

**ERIE COUNTY HOUSING AUTHORITY
SPECIAL MEETING
WEDNESDAY, DECEMBER 20, 2023
10:00 A.M.
ZOOM CALL**

Chairperson Heasley called the Special Meeting of the Housing Authority of the County of Erie to order at 10:15 a.m., with the following present:

BOARD

Sherrri Heasley, Chairperson
John Downey, Vice-Chairperson
Dave Robinson, Member

EXCUSED

Jennie Hagerty, Member

STAFF

Beverly Weaver, Executive Director
Jarid Pettit, Controller
Rachel Petty, Administrative Assistant

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

a) Section 8 Admin Plan Updates

Ms. Weaver reminded the board that each year, updates to the Section 8 Administrative Plan come from the Department of Housing and Urban Development (HUD) and they are received by the agency through Nan McKay, who organizes all the updates and integrates them into the administrative plan.

She stated that Chapter 18 had to be updated in its entirety, including policies, procedures, and information from new applications for the 4 buildings that were converted into the Rental Assistance Demonstration (RAD) Program.

Ms. Weaver clarified that HUD updates included information relative to the Housing Opportunity through Modernization Act of 2016 (HOTMA) which addressed, Violence Against Women Act (VOWA), adding a lot of wording pertaining to human trafficking. She brought the boards attention to the agenda handout which listed all the updates and notified the board that if anyone wanted to review the administrative plan, she would bring it to the January meeting.

She stated that no vote is necessary and moved to the next agenda item.

b) Section 8 Admin Plan Landlord Increases – Resolution 2023-10

Ms. Weaver introduced the resolution, amending the Housing Choice Voucher Program, and allowing landlords to request only 1 rent adjustment per 12-month period.

She stated that landlords have been able to request unlimited rent adjustments and by limiting them to 1 request per 12-month period, ECHA employees will no longer need to complete numerous Rent Reasonableness Comparisons and complete extra paperwork.

On MOTION by Mr. Robinson, seconded by Dr. Downey, Resolution 2023-10 was adopted approving an Amendment of the Housing Choice Voucher Program to allow landlords to request only 1 rent adjustment per 12-month period. AYES: All.

c) Admissions and Continued Occupancy Updates

Ms. Weaver explained that the Admissions and Continued Occupancy Updates (ACOP) pertains only to Public Housing family properties.

She advised the board that ECHA is also contracted with Nan McKay to organize all the updates as determined by HUD for the ACOP and brought the boards attention to the agenda handout which provided an overview of the updates. She stated further that no vote is necessary and if anyone from the board wanted to review the ACOP, she would bring it to the January meeting.

d) Rent Reasonable Determination – Resolution 2023-11

Ms. Weaver introduced the resolution by stating that Rent Reasonableness Comparisons were being conducted through Horizon. She stated that in light of going with Project Based Vouchers (PBV) with the RAD conversion and contracting with the City of Erie to do all Housing Quality Standards (HQS) inspections on units, ECHA is required to use a third-party

Ms. Weaver announced that she reached out to her peers and determined that the best Rent Reasonableness System is through The Nelrod Company.

She stated that ECHA staff will be trained annually how to use the new Rent Reasonableness System and the City of Erie will conduct inspections bi-annually. She noted that in-house inspections on the apartments will be done annually to ensure they are in good shape and that work orders are being completed.

On MOTION by Dr. Downey, seconded by Mr. Robinson, Resolution 2023-11 was adopted approving the Reasonable Rent Policy to take effect immediately. AYES: All.

ADJOURNMENT

With no other business before the Board and on MOTION by Mr. Robinson, seconded by Dr. Downey, the Erie County Housing Authority adjourned the special meeting at 10:20 a.m. AYES: ALL.