

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	9/2011	10/2011	11/2011	12/2011
Applications	49	30	47	27
Walk-in/Appointments	287	292	281	238

WAIT LIST	8/2011	9/2011	10/2011	11/2011	12/2011
Section 8 Vouchers (498)*	1,203/1,093	1,244/1130	1,223/1,115	1,099/992	1,264/1,157
Parkview Knoll (28)	101	98	99	99	100
Blue Mountain Estates (28)	60	62	62	62	64
Scattered Sites (24)	69	74	75	64	62
Schoolhouse Manor (32)	48	46	46	47	49
Monterey House (24)	17	17	17	16	15
Francis Murphy Apartments (120)	79	81	83	86	89
Springfield Manor (36)	93	89	88	88	90

* The first number for Section 8 Vouchers is total applications and the second is persons free of debts or criminal records that would bar them from participation. We serve the 2nd set of applicants.

Vouchers	9/2011	10/2011	11/2011	12/2011	1/2012	YTD Proj
Target	482	482	482	482	482	6,266
Utilized	464	458	456	462	465	6,151
Occupancy	96.27%	95.02%	94.61%	95.85%	96.47%	98.16%

Even though we fell short of leasing 498 units each month, the cumulative amount spent came within \$289 of the funding we received in 2011!

PUBLIC HOUSING	10/2011	11/2011	12/2011	Vacancy	Occupancy	Move In	Move Out
PVK	28	28	28	0	100%	0	0
BME	27	27	26	2	93%	1	2
Scattered	21	22	20	4	83%	2	4

OTHER	10/2011	11/2011	12/2011	Vacancy	Occupancy	Move In	Move Out
SHM	31	32	32	0	100%	0	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	120	120	120	0	100%	0	0
Springfield Manor	35	36	36	0	100%	0	0
NCI	3	4	4	0	100%	0	0
RTO	5	5	5	1	83%	0	0

I. Reports

- A. Conversion - HUD staff on the finance side have asked us if February 1st is a “good” date to start 80 new vouchers, which we are taking as a positive development. Before the conversion can be implemented we need to prepare and send to HUD’s legal staff for review a use agreement to be recorded in the Washington County land records in place of the Declaration of Trust agreements. Meanwhile we are verifying incomes and expenses (verifications must be done within 60 days of the Voucher start date) and preparing to do an initial inspection (which must be done within 30 days of the date the Voucher starts).
- B. Annual Report - The proposed Annual Report as reviewed by the Marketing Committee on 1/10/12 is being distributed to Board members under separate cover. The Marketing Committee referred to the whole board the question of whether the Annual Report should touch on the need for a housing study. A Washington County housing study was last performed in 1990. While several sources of data relating to the housing and housing conditions are available from the census, there are data sources that are available for sale to subscribers that make compilation of such a study by HAWC staff infeasible. A study might be feasible if a coalition of partners (HAWC, the County and perhaps others) would agree to contribute monies to match a Community Development Block Grant. The executive summary from the 1990 study will be posted with this management report on the web. A housing study’s role is partially for education, but more importantly can function to properly allocate scarce resources and set appropriate goals. As the Authority develops its succession plan, an accurate understanding of the housing market can be important to securing the proper skill sets for a new director.
- C. Web presence - At the meeting Mrs. Garrison will share some of the things we have learned regarding who visits our web site and from where they are referred our way. The Facebook ads we will be sponsoring in the new year will focus on balancing budgets like this sample:
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- D. Positive Communication - Please add your own suggestions for positive words so we can continue to update our table at the meeting.

