

There was a Regular meeting of the Wise County Redevelopment and Housing Authority Board of Commissioners on Tuesday February 14, 2017 at 4:30 p.m. at the John Vandiver Community Center in Coeburn, Virginia.

Upon roll call, the following members were present:

Terry Bates
Randy Carter
Eula Hughes
Gail Luntsford
Helen Markham

Absent: Robert Harrison
James Cooper
Karon Johnson

Attorney Greg Gilbert was also present.

Monty Salyer opened the meeting with prayer, which was followed by the Pledge of Allegiance.

Vice-Chairman Randy Carter asked if there was any public comment. There was none.

Vice-Chairman Carter asked if there were any corrections or additions to the minutes of December 13, 2016. Eula Hughes made a motion to approve the minutes as received; the motion was seconded by Gail Luntsford. All members voted aye.

Vice-Chairman Carter asked if there were any changes or additions to the agenda. Mr. Monty Salyer had one addition to New Business, Personnel Policy Change. Terry Bates made a motion to approve the agenda with the changes, seconded by Eula Hughes. All members voted aye.

Vice-Chairman Carter turned the meeting over to Mr. Monty Salyer and he continued on with Old Business. Mr. Salyer said that under the Capital Improvements, the generator at Appalachian Towers will be replaced. It has been in the building for over 30 years and it provides backup in case of power outage. The generator would provide enough power to provide lights in the hallways and stairwells and the elevator. Another project under Capital Improvements will be new bathrooms at the Clinchview Apartments. This will include new energy efficient toilets, showers and faucets. We have not yet been informed of the amount of Capital Money we will receive for 2017.

Mr. Salyer continued on to the next item on the agenda, Payment Standard for HCV program. Mr. Salyer informed the board that WCRHA has to implement new Proposed Payment Standards each year. At this time Zachary Bowen, Finance Director, took over and gave each board member a copy of the proposed payment standards effective March 1, 2017. HUD provides Fair Market Rent for each apartment according to bedroom size and Mr. Bowen said he took the fair market rent and came up with the new payment standards for 2017. HUD allows for us to come up with an amount between 90% and 110% of fair market rent, to create the new payment standard. Mr. Bowen said on the Voucher program he proposed to leave the amounts the same as

last year. For Commonwealth, JVM, and Stonebriar he proposed to lower the one bedroom payment standards from \$565 to \$540. This will bring the amount to below the 110% of fair market rent. Mr. Carter said he would need a motion to approve the New Proposed Payment Standards. Eula Hughes made a motion to approve the New Payment Standards effective March 1, 2017. Terry Bates seconded the motion. All member voted aye.

The next item on the agenda is the Riverview House sale. Mr. Salyer said that this house is the last of the home ownership program homes. Mr. Salyer said that some of the other homes are now going into foreclosure and WCRHA does hold second deed of trust on some of these homes.

Mr. Salyer continued on to the next item, 2016 SEMAP Review/ Resolution. Mr. Salyer said that WCRHA has to self-certify that we do all the items that are listed in the 2015 SEMAP certification for the HCV program. An independent contractor, Management Resources of Atlanta, comes and conducts annually WCRHA's Self- Assessments to make sure that we are doing all the things compliant with WCRHA SEMAP submissions. HUD's Richmond Field office has reviewed WCRHA Self- Assessment 2015 and was not satisfied with the method done by Management Resources. Therefore, HUD removed WCRHA's High Performer status and re designated WCRHA to a Standard Performer. Mr. Salyer said that he is perfectly satisfied with Standard Performance designation. HUD's Richmond Field office has indicated WCRHA's HUD Rep. will be here in May to look at the 2016 SEMAP self-assessment and conduct an on-site review. The gentleman with the company from Atlanta will also be here in May and they will go over their process with the HUD representative. Mr. Salyer said he needed a resolution authorizing the submission of the 2016 SEMAP certification. **Resolution #2017-01** was submitted to the board for approval. Terry Bates made a motion to approve the SEMAP Certification for 2016. Gail Luntsford seconded the motion and all members voted aye. Ayes - 5
Nays - 0

Mr. Salyer continued on to the next item on the agenda, Personnel Policy Change. Mr. Salyer brought up that sometimes maintenance personnel are called out after hours and they have to go take care of a problem. The maintenance personnel have to take their vehicle to pick up a WCRHA vehicle before they can go work on a problem. Mr. Salyer said when we have to call them to go out, it uses their minutes on their personal phone. The government has said that they will allow us to pay mileage on these after hour calls and they will also allow a stipend on cell phones for maintenance. Mr. Salyer said he would like to pay maintenance for mileage, when they are called out for problems and he would also like to look at the possibility of helping them with a cell phone. Zachary Bowen said he is looking into different options for help with cell phone cost. Eula Hughes made a motion to allow Mr. Salyer, Zachary Bowen and Jack Mooney to make changes to the Personnel Policy to allow for payments on mileage and cell phone cost, with the stipulation that everything is approved by our CPA/Auditor. Terry Bates seconded the motion and all members voted aye.

Vice-Chairmen Carter asked for a motion to adjourn, Eula Hughes made a motion; seconded by Helen Markham. All members voted aye.

Attest

Vice-Chairman Randy Carter