

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT
MEETING
January 26, 2009
Richmond, Virginia**

Members Present

Mr. Anthony Clatterbuck
Ms. Susan Dewey
Mr. Richard Evans
Mr. Thomas Fleury
Ms. Lori Fountain
Mr. Brian Mullins
Ms. Nancy O'Brien
Mr. Michael Reilly
Ms. Ellen Robertson
Ms. Carol Saulnier
Mr. Tip Strickland
Mr. Ed Whitmore
Mr. Rick Witt

Members Absent

Ms. Betty Ann Davis

Call to Order	Mr. Tom Fleury, 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. Stephen Calhoun of the Department's Policy Office. Mr. Calhoun reported that a quorum was present for the meeting.
Public Comment	There was no one requesting to address the Board at this meeting, so the public comment session was closed.
Approval of Minutes	A motion was made to approve the minutes of the November 12, 2008 meeting of the Board. The motion was seconded and unanimously passed.
Report of the Housing Committee	Ms. Nancy O'Brien, Chairman of the Housing Committee, reported on the morning meeting of the Committee. Ms. O'Brien reported on recent changes to federal law that necessitate a change to the Virginia Energy Assistance Program Weatherization Component Regulation. Ms. O'Brien reviewed the amendments recommended by the Committee. A motion was made to adopt the Committee recommended amendments to the regulation. The motion was unanimously passed.

- Regulatory Update Mr. Emory Rodgers, Deputy Director of the Division of Building and Fire Regulation, provided an update on the anticipated code development schedule for the adoption of the 2009 Codes.
- Amusement Device Advisory Committee Mr. Rodgers reported there was a vacancy on the Amusement Device Technical Advisory Committee (ADTAC) and presented resumes of two applicants for the vacancy. A motion was made to appoint Mr. Frank Mauck to the ADTAC. The motion was seconded and unanimously passed.
- Advisory Committee Policies Mr. Rodgers presented recommended Board procedures for the appointment of members to the ADTAC and the Building Code Academy Advisory Committee, the two standing advisory committees of the Board. After discussion of several amendments, a motion was made to adopt the recommended policies and procedures. The motion was seconded and unanimously passed. A copy of the Board Advisory Committee Policy adopted is attached to and made a part of these minutes as the Appendix.
- Neighborhood Stabilization Program Mr. Bill Shelton, Director of the Department of Housing and Community Development and Mr. Todd Christensen, Deputy Director of the Division of Community Development provided an overview and PowerPoint presentation on the Neighborhood Stabilization Program.
- VHDA Report Ms. Susan Dewey, Executive Director of Virginia Housing Development Authority (VHDA) reported that work was underway with DHCD to finance neighborhood stabilization efforts and assist first time home buyers. Ms. Dewey provided an update on the current bond market. Ms. Dewey reported on new models to expand the ability to loan money for first time home purchases. Ms. Dewey provided an update on the Low Income Housing Tax Credit Program.
- Virginia Fire Services Board Report Mr. Brian Mullins provided a budget impact update and reported on Mini Grants and VPRS. Mr. Mullins reported on the Latex Program for arson investigations. Mr. Mullins provided an update on the work of the Code Committee and the Virginia Sprinkler Coalition.
- Report of the Director Mr. Shelton provided an overview of the 2008 Governor's Housing Conference held in Hampton, Virginia. Mr. Shelton reported on the proposed state budget and the upcoming DHCD office move. Mr. Bill Ernst of the Department's Policy Office

reviewed bills that have been introduced during the 2009 General Assembly session. Mr. Shelton reviewed recent CDBG awards. Mr. Calhoun provided a handout on these awards.

Unfinished Business

None

New Business

None

Board Matters

None

Future Meetings

The next meeting of the Board will be held on Monday, March 23, 2009 in Richmond, Virginia.

Adjournment

Upon completion of all items on the agenda, the meeting was adjourned.

APPENDIX

BOARD OF HOUSING AND COMMUNITY DEVELOPMENT STANDING ADVISORY COMMITTEES BOARD POLICY FOR COMMITTEES

The Board of Housing and Community Development (the "Board") currently has two permanent advisory committees established by statute to advise the Board. These are the Building Code Academy Advisory Committee and the Amusement Device Technical Advisory Committee. This document provides the Board policy governing the appointments and terms of service for these Boards. These advisory committees have different statutory requirements and therefore have different requirements.

I. Amusement Device Technical Advisory Committee (ADTAC) is established by section 36-98.3 of the Code of Virginia, which provides that "To assist the Board in the administration of this section, the Board shall appoint an Amusement Device Technical Advisory Committee, which shall be composed of five members who, by virtue of their education, training or employment, have demonstrated adequate knowledge of amusement devices or the amusement industry. The Board shall determine the terms of the Amusement Device Technical Advisory Committee members. The Amusement Device Technical Advisory Committee shall recommend standards for the construction, maintenance, operation and inspection of amusement devices, including the qualifications of amusement device operators and the certification of inspectors, and otherwise perform advisory functions as the Board may require." The purpose of the ADTAC is to advise the Board of Housing and Community Development (the "Board") and the Director of the Department of Housing and Community Development on matters related to amusement devices and the Virginia Amusement Device Regulations (13 V AC 5-31).

