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Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Thursday, May 4, 2023 – 1:00 PM

Item #1. Roll Call – The roll call was taken. Present at the meeting were:

Chairperson	Boyd Allen
Vice-Chairperson	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Housing Choice Voucher Manager	Margaret Dooling

Absent:
Commissioner Renee O’Barton

Item #2. Approval of the Minutes of the March 2, 2023, Meeting

Commissioner Gjettum made a motion to approve the minutes of the March 2, 2023, meeting as corrected; seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Revise Procurement Policy:

Executive Director Teixeira stated that the EHA is recommending increasing the Small Purchase dollar threshold amount from \$10,000 to \$25,000. Under the current Small Purchase Policy, the EHA is required to obtain a reasonable number of quotes (preferably three) for contracts and purchases that don’t exceed \$10,000. For amounts in excess of the \$10,000 threshold the sealed bid procedure is required which involves advertising the project and putting it out for public bid. This is a much longer process that at times hinders our ability to advance purchases and projects in a manner that benefits the EHA.

Executive Director Teixeira noted that HUD’s Procurement regulation states that Public Housing Authorities (PHA’s) are allowed to set their Small Purchase dollar threshold up to \$100,000 which places us well under the limit.

Chairperson Allen made a motion to approve the change and the increase was approved with a vote of 4 ayes and 0 nays. Chairperson Allen confirmed with Executive Director Teixeira that the policy would be revised in writing.

Item #4. Amendments to Section 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016:

Executive Director Teixeira announced that The U.S. Department of Housing and Urban Development (HUD) has amended sections 102, 103, and 104 of The Housing Opportunity Through Modernization Act of 2016. Sections 102 and 104 modify the rules for determining household income and assets. Section 102 and 104 also set asset limits for eligibility and continued occupancy under the Public Housing and Housing Choice Voucher Program (HCV). These two sections go into effect on January 1, 2024. Section 103 imposes income limits for households that are assisted under the Public Housing Program and this section is effective March 16, 2023. Below is a summary of the modifications to each of the sections and the current income limits based on family size.

Section 102 The effective date is January 1, 2024.

- Applies to Public Housing and Housing Choice Voucher Programs (HCV).
- Modifies the definition of annual income.
- Makes changes to how income from financial aid and scholarships is determined.
- Creates a 10 percent adjusted income increase/decrease threshold for conducting interim reexaminations.
- Allows for the use of annual income determination from other programs.
- Increases standard deductions for families with a head, cohead, or spouse who is elderly or a person with a disability.
- Codifies additional income and asset exclusions, including amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home.
- Increases the allowance for unreimbursed health and medical care expenses from 3 percent of annual income to 10 percent, phased in over two years.
- Raises the imputed asset threshold from \$5,000 to \$50,000.
- Provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses.

Section 103 The effective date is March 16, 2023.

- Imposes continued program participation limits for families exceeding the statutory income limitation in the Public Housing Program, also known as the over-income provision.
- In doing so, it modifies the definition of Total Tenant Payment (TTP) and changes requirements regarding preferences, family choice of rents, reexaminations, automatic lease renewals, and terminations.

Section 104 The effective date is January 1, 2024.

- Imposes a \$100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHA's have the option of delaying enforcement /termination for up to six months if the family is over the asset threshold at the time of annual reexamination.
- Implements deductions and exceptions for certain investments. Retirement accounts and educational savings accounts will not be considered a net family asset.
- Allows for self-certification of net assets if estimated to be at or below \$50,000.
- Requires that applicants for and recipients of assistance provide authorization to PHA's to obtain financial records.
- Changes the requirements for signing of consent forms by family members.
- Removes the requirement to run EIV income reports at a family's interim recertification.

The staff received training on changes to section 103 back in March and will receive training on sections 102 and 104 in mid-May.

Proposed Over-Income (OI) Policy:

When the EHA determines that a family is over-income (OI), the EHA will notify the family in writing of the family's OI status at that time. If a family continues to exceed the income limit for 12 consecutive months after receiving the first OI determination, the EHA will provide a second notice. This second notice informs the family that they have been OI for 12 consecutive months and, if the family continues to be OI for another 12 consecutive months, the EHA will follow its continued occupancy policies for OI families. This notification will be provided within 30 days after the income examination that led the EHA to determine that the family has been OI for 12 consecutive months.

For families that maintain their OI status for a further 12 consecutive months (24 consecutive months in total), the EHA will provide the family with a third notice. The third notice will inform the family that it has exceeded the OI limit for 24 consecutive months. The third notice will also state that their tenancy will be terminated no more than six months later.

Once the 24-month grace period ends. Families will remain public housing participants until their tenancy is terminated. During that time, the family may request an interim reexamination of income to potentially reduce their rent burden. However, the resulting

income determination will not make the family eligible to remain in the public housing program beyond the six-month period.

If the family falls below the OI limit at any time during the 24 consecutive months, the family is entitled to a new 24 consecutive month grace period, and the notification cycle starts over.

Current Over Income Limits

Persons in Family						
1	2	3	4	5	6	7
97,800	111,840	125,760	139,680	150,960	162,120	173,280

The over income limits are calculated by taking the current very low-income limit and multiplying it by 2.4.

Executive Director Teixeira stated that staff would receive some training in two upcoming webinars, and he hopes to have more information about what assets may be excluded. Commissioner Gjetton inquired if these changes on limits were from Washington and Executive Director Teixeira confirmed that they were. Vice-Chairperson Sherman inquired how many of our residents would be affected. The Housing Choice Voucher Manager Dooling responded that both programs would be affected and that she had a handful on her program and that many people have assets tied up in different ways.

