

MINUTES

Regular Meeting
Dover Housing Authority
August 31, 2021 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 31, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Mark Moeller, Vice Chair, called the meeting to order.

Roll Call

Mark Moeller, Vice Chair
Noreen Biehl, Commissioner
Rachel Stansfield, Commissioner
Patricia Silberblatt, Commissioner

Absent: Timothy Granfield, Chair

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Financial Director; Kathy Noel, Administrative Assistant; Eric Sanderson, Capital Improvements Coordinator; Officer Juel Cooper, DHA Police Liaison; Cathryn Conway-Dorr, Senior Support Services Coordinator; James Griffin, Accountant

Public Comment: There were no members of the public present.

Minutes

The Regular Meeting Minutes of August 3, 2021 were presented to the Board. Noreen Biehl moved to accept the Minutes and Rachel Stansfield seconded.

On a roll call vote to approve the minutes:

Aye

Mark Moeller

Nay

None

Noreen Biehl
Rachel Stansfield
Patricia Silberblatt

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Rachel Stansfield seconded to approve the manifests for: Payroll, Housing, 1623 Settlement, Section 8, Addison Place, and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Mark Moeller
Noreen Biehl
Rachel Stansfield
Patricia Silberblatt

Nay

None

Reports

Patricia Silberblatt moved to bring the reports to the table, seconded by Noreen Biehl.

Report of Executive Director (E.D.) dated August 31, 2021 was presented to the Commissioners by Ryan Crosby, E.D.

Eric Sanderson, Capital Improvements Coordinator, presented his report to the Board.

Officer Juel Cooper discussed the DHA Liaison Officer's Report with the Members.

The Housing Statistics were reviewed. Wendy Tenney discussed an expected increase of numbers on the wait list. The online application goes "live" in September simplifying the first step for a family or individual to get on an initial wait list. This will likely increase the number of applicants we see.

Cathryn Conway-Dorr spoke with the Board, at length, about Senior Services and Grant requirements.

The FSS Coordinators' Report, and the Resident Services Coordinator's Report were reviewed and discussed.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 6/30/2021
- Addison Place Budget Comparative – 6/30/2021
- 1623 SDLP Budget Comparative – 6/30/2021
- Statement of Cash Flow Report – 6/30/2021

Policy Reviews:

Administrative Plan-Revisions 2018-2021

Admissions and Continued Occupancy Policy (ACOP)-Chapter 4 changes recommended

On a roll call vote to approve the reports:

Aye

Nay

Mark Moeller	None
Noreen Biehl	
Rachel Stansfield	
Patricia Silberblatt	

Old Business: There was no old business discussed.

New Business:

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2021-08-31-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Memorandum of Understanding Agreement with the Department of Health and Human Services, Division for Children, Youth and Families (DCYF) and Balance of State Continuum of Care (BOSCoC) is hereby approved, as attached,

MEMORANDUM OF UNDERSTANDING
FOSTER YOUTH TO INDEPENDENCE INITIATIVE

This Memorandum of Understanding (MOU) will be in effect only if Foster Youth to Independence Tenant Protection Vouchers (FYI TPV) are awarded from the Department of Housing and Urban Development and will then be in effect only until all youth assisted by the FYI TPVs are no longer participating in the program. This MOU may be terminated by any party at any time by giving 30-days prior written notice to the other parties. This MOU may be amended upon written approval at any time.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH AND FAMILIES (DCYF)
129 Pleasant Street Concord NH 03301

BALANCE OF STATE CONTINUUM OF CARE (BOSCoC)
129 Pleasant Street, Concord, NH 03301

DOVER HOUSING AUTHORITY (DHA)
62 Whittier St. Dover, NH 03820

WHEREAS, Dover Housing, DCYF, BOSCoC, recognize that access to safe, affordable housing is a significant challenge for youth transitioning out of foster care and for many families whose children are placed in out-of-home care by the state, and

WHEREAS, Dover Housing and DCYF are committed to administering the Foster Youth to Independence TPV Program (FYI TPV) in Strafford County and

