

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT**  
**HOUSING and COMMUNITY DEVELOPMENT COMMITTEE**  
**11:30 A.M., May 15, 2017**  
**Glen Allen, Virginia**

Members Present

Mr. John Ainslie  
Mr. John Patrick “J.P.” Carr  
Ms. Susan Dewey  
Ms. Helen Hardiman  
Mr. Shekar Narasimhan  
Mr. Steve Semones  
Mr. Tommy Shields

Members Absent

Mr. Roger McLellon  
Mr. Earl Reynolds

Call to Order

Mr. Steve Semones, Chairman of the Housing and Community Development Committee, called the meeting of the Committee 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.

Review Consolidated Plan,  
Annual Action

Mr. Bill Shelton, Director of DHCD, presented the Consolidated Plan, Annual Action Plan; which requires Board approval before being submitted to the Department of Housing and Urban Development (HUD). He noted that we are entering year five of five of the Consolidated Planning cycle, requiring Board review of a new Consolidated Plan the following year. Mr. Shelton added that final funding levels have not been communicated yet by HUD but staff proceeded using funding amounts level with the previous year as an estimate. It was staff’s recommendation that the Board approve the Action Plan and if there is more than a 10 percent change in funding levels, the plan will be brought back to the Board for reconsideration.

Ms. Pam Kestner introduced herself as the new Deputy Director of Housing and introduced Lyndsi Austin, Associate Director of Housing Policy at DHCD. Ms. Austin provided a recap of the information shared with Board at the March meeting.

Ms. Susan Dewey noted her interest in strategizing for the next

Consolidated Planning cycle. Mr. Shelton added that the study by the Housing Policy Advisory Commission would be completed which will be included in the next Consolidated Plan. Ms. Hardiman questioned how the assessment of fair housing is incorporated into the Action Plan? Ms. Austin said HUD is still developing the required tool but it has not yet been provided. Ms. Austin hopes that the tool will be available for the upcoming cycle. Mr. Semones questioned that if there was a major reduction in funding what would be the priorities? Mr. Shelton responded that if that were to happen there would be opportunity for the Board to discuss the best investment of the funds. A motion was made and properly seconded to recommend to the full Board approval of the Action Plan with reconsideration if there are changes in funding levels greater than 10 percent. The motion unanimously passed.

Enterprise Zone  
Regulations

Ms. Shelton advised the committee that there were not any changes in the federal code in reference to the Enterprise Zone Program but there was a piece of state legislation that came about from an Internal Revenue Service (IRS) opinion. At the July meeting, staff will propose amending the regulations specific to this mandated change and will also discuss a separate, broad-based review of the regulations.

Unfinished Business

There was no unfinished business to be discussed.

New Business

There was no new business to be discussed.

Committee Matters

There were no Committee matters to be discussed.

Adjournment

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

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT  
MEETING  
12:00 P.M., May 15, 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. Shekar Narasimhan  
Mr. Jeff Sadler  
Mr. Steve Semones  
Mr. Tommy Shields

Members Absent

Mr. Roger McLellon  
Mr. Rich Napier  
Mr. Earl Reynolds  
Ms. Patricia Shields

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

No comments were made by the public; the public comment period was then closed.

Approval of Minutes

Mr. Robby Dawson had a correction from the minutes of the March 20, 2017 meeting minutes noting the FEMA regulations discussed were proposed. Ms. Susan Dewey inquired about the minutes from the workgroup meetings in April noting that it appeared the Board held two meetings in April, posing a concern for attendance records that are submitted to the Secretary of the Commonwealth. Mr. Sean Farrell also had a correction that the next meeting of the Virginia Fire Services Board (VFSB) would be June 2<sup>nd</sup> not June 30<sup>th</sup>. Mr. Farrell made a motion to approve the March 20, 2017 Board minutes with amendments. The motion was properly seconded and passed unanimously. Mr. Ainslie deferred action on the workgroup minutes until the discussion on the Board Member Workgroup Policy. After the discussion, Mr. J.P. Carr moved to approve the minutes from the

April 11, and April 25, 2017, workgroup meetings. The motion was seconded and passed with Ms. Dewey voting in opposition.

Board Member  
Workgroup Policy

Mr. Bill Shelton, Director of DHCD, stated that at the last meeting of the Board there was discussion about Board members wanting to attend the workgroup meetings. Based on advice from the Attorney General's Office, workgroup meetings were advertised as Board meetings when staff was aware that three or more Board members would be in attendance. Staff provided two policies for discussion regarding Board member attendance at workgroups.

Mr. Justin Bell, Attorney General representative to the Board, stated that Ms. Dewey's concern regarding attendance was valid but it was ultimately up to the Board which policy they choose. Discussion ensued over several options for the Board to consider in addition to the two policies already presented. Based on the concerns raised and additional alternatives discussed, Mr. Ainslie directed staff to coordinate with the Attorney General's office to develop additional policy options for the Board to consider at the next meeting. For the upcoming workgroup meetings, there was general consensus among the Board that no more than two Board members would attend and an audio recording could be made available.

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 the next workgroup meeting will be May 31<sup>st</sup> to discuss fire code edits.

Report of the Housing and  
Community Development  
Committee

Mr. Steve Semones stated that the Housing and Community Development Committee met prior to the Board meeting to discuss the approval of the Consolidated Plan, Annual Action Plan. Mr. Semones reported there was a unanimous vote to recommend approval of the Action Plan with the caveat that if there are changes in the budget greater than 10 percent, the plan would be brought back to the Board for reconsideration. Mr. Semones then made a motion for approval of the Action Plan. The motion was seconded and unanimously passed.

VHDA Report	Mr. Shelton reported that the Virginia Housing Development Authority (VHDA) held a staff retreat in April to develop a budget that will be adopted at their next Board meeting. They are also reviewing applications for the Low Income Housing Tax Credit (LIHTC) program and plan to vote on them at their June Board meeting.
VFSB Report	Mr. Farrell stated there was nothing to report since the VFSB had not met since the Board's last meeting. Their next meeting will be June 2 <sup>nd</sup> in Petersburg.
Report of the Director	Mr. Shelton reported that DHCD had been appointed a new Principal Deputy Director and introduced Mr. Erik Johnston. Mr. Shelton added that May was Building Safety Month and that the Governor issued a proclamation on May 1 <sup>st</sup> that was presented at the mid-year conference of the Virginia Building and Code Officials Association (VBCOA) in Charlottesville. Mr. Shelton also shared grant announcements that had occurred since the last meeting of the Board. Mr. Shelton noted that DHCD is working in cooperation with VHDA and other stakeholders regarding housing solutions for persons with serious mental illness (SMI).
Unfinished Business	There was no unfinished business to be discussed.
New Business	There was no new business to be discussed.
Board Matters	There were no board matters to be discussed.
Future Meetings	Mr. Ainslie went over the dates of the upcoming meetings, noting the next meeting of the Board would be Monday, July 17 <sup>th</sup> .
Adjournment	Upon a motion duly made and seconded, the meeting was adjourned.