



**NORTHEAST TENNESSEE/VIRGINIA  
HOME CONSORTIUM  
BOARD MEETING MINUTES  
January 11, 2022**

**Board Members Present:**

- Ellen Tolton, Proxy for Bristol, VA
- Preston Mitchell, Proxy for Johnson City, TN
- Jessica McMurray, Proxy for Kingsport, TN
- Ambre Torbett, Proxy for Sullivan County, TN

**Board Members Absent:**

- Chad Keen, Board Chairman, Proxy for Bristol, TN
- Sherry Greene, Proxy for Washington County, TN
- Richard Bowling, Mayor, Bluff City, TN

**Others Present:**

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

**I. Call to Order**

The Northeast Tennessee / Virginia HOME Consortium meeting was called to order on January 11, 2022 at 10:06 a.m., by Vice Chair Ellen Tolton.

Mrs. Tolton expressed her sympathy for the loss of Bluff City Mayor Irene Wells.

Christina Blevins called the roll and those present/absent are noted above.

**II. Approval of Minutes – October 12, 2021**

Ellen Tolton asked the group for any amendments or changes to the October 12, 2021, meeting minutes. Seeing none, Preston Mitchell made a motion to approve the minutes as presented from the October 12, 2021 meeting. Jessica McMurray seconded the motion. All present were in favor.

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

**Homeownership:** Rene' Mann reviewed each community balance in homeownership for down-payment assistance. Mrs. Mann noted that several homeownership projects and payoffs are pending including applications in Johnson City, Kingsport, Sullivan and Washington County.

**Rehab/Reconstruction:** Rene' Mann reviewed each community balance for Rehabilitation / Reconstruction projects and discussed the "Committed" estimated balances.

Mrs. Mann advised that the Bristol, TN and the Bristol, VA reconstruction projects were recently completed. Johnson City has one outstanding reconstruction with a final inspection scheduled for Friday and a change order addition to another reconstruction project. Kingsport has one rehab underway, over 50% complete. Four recent new projects were recently bid out, three reconstructions and one rehab, and contracts signings are in the process of being scheduled.

Mrs. Tolton asked Mrs. Mann about the Bristol, VA reconstruction project. Discussion ensued on the work write-up and hillside near the home. Mrs. Mann will speak with the project manager and speak with Mrs. Tolton about the issue.

Mrs. Mann added that a Sullivan County reconstruction has been completed, waiting on HERS invoice for close out. Washington County has an outstanding rehab project. The next round of Environmental Reviews will focus on Sullivan and Washington Counties she added.

Ambre Torbett asked Mrs. Mann about contractors and inspections through the County. Mrs. Torbett and Mrs. Mann discussed building codes and coordination between the local inspectors for the HOME Consortium projects.

**CHDO / Partner Projects:** Rene' Mann stated that Eastern Eight is reporting they are ready to close out the Maxwell Avenue project in Kingsport! Eastern Eight constructed a 3 bedroom, 1 bath home on the site. Appalachian Service Project served as contractor and D& K Management is managing the property. The home has been rented to a family of 6 and they are below the 80% AMI threshold, renting for \$661 a month. Total development cost of project including match is \$191,724. Sherry Trent, executive director for Eastern Eight CDC sent a note to Rene' in appreciation and thanked the Board for allowing Eastern Eight the opportunity to continue affordable housing in our region.

People Inc.'s CHDO project is still on hold as staff has not been able to sign agreements. People Inc. has been contacted multiple times, staff is waiting on an updated timeline and budget including other sources of project funding. People Inc. is having trouble meeting HUD's subsidy guidelines and finding a contractor. Even with the additional home value limits, the quotes provided by contractors are too high Mrs. Mann added. Discussion ensued by several members of the Board regarding People Inc., placing a timeline on this hold period, and discussing ASP with People Inc.

**Release Deed Disbursement:** Rene' Mann stated that FTDD continues to work on the Release Deed Disbursement for all communities.

