by Phil Venable.

Executive Director/HCV Program Manager/County Report

Emila Sutton presented the Organizational Chart for the Housing & Community Development Department per the Board's request last month. There is an open position on the Community Development side of the department for a Housing Rehabilitation Specialist. The job posting closes on 12/30. The HCV Program Manager Position has closed and Ms. Sutton is in the process of reviewing the candidates to make a final decision.

Update on the Housing Choice Voucher Program Manager Position

Ms. Sutton stated that Alycia Brown is currently serving as Interim HCV Program Manager.

General Department Updates

Ms. Sutton explained the priorities for the Housing Department. The department is focusing on data quality and management. This work will help increase our HCV utilization, among other things. Department staff are meeting with Corey Root, Orange County Partnership to End Homelessness Coordinator, about implementing a Move-On Program. Corey Root will speak to the OCHA board about this and about homelessness in Orange County at the next meeting.

Landlord Recruitment Work Update

The department is working with UNC and the Community Empowerment Fund (CEF) to create an affordable housing locator portal for Orange County. UNC secured a grant that will partially fund a website that will act as the inventory of landlords that will take vouchers. This will allow someone with a voucher to more quickly locate accurate information on available affordable units in the county. There are plans to have a soft launch of the actual portal by the end of January. There was discussion about ways to recruit landlords to list in the system. Phil Venable suggested going to churches and in the community to recruit landlords.

Update on the Orange County Local Rent Supplement Program

Alycia Brown stated that reminder letters were sent to applicants who had not registered on the portal. The portal will be closed after 12/23/19. In January, five applicants will be drawn from the wait list and vouchers will be issued. The board requested a report of the local vouchers that are issued.

Update on Administrative Plan Changes – Chapters 14-18

Ms. Sutton asked that the Administrative Plan be discuss at the January 15 and February 19, 2020 meeting.

Five Year Plan Update Discussion

Ms. Sutton asked that the Five Year Plan be discuss at the January 15 and February 19, 2020 meeting.

Monthly Overview

Programmatic Reports

Ms. Brown reviewed the November Monthly Report. Currently there are two families that have ported out to other jurisdictions and nineteen that have ported into Orange County. The total is 506. There are 487 HAP payments and we receive administrative fees for 19 port-ins. (See Reports)

Abatements and Payment Hold Listings

There are three participants on the payment hold report.

Fraud Report

The board discussed if old balances should be written off. The board decided to try collecting the debt. Ms. Brown explained that in the EIV system, the debt follows the client.

Other Business

The board received applications to review to fill vacancies on the board. Staff will call to see if the applicants are still interested in serving on the board.

There being no further business the meeting was adjourned at 7:19 p.m.

Respectfully Submitted:

Angela Rockett, Office Assistant