

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF THE
LANCASTER COUNTY HOUSING AUTHORITY
FEBRUARY 28, 2023
28 PENN SQUARE, SUITE 100
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, February 28, 2023. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 100, and via Zoom Videoconference.

Members of the Board in attendance: Jim Eby, Ed Fisher, Jim Williams, and Melinda Kaufman.

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Audrey Steinmetz, Director Tenant & Landlord Services; Jocelynn Ritchey, Manager Planning & Resource Development; Rachel Valmonte, Compliance Manager, Sean Krumpe, Acquisition & Rehabilitation Program Coordinator; Jody Heinrich, Grants Manager; Yolanda Hunter, Homelessness Systems Operations Manager; Christopher Thomas, Data Quality Manager; and Beth Dreyer-DeGoede, Secretary.

Also in attendance: Tim Stuhldreher, Editor *OneUnitedLancaster.com*

Mr. Fisher called the meeting to order at 4:14 p.m.

Public Comment – None

Minutes of the January 24, 2023 meeting were approved. The motion was made by Ms. Kaufman, second by Mr. Jim Eby and unanimously accepted.

Communications – We received a letter from HUD noting the annual inflationary increase for rent of 9.6%.

Staff Reports: Ms. Steinmetz reported that the Housing Locator position has been filled by a former Emergency Rental Assistance Program staff. The Housing Authority has been notified by HUD that they will conduct a compliance audit. The Resident Advisory Board met to approve the Administrative Plan.

The Monthly Activity and Status Report is attached hereto and made a part hereof.

The Financial Report for the month of January 2023 and Audit was tabled until next month.

Committee Reports – None

New Business:

- 1) The board approved the Fiscal Year 2022 Section 8 Management Assessment Program Certification. Ms. Steinmetz noted that the Housing Authority reviewed their documentation and processes. The motion to approve was made by Mr. Jim Eby, second by Mr. Williams, and

unanimously carried. (A copy of said Resolution [FEB 23 #1] is attached hereto and made a part hereof).

NOW, THEREFORE BE IT RESOLVED, by the Board of the Lancaster County Housing Authority to approve the attached Section 8 Management Assessment Program Certification for the fiscal year ending December 31, 2022.

- 2) The board approved an update to the Administrative Plan. Ms. Steinmetz noted that the Administrative Plan, though prompted by the HUD audit was a good process for the Housing Authority. The motion to approve was made by Mr. Williams, second by Ms. Kaufman, and unanimously carried. (A copy of said Resolution [FEB 23 #2] is attached hereto and made a part hereof).

NOW, THEREFORE BE IT RESOLVED, the Board of the Lancaster County Housing Authority is hereby adopting the 2023 updated Administrative Plan.

Other Business – None

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, March 28, 2023, at approximately 4:30 p.m.

The meeting was adjourned at 4:22 p.m.

Beth A. Dreyer-DeGoede, Secretary