**Other:** None

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

**HOME-ARP:** Christina Blevins noted that a bigger HOME-ARP discussion will be held in the upcoming Executive Committee meeting today. Mrs. Blevins noted that she has prepared a training and manuals for members with materials for CHDO and HOME-ARP funding. The preliminary plan is to begin a formal RFP Process, looking for a consulting firm to facilitate consultation and public outreach as well as designing the actual projects and allocation plan to be submitted to HUD. Mrs. Blevins did confirm with HUD that administration fees would not be reimbursed until after HUD has approved the project (s) and allocations.

#### **VII. New Business**

**Kingsport Transfer of Funds Request - \$60,000 from HO to REHAB:** Christina Blevins stated that the City of Kingsport is asking for a transfer of funds request. The request is to transfer \$60,000 from Homeownership allocation to the Rehabilitation allocation. This request is under the % requirement in our policy and procedures and can be completed with a motion from the Board. Preston Mitchell made a motion to approve the Kingsport transfer as presented. Jessica McMurray seconded the motion. All present were in favor.

**Bristol, TN Transfer of Funds Request - \$60,000 from HO to REHAB:** Christina Blevins stated that the City of Bristol, TN, is asking for a transfer of funds request. The request is to transfer \$60,000 from Homeownership allocation to the Rehabilitation allocation. This request is under the % requirement in our policy and procedures and can be completed with a motion from the Board. Preston Mitchell made a motion to approve the Bristol, TN transfer as presented. Jessica McMurray seconded the motion. All present were in favor.

**Analysis of Impediments to Fair Housing Choice (AI):** Christina Blevins noted that in 2022, staff will be working on updating the five-year Analysis of Impediments to Fair Housing Choice for HUD. Mrs. Blevins asked each community to be thinking of their past, current and future Fair Housing activities. Preston Mitchell noted that Census data should be completed in May.

Mrs. Blevins stated that promoting Fair Housing is important to HUD and she is confident that each community will have several activities to add. Group discussion ensued on Fair Housing, barriers to Fair Housing, public sewer, density and urban growth in counties. The Board also discussed hosting a Fair Housing training for our Board and community partners.

**Policy and Procedures Manual:** Christina Blevins stated that she emailed the Board a first draft of changes to the current Policy and Procedure Manual for review. A separate list of each change proposed was also attached. Staff still needs to speak with our HUD Field Office Rep about possible regulations and items that can be deleted from the manual as well as the City Attorney. The Policy & Procedures Manual has had minor changes as necessary throughout the years, but never read and updated in its entirety as we are doing now. Several sections need to be redefined. Discussion ensued from the Board about "Blood Relatives" and matching wording in sections, possibly using the census definition of family.

Discussion ensued from the Board regarding the applicant eligibility requirements in chapter 7 – currently reading, *the applicant must demonstrate the ability to maintain their residence in areas of ongoing maintenance and repairs, safety hazards and health/cleanliness issues*. The Board would like to see that updated to reflect, *applicant must maintain home per local building codes and change cleanliness to sanitary*. Discussion ensued from the Board regarding the definition of manufactured homes. The Board is okay with modular but not okay with manufactured single or double-wide. Wording will need to be updated in the full document. Discussion ensued from the Board on repairs for manufactured homes, only three inspectors in the State of TN, possible use of state inspector as resource/guidance for folks. Policy & Procedures need to reflect that to be eligible for a rehabilitation, a resident must own the property.

### **VIII. Announcements & Adjournment**

**Executive Committee Meeting:** Mrs. Tolton announced that the Executive Committee meeting will meet directly after this meeting.

**ARCH Point-In-Time Count:** Mrs. Blevins announced that the Homeless Point-In-Time (PIT) count will be conducted by ARCH on January 26 – 27, 2022. A list of needed donations items was passed around for the Board to contribute if possible.

**Next Board Meeting:** Ellen Tolton announced the next Board meeting is scheduled for April 12, 2022 at 10am.

There being no further business, the meeting was adjourned at 11:17 a.m.

  
Christina Blevins, Recorder

  
Ellen Tolton, Vice Chair