WHEREAS, BOSCoC, are committed to cooperating with and assisting DHA and DCYF by integrating the prioritization and referral process for FYI-eligible youth into their coordinated entry process, and

WHEREAS, DHA and DCYF recognize the effectiveness of providing safe, affordable housing to assist youth transitioning out of foster care, in preventing the imminent placement of children in out-of-home care, and in reunifying families with children in out-of-home care, and

WHEREAS, DHA and DCYF desire to provide access to additional Housing Choice Vouchers (HCV) to further these mutual goals, and

WHEREAS, DHA is applying to the U. S. Department of Housing and Urban Development (HUD) for up to three (3) FYI vouchers annually subject to the availability of federal funding, and

WHEREAS, DHA, DCYF, and BOSCoC, have identified staff positions to serve as their lead FYI liaisons (see Exhibit A - Lead FYI Liaisons), and

WHEREAS, DHA and DCYF agree to cooperate with HUD, provide requested data to HUD or HUD- approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD- approved contractor, including possible random assignment procedures, and

WHEREAS, DHA and DCYF agree to define persons eligible for a FYI voucher as follows:

- FYI-Eligible Youth is defined as a youth that DCYF has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older.

And,

WHEREAS, DHA, DCYF, and BOSCoC will all provide housing search assistance for FYI youth including, providing participants with a current list of other organizations that can help youth find units in low-poverty census tracts, assisting with unit viewings, rent negotiations with landlords, providing lists of affordable housing, identifying available units, referring participants to available units, and financial assistance with security and utility deposits. See specific assistance provided under each agency's responsibilities below, and

WHEREAS, DCYF agrees that all of the following services will be provided up until age 23 to FYI eligible youth (until age 23 or 26 and in college) receiving rental assistance through the use of a FYI voucher:

1. Basic life skills information/ counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g. doctors, medication, and mental and behavioral health services).
2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
3. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent o unit with a FYI voucher.

4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, and relationships with supervisory personnel, etc.).
5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models

And,

WHEREAS, DCYF and BOSCoC, agree to provide financial resources to assist FYI-eligible youth to lease-up with a FYI TPV voucher as described in their responsibilities below, and

WHEREAS, DHA, DCYF, and BOSCoC will provide post-move counseling to include budget counseling, credit counseling, periodic check-ins, subsequent move counseling, tenant education, landlord-tenant mediation, and independent living skills training as described in their responsibilities below, and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree to each of the conditions and responsibilities outlined in this agreement as listed in the MOU including: **DHA Responsibilities; DCYF Responsibilities; BOSCoC Responsibilities:**

TERM: The terms of this agreement will be in effect from the effective date of any FY 2021 - 2022 FYI vouchers awarded by HUD to DHA until those vouchers are no longer available to be used for the targeted population.

On a roll call vote to approve the resolution:

Aye

Mark Moeller

Noreen Biehl

Rachel Stansfield

Patricia Silberblatt

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2021-08-31-02

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revisions to the **Administrative Plan, as attached,**

In summary: for 2018 through 2021 the Administrative Plan has been brought current with all recent HUD requirements and guidance, including but not limited to the following:

- Revised Chapter 4 on the application process, placement on list, and managing the list
- Sweeping changes to the RAD PBV chapter to account for the issuance of the most recent RAD notice, PIH 2019-23
- The addition of a new section, Chapter 19, on Special Purpose Vouchers, including Mainstream and FYI Vouchers
- Revisions to correct format, grammar or clarify language throughout the document.

On a roll call vote to approve the resolution:

Aye

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Nay

None

Rachel Stansfield

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2021-08-31-03

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revisions to Chapter 4 of the **Admissions and Continued Occupancy Policy (ACOP)**, to update application procedures and policies,

On a roll call vote to approve the resolution:

Aye

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Rachel Stansfield

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO. 2021-08-31-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Key Performance Indicators (KPI) are hereby approved, as attached,

On a roll call vote to approve the resolution:

Aye

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Rachel Stansfield

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed.

Adjournment: At 1:20 p.m. Patricia Silberblatt moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date