



**REGIONAL HOUSING PARTNERSHIP  
Executive Committee  
Agenda**

Wednesday, January 22, 2019 at 2:00 pm

- |  |              |             |
|--|--------------|-------------|
| <b>1. Call to Order</b>  | Chair        | 2:00        |
| <b>2. Comments from the Public</b>                             | Chair        | 2:00 – 2:05 |
| <b>3. *Consent Agenda</b>                                      | Chair        | 2:05        |
| a. *December, 2019 Draft Minutes – <i>handout</i>              |              |             |
| <b>Financial Reports</b>                                       |              |             |
| <b>4. Monthly Financial Update – <i>handout</i></b>            | Chair        | 2:05 – 2:10 |
| <b>New Business</b>  |              |             |
| <b>5. 2<sup>nd</sup> Annual Regional Housing Summit Update</b> | Stacy Pethia | 2:10 – 2:20 |
| <b>6. CVRHP Strategic Plan Update</b>                          | Chair        | 2:20 – 2:30 |
| <b>7. Legislative Liaison / Website Research</b>               | Chair        | 2:30 – 2:50 |
| <b>8. Budget Discussion</b>                                    | Chair        | 2:50 – 3:10 |
| <b>9. Round Table Discussion</b>                               | Chair        | 3:10 – 3:30 |
| <b>10. Adjourn</b>   | Chair        | 3:30        |

*\*Proposed Action Item for Motion*



**Central Virginia Regional Housing Partnership –  
Executive Committee**

December 3, 2019

2:00 PM

TJPDC Offices

**Committee**

Keith Smith  
Colette Sheehy  
Greg Powe  
Ned Gallaway (by phone)

**Staff/Other**

Chip Boyles  
Christine Jacobs  
Gretchen Thomas  
Shirese Franklin

**Call to Order**

Keith Smith called the meeting to order at 1:07 p.m.

**Comments from the Public**

None.

**Approval of Minutes**

Ms. Sheehy noted that in the fourth paragraph on page 2, the word “capital” should read “capita.” With that change, Ms. Sheehy made a motion to approve the October 2019 minutes seconded by Mr. Powe and the motion was approved unanimously.

**Financial Reports**

**Monthly Financial Update**

Ms. Jacobs reported there was an updated P & L for the committee to review in the packet. She handed out four additional sheets that have current and future budgets for the meeting’s discussion.

Mr. Boyles explained the layout of the budget on the sheets and also clarified that the fiscal years run from July 1 through June 30. He expressed concern that the TJPDC is using up personnel hours quickly. He went on to say that TJPDC’s staff will not cease working on the RHP even if there is a budget deficit in staffing hours.

Mr. Smith noted that the staff time for the summit, if it had been added into the budget, would have put the budget over by \$16.5K.

**Work Session on Current and Projected Financial Needs for CVRHP**

Mr. Smith reported that he, Mr. Boyles and Ms. Jacobs met to discuss the needs for a two-year budget that will get the RHP to be self-supporting by July 1, 2021.

Ms. Jacobs explained that there are four different budgets in the handouts:

1. Only the current programming and staffing and does not cover anything mentioned in the strategic planning retreat.
2. Covers through the end of FY20 (current FY) and includes some of the items from the retreat.
3. Projected budget for FY21 and includes the all of the strategic priorities listed in the retreat as well as staffing for the summit.
4. FY22 budget in which the RHP is self- sufficient.

As the committee discussed the various budgets, Mr. Smith stated if the RHP does not make money or break even on the summit, it cannot be done.

#### Website

Mr. Smith said that the cost for the website is \$80K in the budget. The number provided covers development/implementation and maintenance.

#### Legislative Liaison

Mr. Boyles said that David Blount, the TJPDC's Legislative Liaison, could be made available for assistant to the RHP, but he will need to be paid to assist. He is quite busy, but some of his duties could be assigned to another staff member to make time for the RHP.

#### Dashboard Metrics

Mr. Smith said there is a budget amount to identify metrics for the region to see how the RHP is performing. This expense may roll into the website expense eventually. He also noted that the metrics will come after the regional housing plan.

