



**NORTHEAST TENNESSEE/VIRGINIA  
HOME CONSORTIUM  
BOARD MEETING MINUTES  
January 8, 2019**

**Board Members Present:**

Mark Haga, Proxy for Kingsport, TN  
Ellen Tolton, Proxy for Bristol, VA  
Ambre Torbett, Proxy for Sullivan County,  
TN  
Adam Williams, Proxy for Johnson City, TN

**Board Members Absent:**

Michelle Denise, Proxy for Bristol, TN  
Sherry Greene, Proxy for Washington  
County, TN  
Irene Wells, Mayor, Bluff City, TN

**Others Present:**

Bill Forrester, FTDD  
Rene` Mann, FTDD  
Cherith Young, Bristol, TN  
Christina Blevins, Bristol, TN

**I. Call to Order**

The Northeast Tennessee/Virginia Home Consortium Board Meeting was called to order by Vice Chairman Mark Haga at 10:05 a.m. on January 8, 2019, in the Bristol, Tennessee City Annex Building.

**II. Approval of Minutes**

Vice Chairman Haga asked for any changes or corrections to the October 9, 2018 meeting minutes. Ambre Torbett made a motion to approve the meeting minutes for October 9, 2018 as presented; seconded by Ellen Tolton; motion carried unanimously.

**III. FTDD Status of Projects – Rene` Mann & Bill Forrester**

Rene` Mann provided a comprehensive HOME activity report that itemized available funding balances for each community as of January 8, 2019. She noted that page one is Homeownership and Rehab balances, page two is a list of ongoing applicants and status, and page three is actual activity for the quarter.

**Homeownership:** Rene` pointed out that the communities with asterisks (Kingsport & Sullivan County) are subject to approval of fund transfers from today's meeting, Christina will be discussing those a little later.

**Rehab/Reconstruction:** Rene` Mann reviewed current available funding for rehab/reconstruction projects in each community. A Bristol, TN Reconstruction, a Bristol, VA Reconstruction, and a Bristol, VA Rehab are scheduled to have a pre-bid meeting and walk-through of properties next week. FTDD held a pre-bid conference yesterday for a Kingsport

reconstruction and was slated to include a Washington County reconstruction and rehab; unfortunately the reconstruction applicant passed away and FTDD has been made aware of “family issues” with the rehab applicant. Both Washington County projects are on hold at this time Rene’ stated. Rene’ added that the team has started four new Environmental Reviews in Kingsport, FTDD will be targeting Johnson City and Bluff City in the next round of bid-outs. Discussion ensued from the group as to the list and who may possibly need to be removed due to outside factors.

Bill Forrester added that they are seeing more contractors participating in the bid process, this is good news for our program.

**Partner Projects:** Rene’ Mann stated that Christina will discuss the Kingsport transfer and go into further detail regarding the recent CHDO project.

**Other:** Bill Forrester asked about reimbursement to contractors during the federal shutdown. Christina stated that, so far, everything from that stand point is okay. The City of Bristol, TN funds the projects, and Christina does a drawdown from HUD for reimbursement. Christina instructed to proceed as normal until further notification.

Bill also asked the Board to keep Bill Masoner in their thoughts as he is having some recent medical issues.

#### **IV. Old Business**

**CHDO Set-aside funding (2017-18):** Christina Blevins explained that she inadvertently put the draft 2017 Action Plan CHDO set-aside figures of \$96,510.44 on her paperwork. Those numbers were based on last year’s funding, and they are just estimates. She has since realized that the 2017 CHDO 15% set-aside amount was incorrect and needs to be corrected to reflect \$120,318.60. She apologized for the mistake and asked the board what direction they wish to spend the additional \$23,808.16 in 2017 funding? Christina gave them choices to discuss. The first is amending the current contract with HORIZON and making the total funding amount the full 15% (\$120,318.60) and the second option is adding the \$23,808.16 to the 2018 CHDO funding allocation of \$170,699.85 plus \$23,808.16 for a total of \$194,508.01. Christina also added that the Board should realize that they still have the 24-month CHDO commitment deadline, meaning a project would have to be identified and funded (including a completed Environmental Review) by June 2019, that’s a very quick turnaround! The last choice would be that HUD takes the additional funding back.

The Board discussed the options and the pros and cons with each. The Board asked Christina what HORIZON would do with the extra funding. Christina said it would go towards continuing to improve the property. HORIZON is looking to add an additional bedroom and make the home ADA accessible. The Board also discussed subsidy limits, and Christina said she received Knoxville HUD Field-Office approval to use the Knoxville “Base City High Cost Percentages” for the HOME Maximum Per Unit Subsidy. The subsidy limit for a three bedroom home is \$251,967.00, so this would be well above the \$120,318.60 amount we would fund she said.

