



# ORANGE COUNTY HOUSING AUTHORITY ADVISORY BOARD MEETING

Thursday, January 20, 2022 at 6:00 PM  
VIRTUAL MEETING: <https://zoom.us/j/98126441099>

## MEETING MINUTES

**Board Members & Staff Attending:** Dennis Carmody, Evelyn Johann, Alice Mahood, Corey Root, Blake Rosser, Valerie Sauer, Michael Webb

The meeting was called to order at 6:03 p.m.

A motion was made to approve [December](#) Minutes of the OCHA Board meeting [Johann, Mahood]. All in favor, none opposed.

There were no member updates.

Blake Rosser, Housing Choice Voucher (HCV) Program Manager gave the monthly report. Orange County Housing Authority continues successful utilization of allocated vouchers.

October 2021	
Number of Vouchers (excluding PIV, VASH)	643
Number of Household Participants (including POV, PIV, VASH)	566
Number of OCHA Households (excluding POV, PIV, VASH)	539
Voucher Utilization	88% (84%)
	84%

Housing Assistance Payments (HAP) – excludes Port-Out/In & VASH	
Paid on 1 <sup>st</sup> of the month	\$361,501
Paid after 1 <sup>st</sup> of the month (pro-rated)	\$1,147
<b>Total - October</b>	<b>\$362,648</b>

HAP Detail – Special Programs	
VASH	\$11,248
PIV (Port-In)	\$11,666
POV (Port-Out)	\$7,923
HOV (Homeownership)	\$1,710
<b>Total</b>	<b>\$32,547</b>

Expenses remain on track. HAP Utilization decreased from Dec. to Jan. due to reconciliation error, which we are looking into.

And staff are seeing leasing rates plateauing.

Since October 2020 when OCHA started issuing vouchers to people exiting homelessness

- 164 vouchers issued, 104 leased up
- Average lease-up time: 96.7 days (down from 100); median 79 days (down from 83)

Month	Actual UML	Actual HAP	New Vouchers	PUC
Jan	496	\$325,399	24	\$656
Feb	504	\$334,868	15	\$664
Mar	518	\$343,981	19	\$664
Apr	528	\$349,770	14	\$662
May	541	\$357,209	11	\$660
June	546	\$364,873	6	\$668
July	551	\$361,778	8	\$657
Aug	555	\$364,438	3	\$657
Sept	562	\$369,873	3	\$658
Oct	561	\$374,896	6	\$668
Nov	568	\$374,907	3	\$660
Dec	566	\$383,529	7	\$678
<b>TOTAL</b>			<b>119</b>	<b>\$663</b>



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OCHA received One additional HUD-VASH voucher awarded for 21 total (16 of these are leased up). Staff touched base with the Veterans Administration (VA) staff to work on leasing up these HUD-VASH vouchers.

Project Based Vouchers (PBV) Update – staff continue to work with staff at the Community Home Trust about PBVs at the Jay Street development, and CASA about PBVs at the Homestead Gardens development. It sounds like the Town of Chapel Hill will not be using PBVs as part of the Rental Assistance Demonstration (RAD) process that the Town is currently underway for Trinity Court.

OCHA has one HCV Specialist vacancy, interviews scheduled for January 21, staff are hopeful to have an update next month on a new hire.

### **Administrative Plan Changes**

Staff would like to start work on revising the OCHA Administrative Plan to make it more clear, decrease the number of pages, and revise policies and procedures to make them more trauma-informed and client-centered. Staff could review four chapters per quarter and bring these to the board for review on this timeline:

- February 2022 – chapters 1-4
- May 2022 – chapters 5-8
- August 2022 – chapters 9-12
- November 2022 – chapters 13-16

Board members agreed that this could be helpful. Members requested a clean copy (not track changes) to review. It would be helpful for Board member review for staff to highlight which sections are required by HUD.

Allowing exception to income limits for applicants experiencing chronic homelessness

Issuing Practice continued discussion (from Nov. meeting)

Continue current policy of only issuing to those experiencing homelessness, or begin limited pulls from conventional waitlist?

Board members made changes to the [Annual Report and Work Plan](#) Template. A motion was made to approve the 2021 Annual report and 2022 work plan for the Orange County Housing Authority board [Mahood, Sauer]. All in favor, none opposed. Staff will send the revised report and plan to the County Clerk's office.

Program goals – this item tabled until the February meeting

Board members requested information on County and Town-owned land that could be used for



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affordable housing development. Board members also asked for an orientation packet to include links to pertinent info and materials. Staff will work on both items for the February meeting.

The meeting was adjourned at 7:35 p.m.

The next meeting of the Orange County Housing Authority Board will be February 17, 2022. Some items for the February agenda include:

- Discussion: Resuming meeting in person (holdover from December)
- Bylaw Review/Amendment
- Discussion of the housing groups in Orange County
- Revised Chapters 1-4 of the OCHA Admin Plan
- Program goals
- Town and County owned land that could be developed for affordable housing
- Board orientation packet

Minutes compiled by Corey Root, January 21, 2022