

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT  
MEETING  
10:30 A.M., July 17, 2017  
Glen Allen, Virginia**

Members Present

Mr. John Ainslie  
Mr. John Patrick “J.P.” Carr  
Mr. James “Robby” Dawson  
Ms. Susan Dewey  
Mr. Sean Farrell  
Ms. Helen Hardiman  
Mr. Rich Napier  
Mr. Shekar Narasimhan  
Mr. Earl Reynolds  
Mr. Jeff Sadler  
Ms. Patricia Shields  
Mr. Tommy Shields

Members Absent

Mr. Roger McLellon  
Mr. Steve Semones

Call to Order

Mr. John Ainslie, Chairman of the Board of Housing and Community Development, called the meeting of the Board to order.

Roll Call

The roll was called by Mr. Kyle Flanders of the Department of Housing and Community Development’s (DHCD) Policy Office. Mr. Flanders reported that a quorum was present.

Public Comment

Mr. Ned Yost, stated that he was speaking on behalf of elderly residents of Virginia living in single and multi-family homes. In order to protect senior citizens, he proposed the adoption of a requirement to include automated sprinkler systems in one and two family dwellings designed or developed for senior citizens. Mr. Yost also noted the rise in public awareness of fire due to the London tragedy. No additional comments were made by the public; the public comment period was then closed.

Approval of Minutes

A motion was made and properly seconded to approve the minutes of the May 15, 2017 meeting of the Board. The motion unanimously passed.

Election of Officers

Mr. Ainslie turned the meeting over to Mr. Bill Shelton, Director of DHCD, for the election of officers. Mr. Shelton stated that according to the bylaws a chair is elected at that start of the fiscal year and opened up the floor to nominations for chairman. Mr. JP

Carr nominated Mr. Ainslie. A motion was made to close the floor for nominations and properly seconded. Mr. Ainslie was voted in as chairman by acclamation.

As the newly elected chairman, Mr. Ainslie opened the floor to nominations for vice chairman. Mr. Tommy Shields nominated Mr. Carr. A motion was made to close the floor for nominations and properly seconded. Mr. Carr was voted in as vice chairman by acclamation.

Code Change Process  
Update

Ms. Cindy Davis, Deputy Director of Building and Fire Regulations at DHCD, provided a brief update of the code change process, including that there will be two more workgroup meetings this summer and October will be a joint meeting with the Virginia Fire Services Board to take action on the final regulations.

Mr. Shelton also presented a letter from Todd Haymore, Secretary of Commerce and Trade, on behalf of the administration indicating that the administration hopes that the Board will continue its work on the current timeline in order to move the regulations through the processes mandated by statute.

Board Member  
Workgroup Policy

Mr. Shelton presented the Board Member Workgroup Attendance Policy. This policy will require all workgroup meetings to be noticed as public meetings and allow Board members to be present, noting that no action by the Board will be conducted until the next regularly scheduled meeting of the Board. A motion was made and properly seconded and the Board adopted the policy.

Report of the Housing and  
Community Development  
Committee

Mr. Shekar Narasimhan stated that the Housing and Community Development Committee met prior to the Board meeting to discuss updates required by state statute to the Enterprise Zone regulations. Mr. Narasimhan reported there was a unanimous vote to recommend to adopt the changes in the regulation due to the statutory change and to begin the process for a broad based review of the regulations. The motion was seconded and unanimously passed.

VHDA Report

Ms. Susan Dewey reported that the Virginia Housing

Development Authority (VHDA) will be hearing comments on the Low Income Housing Tax Credit (LIHTC) Qualified Allocation Plan (QAP) and would appreciate any comments from members of the Board. Ms. Dewey also mentioned that VHDA has launched new marketing for information on Mortgage Credit Certificate's and down payment assistance.

#### VFSB Report

Mr. Farrell stated the Virginia Fire Services Board (VFSB) met June 2<sup>nd</sup> in Petersburg. Mr. Farrell added that Melvin Carter announced his resignation as Executive Director of the Department of Fire Programs and that Brooke Pittinger will be acting Executive Director. The next meeting of the VFSB will be August 4, 2017 in Hampton, Virginia.

#### Report of the Director

Mr. Shelton reported that DHCD will be hosting the annual Governor's Housing Conference in November at the Norfolk Waterside Marriott. Mr. Shelton stated that currently, the Department of Housing and Urban Development (HUD) is operating on an approved budget with level funding, more information will be forthcoming. Mr. Shelton added that the Housing Policy Advisory Council (HPAC) is expecting the final report to be finished this summer and for it to be released in the fall. Mr. Shelton also shared grant announcements that had occurred since the last meeting of the Board.

#### Unfinished Business

There was no unfinished business to be discussed.

#### New Business

There was discussion from the Board in regards to the public comment from Mr. Yost in reference to the London tragedy and buildings built under previous codes. Ms. Helen Hardiman questioned what the criminal or civil liability would be for Board members if issues arise over code changes. Mr. Shelton indicated that generally speaking, actions taken by this Board are protected through sovereign immunity of the Commonwealth. Mr. Justin Bell, the Board's Attorney General representative, also briefly discussed some of the legal protections and concerns related to the Board's actions.

#### Board Matters

Mr. Shelton asked that Board members let Mr. Flanders know if they wish to continue to serve as chair or vice chair of the various committees of the Board and if they wish to change any

committee assignments.

Future Meetings

Mr. Ainslie went over the dates of the upcoming meetings, noting the next meeting of the Board would be Monday, September 18, 2017.

Adjournment

Upon a motion duly made and seconded, the meeting was adjourned.