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Community	Development
Community	Project
Homes	Houses
Homes	Housing
Seniors	Elderly

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Families	Households
Homes within reach of working families	Affordable housing
? Opportunity target ?	Income limits/guidelines
Persons with disabilities	Disabled persons
Mr./Mrs./Ms. Last name or Mam/Sir	“Hon” or “Honey” or “Dear”
(when someone is reporting that something needs to be repaired..) Did you call Mrs. Shipley?	Did you call Maintenance?
Fully Accessible	Handicap

II. Action items

A. Succession Plan - Staff recommend adoption of resolution 2012-1 formally adopting the crisis portion of the succession plan as follows:

WHEREAS Executive Director succession planning is the responsibility of the Housing Authority of Washington County Board of Commissioners, and

WHEREAS the Succession Plan deals both with the operational steps to be taken during a normal, pre-announced, change and in emergency or crisis situations,

NOW THEREFORE BE IT RESOLVED that in the event the Executive Director becomes incapacitated, the following “Crisis Plan” will be implemented and the Executive Director Succession Plan will be launched.

Crisis Plan

It is the responsibility of the Executive Director (ED) and the Executive Assistant (EA) to develop a shared file containing the following items:

1. All routine and repetitive reporting responsibilities that fall to the ED;
2. All user names and passwords assigned exclusively to the ED for the conduct of HAWC business;
3. All license keys for software licenced to HAWC; as well as
4. The file names and both physical and electronic locations of communications from the ED’s office.

In the absence of an ED, the EA will be assigned the additional duties in the list below. The EA will assist the Board President with formally notifying federal and State agencies with which HAWC has contractual relationships of this temporary arrangement. The EA will

1. Work with HAWC staff to continue the work of the agency without significant interruption, bringing items that would typically require ED action to the attention of the current HAWC Board Chair;
2. Fill the role of HAWC Security Officer with respect to HUD web sites and related responsibilities;
3. Double check the accuracy of payroll records submitted by the Information Specialist;
4. Maintain lines of communication with staff and the board;

The following additional routine HAWC actions will be delegated to the originating staff:

1. HAP contracts - Section 8 Coordinator
2. Drop letters - Section 8 Coordinator
3. Leases and lease enforcement actions - Property Managers
4. Purchase Orders - Finance Officer

B. Auditing Services - Staff recommend adoption of resolution 2012-2 as follows:

WHEREAS with the conclusion of the FY2011 audit year, the firm of Malcolm Johnson is completing their 2nd 3-year contract for HAWC audit services, and

WHEREAS Mr. Johnson has agreed to hold his price of \$16,000/year for an additional three years;

NOW THEREFORE BE IT RESOLVED that since HAWC is currently involved in the complex matter of a conversion of public housing units to Section 8 vouchers and in view of the Commissioners' appreciation of the thoroughness with which Mr. Johnson's firm had discharged their audit duties, the firm of Malcolm Johnson will be retained for three one-year extensions for the FY2012, 2013 and 2014 audits.

C. Designating BME and PVK as senior communities - Staff recommend adoption of resolution 2012-3 as follows:

WHEREAS February 1, 2012 is the anticipated date that 80 HAWC Public Housing Units will be converted to Section 8, and

WHEREAS current residents of Blue Mountain Estates and Parkview Knoll had asked that their communities be restricted to senior citizens,

NOW THEREFORE BE IT RESOLVED that staff are directed to modify the Admissions and Occupancy Policy for units at Blue Mountain Estates and Parkview Knoll effective at the time of conversion to designate units at these two communities for seniors when filling any future vacancies with a 62 minimum age (and 55 minimum age for a second member of the household).

D. Election of Officers - The following tables are offered as an aid to your thinking as you approach this year's elections:

Members by Seniority	Length of service
Richard Keesecker	11/28/2003 to 11/30/2013
James Brown	4/1/2008 to 4/30/2013
Judith Ferro	10/21/2008 to 8/31/2014
Mark Goldsmith	3/25/2009 to 3/31/2014
Tim O'Rourke	9/1/2009 to 8/31/2014
Robert Coblentz	7/20/2011 to 8/31/2014

Office	Current Incumbent	2012 Officer elected
Chair	Richard Keesecker	
Vice Chair	Tracy Salvagno	
Second Vice Chair	James Brown	
Grievance Officer	Tracy Salvagno	
Assistant Grievance Officer	Richard Keesecker	
Secretary Treasurer	Richard Willson	
Assistant Secretary Treasurer	Tyenna Hart	