Composition of ADTAC:

The ADTAC shall be comprised of five (5) representatives of code enforcement personnel and amusement device industry professions affected by the provisions of the amusement device regulations. The committee shall consist of:

- a. two (2) members representing the code enforcement community,
- b. two (2) members representing amusement parks or private operators of amusement devices, and
- c. one (1) member representing third-party amusement device inspectors.

Terms of ADTAC Service:

- a. Representatives will be appointed as members of the ADTAC for four-year terms. There is no limit to the number of terms that a member may serve. The Board may replace any member appointed for the balance of the appointee's term.
- b. The ADTAC members may continue to serve after the expiration of their term until new appointments or reappointments are made.

Appointment of ADTAC:

- a. The Department of Housing and Community Development shall notify appropriate organizations of any vacancies on the ADTAC. The Department also shall contact organizations that may have representation or an interest in membership participation on the advisory committee. Applications shall be directed to and coordinated by the Department. Staff will present the names and background information of all applicants to the Board for consideration. The Board will consider appointment after a review of information presented.
- b. The Board may ask Department staff for additional names for consideration. The Department may request an organization to submit nominations to replace a current ADTAC member for any reason, including but not limited to lack of attendance at Committee meetings.
- c. The Board will fill vacancies occurring for the balance of any vacating committee member's term using the same procedure by which the original appointment was made (see above).

II. Building Code Academy Advisory Committee (BCAAC) is established by section 36-137(7) of the Code of Virginia which provides that "The Board shall appoint a Building Code Academy Advisory Committee (the Committee) comprised of representatives of code enforcement personnel and construction industry professions affected by the provisions of the building and fire prevention regulations promulgated by the Board. Members of the Committee shall receive no compensation but shall be entitled to be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties in accordance with § 2.2-2813. The Committee shall advise the Board and the Director on policies, procedures, operations, and other matters pertinent to enhancing the delivery of training services provided by the Building Code Academy." The purpose of the BCAAC is to advise the Board of Housing and Community Development (the "Board") and the Director of the Department of Housing and Community Development on matters related to the Building Code Academy.

Composition of BCAAC:

The BCAAC shall be comprised of representatives from organizations appointed by the Board of local government organizations, code enforcement personnel and construction industry professions affected by the provisions of the building and fire prevention regulations. The committee shall consist of one (1) representative from each of the following organizations, which may be amended by the Board at any time:

- a. American Institute of Architects, Virginia Society
- b. Amusement Device Technical Advisory Committee
- c. Apartment and Office Building Association
- d. Associated Builders and Contractors, Virginia Chapter
- e. Fairfax County Code Academy
- f. Home Builders Association of Virginia
- g. International Association of Electrical Inspectors, Virginia Chapter
- h. Plumbing and Mechanical Professionals of Virginia
- i. Prince William County Code Academy
- j. Virginia Association of Counties
- k. Virginia Association of Realtors

- l. Virginia Building and Code Officials Association
- m. Virginia Cross Connection Control Association
- n. Virginia Fire Prevention Association
- o. Virginia Municipal League
- p. Virginia Plumbing and Mechanical Inspectors Association
- q. Virginia Structural Engineers Council

Terms of BCAAC Service:

- a. Committee members shall be appointed to serve a four-year term. There is no limit to the number of terms that a member may serve.
- b. The BCAAC members may continue to serve after the expiration of their term until new appointments/reappointments are made.

Appointment of BCAAC:

The Department of Housing and Community Development shall notify appropriate organizations that have representation on the BCAAC. Applications shall be directed to and coordinated by the Department. The Department shall consider nominations for appointment after a review of the information presented. The Department may reject an organization's requested appointments to the BCAAC and request additional nominations to be submitted for consideration. The Department shall annually notify the Board of committee appointments and attendance. The Board may modify or change appointments at any time. Appointments to the BCAAC shall be made as follows:

- a. Each organization, other than local code academies, that may have a BCAAC representative (see list above) shall present by letter the individual nominees to serve on the BCAAC and a resume or brief background statement for each nominee to the Department. Organizations are encouraged to submit more than one nominee and may prioritize their preference for appointment. If the Department does not appoint a nominated individual to serve on the BCAAC, the Department shall ask the organization to present a letter of nomination and background information for additional individual nominees.
- b. The nominee to serve on the BCAAC from Fairfax County Code Academy and the Prince William County Code Academy shall be submitted to the Department by letter signed by the agency director or building official.
- c. The Department may request an organization to submit nominations to replace a current BCAAC member for any reason, including but not limited to lack of attendance at Committee meetings.
- d. The Department shall fill vacancies occurring for the balance of any vacating representative's term from the organization that was represented by that individual to maintain the composition of the BCAAC, using the same procedure by which the original appointment was made (see above).