Ellen Tolton made a motion to use the additional \$23,808.16 to roll into the current CHDO project with HORIZON as reflected in the proposed addendum; seconded by Adam Williams; motion carried unanimously.

Christina thanked the Board and re-emphasized that the 2018 CHDO 15% funding amount is \$170,699.85, and they have until June 30, 2020 to get a project committed.

**2017-18 Consolidated Annual Performance & Evaluation Report (CAPER):** Christina Blevins stated that the CAPER was approved, YIPPIE!

Mark Haga asked if anyone from the Board had additional old Business to discuss. None being heard.

## V. New Business

**Transfer of Funds Request - Sullivan County:** Christina Blevins stated that Sullivan County would like to request a transfer of \$20,000.00 from Rehab to Homeownership. Ambre Torbett moved the transfer be approved as presented; seconded by Ellen Tolton; motion passed unanimously.

**Transfer of Funds Request – Kingsport:** Christina Blevins stated that Kingsport would like to request a transfer of \$100,000.00 from Rehab to Homeownership. A letter of intent was given to Eastern Eight CDC for a project in the Harmony Ridge subdivision. Mark Haga was unaware of the LOI until recently. This is a homeownership project, as the applicants will be purchasing the newly constructed homes, Christina added. The current Environmental Review is less than five years old and has been approved acceptable for HOME funding, Christina noted. Ambre Torbett moved the transfer be approved as presented; seconded by Adam Williams; motion passed unanimously.

**Analysis of Impediments to Fair Housing Choice:** Christina Blevins stated that the AI was due to HUD in 2015. Due to staff changes in the City, the AI did not get completed and submitted to HUD until 2017 she added. Recently, Christina received an email from Zachary Blair, Senior Equal Opportunity Specialist in the HUD Nashville Field Office stating that since our last AI wasn't finished until May-2017 a new AI would not be due until May 2022. Per Mr. Blair's recommendation, Christina updated the cover page for the AI to reflect the 2017 date.

**Analysis of Impediments to Fair Housing Choice – Kingsport Updates:** Christina Blevins stated that she received an email from Mark Haga asking to update the most recent AI, from what she understands, the Board does not have to resubmit this information to HUD as it is an ever-changing document. Mark told the group that when the initial AI was drafted the City of Kingsport was trying to capture what the Kingsport Housing Authority was working with, their Choice Neighborhoods initiative. The City did not have much detail at that time, and since then the course of the initiative has changed in use of different funding sources. Mark added that when the most recent consultants looked at the AI they thought HUD might want to see more specifics in the AI. Christina passed out a copy with the Kingsport changes noted in red, pages 17 & 18. Mark added that this is just a clean-up and gave more detail of what Kingsport is doing to address the Impediments of Fair Housing Choice. Christina noted that if approved, she was

not going to resubmit this to HUD again but will document in the file as to the changes that have occurred. Ellen Tolton made a motion to approve the 2017-2022 AI with the Kingsport updates as presented; seconded by Adam Williams; motion passed unanimously.

Before moving to announcements, Mark wanted to ask staff about a Consortium Policy and Procedure. Mark asked if the Board has a policy or preference for the rehabs/reconstructions due to a fire. Christina asked if the occupant was still living in the home. Bill said that he wasn't aware of one, but if they are still living in the home and it's their primary residence we should still be able to help them. Mark will send information to Rene'.

## VI. Announcements & Adjournment

**Next Board Meeting:** Vice Chairman Haga announced the next Board meeting is scheduled for April 9, 2019.

Christina mentioned that ARCH will be conducting the annual Point-in-Time count January 23-24, 2019. This is a HUD requirement to complete the last two-weeks in January.

Christina also handed out an updated Board Member list and asked each community to keep her informed if they have a new Mayor.

The board recognized Christina for being organized and Christina also thanked Rene' and Bill for the team effort!

Lastly, Christina asked that Rene' be the first point of contact for applications to our HOME Consortium program.

There being no further business, the meeting was adjourned at 10:45 a.m.

  
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Christina Blevins, Recorder

  
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~~Mark Haga, Vice Chairman~~

Ellen Tolton on behalf of  
the Northeast Tennessee/Virginia  
HOME Consortium.  
(Elected Chairman for April 9, 2019  
meeting)