Mr. Smith said the budgets' expenses exceed revenue; therefore, additional money needs to be raised.

Mr. Powe asked who the website benefits.

Ms. Jacobs replied that it is a benefit to all entities; jurisdictions, private industry, and non-profit organizations. It helps alleviate internal effort by each of these who may be considering creating their own sites.

After some discussion on how to fund the website expense, Mr. Gallaway noted that if the local governments and UVA gave 50% of the needed money (approximately \$10K from each), and both for- and non-profit gave 25% each, that could cover the cost. He said that the County staff is already over-worked and if this could help to reduce the workload, a \$10K contribution would be a much better way to get that resource.

Mr. Powe said it will be important to be clear to identify the website's end user and the value it provides to them.

After additional discussion about the website, Mr. Boyles brought the conversation back to the Housing Summit. He said it would be important to create a motion that states the annual Housing Summit should be self-supporting. Mr. Powe made that motion and Ms. Sheehy seconded. Mr.

Boyles noted that it needs to be determined whether the summit is a one- or two-day event. The motion passed unanimously.

Additionally, Mr. Gallaway made a motion to include the website development and maintenance as a project of the CVRHP, to be fully-funded by the CVRHP, separate from the PDC. Ms. Sheehy seconded the motion. The motion passed unanimously.

### **New Business**

Ms. Jacobs introduced Shirese Franklin to the Committee.

### **Proposed Meeting Dates**

It was requested, by consensus, that Ms. Jacobs send the meeting schedule to the full committee and board.

### **Round Table Discussion**

Mr. Powe specifically requested that he, in conjunction with Habitat for Humanity, would like to take Louisa up on the prospect of identifying potential sites for affordable housing. Mr. Boyles said he spoke with Dan Burke who recommended that there be a meeting with Fitz Barnes because Mr. Barnes said that Louisa should be donating land to create affordable housing. It was decided that Mr. Boyles and Mr. Powe would set up a lunch meeting with Mr. Barnes.

Mr. Boyles reported that the TJPDC is creating a small area plan for Zion Crossroads, so the timing is good for identifying parcels to put them in the plan.

Mr. Smith adjourned the meeting at 2:22 p.m.

**Thomas Jefferson Planning District Commission**  
**Profit & Loss Budget Performance-Program 729 Affordable Hsg**  
 December 2019

	<u>Dec 19</u>	<u>Budget</u>	<u>Jul - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
41100 · Federal Funding Source	0.00	0.00	0.00	0.00	0.00
4120 · State Funding Source	0.00	0.00	0.00	0.00	0.00
4131 · Event Sponsors & Fees	0.00		0.00		
42000 · Local Match Per Capita	2,976.90	4,436.59	29,659.27	26,619.50	53,239.00
<b>Total Income</b>	<u>2,976.90</u>	<u>4,436.59</u>	<u>29,659.27</u>	<u>26,619.50</u>	<u>53,239.00</u>
<b>Gross Profit</b>	2,976.90	4,436.59	29,659.27	26,619.50	53,239.00
<b>Expense</b>					
61000 · Personnel	1,755.59	2,629.93	14,569.96	15,779.50	31,559.00
6900 · Overhead Allocation	1,176.31	1,761.91	9,761.74	10,571.50	21,143.00
62393 · Supplies	0.00		0.00		0.00
6240 · Advertising	0.00	0.00	0.00	0.00	0.00
62404 · Meeting Expenses	0.00	0.00	234.15	0.00	0.00
62410 · TJPDC Contractual	45.00	0.00	315.00	0.00	0.00
63300 · Travel-Vehicle	0.00	0.00	355.54	0.00	0.00
6390 · Professional Development	0.00	44.75	322.88	268.50	537.00
<b>Total Expense</b>	<u>2,976.90</u>	<u>4,436.59</u>	<u>25,559.27</u>	<u>26,619.50</u>	<u>53,239.00</u>
<b>Net Ordinary Income</b>	0.00	0.00	4,100.00	0.00	0.00
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
8399 · Grants Contractual Services	0.00	0.00	4,100.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>4,100.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	0.00	0.00	-4,100.00	0.00	0.00
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>