

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF THE  
LANCASTER COUNTY HOUSING AUTHORITY  
MARCH 22, 2022  
28 PENN SQUARE, SUITE 200  
LANCASTER, PA 17603**

The members of the Board of the Lancaster County Housing Authority met Tuesday, March 22, 2022, after the 4:00 PM meeting of the Lancaster County Land Bank Authority. The Board meeting was held at the offices of the Lancaster County Housing & Redevelopment Authorities, 28 Penn Square, Suite 200, and via Zoom Videoconference.

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

Staff members present were: Justin Eby, Executive Director; Michaela Allwine, Director Housing and Community Development; Michael Brightbill, Director Finance & Administration; Terry Danforth, Tenant Services Director; Rachel Valmonte, Compliance Manager; Jocelynn Ritchey, Manager Planning & Resource Development; Sean Krumpe, Acquisition & Rehabilitation Program Coordinator; Audrey Steinmetz, Tenant Services Manager; Rebeca Santos, Program Coordinator; Deb Jones, Human Services Director & Lancaster County Homelessness Coalition; and Marian Joyce, Secretary.

Also in attendance: Tim Stuhldreher, Editor *OneUnitedLancaster.com*; and Hilda Sierra Marrero.

Mr. Fisher called the meeting to order at 4:26 p.m.

Public Comment – None

Minutes of the February 22, 2022 meeting were approved. The motion was made by Mr. Williams, second by Mr. Robinson and unanimously accepted.

Communications – None

Staff Reports: Mr. Justin Eby, Executive Director, updated Board Members on the continuing work preparing the downstairs offices for ERAP and the Homelessness Coalition. The new location is expected to be ready late April or early May 2022. The Authority is also evaluating their software contract and reviewing demos to decide whether to renew or look for another system.

Ms. Terry Danforth, Tenant Services Director, provided background for her February memo to the Board regarding SEMAP. The Authority has exercised a HUD COVID waiver and therefore has not submitted a Section 8 Management Assessment Program (SEMAP) certification for the year 2021 – as HUD recognized that some standards could not be met during COVID protocols. This is because in-person inspections were suspended during the pandemic until September 2021. Also exercising another HUD waiver, the Authority did not update the utility allowance schedule for 2021, but continued to use the 2020 schedule until December 2021.

She expects to submit the SEMAP certification for 2022 on the regular timetable in February 2023. In-person unit inspections have resumed. And the utility allowances have been updated

and implemented as of January 2022.

She stated further that the inspectors have encountered lot of deficiencies, tenant damage, and/or poor housekeeping – but mostly deferred maintenance on behalf of landlords and property managers, as owners have not visited their properties regularly, as they would under normal circumstances.

Ms. Audrey Steinmetz, Tenant Services Manager, updated Board Members on the Emergency Rent Relief Program (ERAP). Another payment person has been hired for a total of 8 focused on getting the ERAP monies out to Landlords and Tenants and Utility Companies – plus the two Front Door staff assisting walk-ins with new applications or checking their status. She shared additional ERAP statistical data.

The Financial Reports for the months of January and February were tabled until next month. Mr. Brightbill provided background, noting that there was nothing exceptional to report. He stated that the volume of ERAP work has been causing back-ups for his department and they have hired someone to do data entry for payments, in order to keep up.

Committee Reports – None

Old Business – None

New Business – None:

Other Business:

Mr. Justin Eby, Executive Director, answered a question from Ms. Marrero to clarify differences between the Housing Choice Voucher Program and the Emergency Rent Relief Program.

Mr. Fisher announced that the next meeting of the Board of the Lancaster County Housing Authority is expected to be held Tuesday, April 26, 2022, at approximately 4:30 p.m.

The meeting was adjourned at 4:36 p.m.

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Marian C. Joyce, Secretary