Item #5. Lifting Mask Mandate for Visitors Entering 277 Water Street:

Executive Director Teixeira reported that President Biden signed a bipartisan congressional resolution earlier this month ending the national emergency response to the Covid-19 pandemic. With this announcement he thought this would be a good time to lift the mask mandate for visitors entering 277 Water Street. He noted that it is hard to believe that more than three years have passed since we first implemented restrictions to combat the virus and are hopeful with this remaining restriction being lifted, we can finally put Covid-19 in the rear-view mirror and return to some semblance of normalcy.

Item #6. Financial and Compliance Audit FY2022:

Executive Director Teixeira reported that the EHA recently received a draft copy of the audit and are currently looking it over. He noted one compliance finding for not having proper documentation when determining if the rent that a landlord is charging is reasonable. This was discussed during the onsite portion of the audit and Margaret has started implementing new documentation procedures that will satisfy the regulation. These new procedures will be noted in the final audit report under the auditee's correction action plan. Executive Director Teixeira anticipated having the final report available for the June meeting. Housing Choice Voucher Manager Dooling apologized for the finding and has implemented the recommended changes. She further explained that when a landlord requests a rent change, she needs to document verification that the rent is considered reasonable which is done by a comparison point system. She explained that she always checks and compares the chart and will now be sure to include that

documentation in each tenant file. Chairperson Allen inquired if it was documented somewhere and wondered about the Paper Reduction Act as the additional paperwork seemed repetitive. He inquired if a reference to the chart would suffice. Commissioner Gjettum inquired if this was the new auditing company and Executive Director Teixeira stated that it was. Executive Director Teixeira reiterated that the final report would likely be available at the June meeting and Commissioner Gjettum wished the staff good luck.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that there was an unexpected unit turn at apartment #205 at Water Street, which had a move-in date scheduled for April 1st. This unit was in wonderful condition and only needed minor cleaning, paint touchups, and carpet cleaning. We had our annual schedule preventative inspection for our Generator and Fire Department Inspection related to the building systems, extinguishers, and emergency lighting of which we had no issues. The sprinkler inspection is scheduled for May 8th.

Maintenance Supervisor Harding-Smith stated the Laundry Machine Replacement Project went well on all properties including the kiosk installation located outside of the second-floor laundry room at Water Street. Residents have found that the new card system has been proven to be an efficient means of doing laundry and some are using the smart phone app. Minor issues with brand new machines and technology were immediately corrected.

Maintenance Supervisor Harding-Smith noted that the plows and snow machines were put away, cleaned, and lubed and that maintenance is now focusing on the loaming and seeding of the lawns. The gazebo has also been pressure washed and prepped with screens.

Maintenance Supervisor Harding-Smith explained that staff has been rebuilding the vegetable garden planting boxes that were heavily deteriorated. The original longer boxes have now been demolished, removed, and redesigned to smaller more manageable sizes. There is a newly created pathway through the center that will provide better mobility and navigation for the residents. Painting of the boxes will be done closer to the warmer months to allow for drying after this rainy season.

Maintenance Supervisor Harding-Smith advised that the Linden Fields Shed Replacement Project is in the final stages of construction by the S.S.T. students. Units 12,13 and 14,15 are currently being completed and the remaining three small sheds for units 1, 6, and 11 will be finalized in early June.

Maintenance Supervisor Harding-Smith reported that the Roller Shade Replacement Project has progressed, and delivery of the shades is expected on May 5th. We will take an inventory count by building sections and organize the materials for installation by maintenance staff.

Item #8. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures:

March Totals as of 1 st of the Month	173	Units	\$136,010
Mid-month lease up	1		<u>373</u>
March Totals as of last day of Month	174		\$136,383
April Totals as of 1 st of the Month	174	Units	\$140,314
Mid-month lease up	0		<u>0</u>
April Totals as of last day of Month	174		\$140,314

Housing Choice Voucher Manager Dooling noted the great numbers in March and April and stated that the program is actually over leased at the moment. This is not concerning as it is expected to have a few vouchers drop off in the coming months. She noted the ongoing challenge of finding open apartments and landlords that will participate in the program. She reported that for the first 4 months, the program is leased at a rate of 99.8%. Chairperson Allen commended her on a fantastic job.

Item #9 Ten Minute Audience Participation

A Water Street resident inquired why residents would have to pay to have their exterior windows washed. Executive Director Teixeira responded that HUD did not consider this an allowable expense and that often times residents would coordinate with a company to perform this service. Executive Director Teixeira inquired with the residents in attendance if they were happy with the new laundry machines and many stated that they were.

Item #10. Executive Directors Report

Financial Report:

Executive Director Teixeira explained that the Public Housing Budget is running around \$30,000 over budget through six months. Two of the line items that stand out are related to higher seasonal expenses and should begin to level off as we move into the warmer months. Dwelling rents are running under by around \$7,000 which is mostly due to a significant increase in the utility allowance that is provided to residents. Insurance is running over by nearly \$8,000 which is partly due to purchasing additional insurance coverage for potential cyberattacks. Executive Director Teixeira also noted that the Section 8 budget has come in at 1,689,928 which is roughly about what the program has been spending monthly at approximately \$140,000.

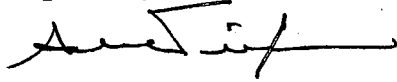
Summer Cookout:

Executive Director Teixeira announced that the first of two cookouts this Summer is scheduled for Friday June 16th at 12:00. EHA staff will be grilling burgers and hotdogs and an assortment of side dishes will be prepared by our very talented residents. He also mentioned that the Tenant's Council has planned to hire the accordionist who had played for us the past to perform at the cookout.

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Vice-Chairperson Sherman made a motion to adjourn the meeting, seconded by Commissioner Matick and Chairperson Allen adjourned the meeting at 1:35 P.M. He noted that the next meeting would be held on June 1st.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Boyd Allen
Chairperson

