

SECTION 8 RENTAL ASSISTANCE PROGRAMS

Vouchers	5/2007	6/2007	7/2007	8/2007	9/2007
Available	498	498	498	498	498
Utilized	509	516	511	507	504
Occupancy	102.21%	103.61%	102.61%	101.81%	101.20%

ACTIVITY	5/2007	6/2007	7/2007	8/2007
Applications	58	46	38	49
Walk-in/Appointments	132	73	77	98

WAIT LIST	4/2007	5/2007	6/2007	7/2007	8/2007
Section 8 *	381/352	423/394	435/411	496/454	532/488
Parkview Knoll	51	61	69	71	76
Blue Mountain Estates	33	37	40	42	49
Scattered Sites	4	8	10	10	11
Schoolhouse Manor	27	30	33	33	37
Monterey House	6	9	12	11	11
Francis Murphy Apartments	43	46	47	48	49
Springfield Manor	52	59	65	67	73

* Where two numbers are shown, the first is total applications and the second is persons free of debts or criminal records that would bar them from participation.

PUBLIC HOUSING	6/2007	7/2007	8/2007	Vacancy	Occupancy	Move in	Move Out
PVK	28	28	27	1	96%	0	1
BME	27	27	28	0	100%	1	0
Scat	24	24	24	0	100%	0	0

RENTAL PARTNERSHIP	6/2007	7/2007	8/2007	Vacancy	Occupancy	Move In	Move Out
SHM	32	32	32	0	100%	0	0
Monterey	23	24	24	0	100%	1	1
Francis Murphy	120	120	119	1	99%	0	1
Springfield Manor	36	36	36	0	100%	0	0

I. Reports

- A. Energy Audits - In August we received the formal Energy Audit reports for Monterey House and our 80 low-rent properties. We were pleased to see that we were already in the midst of several of the recommended measures, including the replacement of shower heads with 1.5 gpm nozzles, switching out all 3.5 gallon water closets with 1.6 gallon models and using Compact Florescent Lamps in place of incandescent light bulbs where ever possible. We had not thought to insure positive seals at all attic access panels as the auditor recommended, nor to replace older T-12 florescent fixtures with electronic T-8s. The rising cost of electricity will make the job of tenant education easier, as that is the area in which the greatest potential savings should lie.
- B. Annual Audit - Richard Keesecker, Richard Willson and Stephen O'Brien met with Malcolm Johnson as the Audit Committee on August 22nd following the field visit portion of the engagement. There are a few remaining items that staff will be forwarding to the audit firm in coming weeks. There are no findings. A management letter will be forthcoming detailing 3-4 minor corrective actions. Mr. Johnson thanked us for providing his staff with well organized and documented records and being able to answer every question the firm posed. We now have several financial narratives to write for inclusion in the audit report.
- C. 2008 Insurance costs - At our request our insurance agent has been working to unify our several insurance policies on a calendar year renewal. At the same time our account manager has succeeded in finding better automotive coverage and in lowering our Workman's Compensation classification to the most favorable classification level. These two changes have resulted in our premiums being lowered from \$91,012 in FY2007 to \$70,750 for FY2008, which is very pleasing!
- D. Development - On August 13th the architectural firm of Burrey Moser & Gehr was retained to provide concept drawings of an expansion at Blue Mountain Estates and a small single family project on a site where a potential land donation is in the works. The first order of business is an investigation of the storm water management requirements at the Smithsburg site.
- E. LWV Advocacy - On August 31st a questionnaire was mailed to State, County and local elected officials by the League of Women Voters to gauge their positions on the recommendations of the County's October 2005 Workforce Housing Taskforce. In their cover letter it was announced that the plan was to provide two weeks to respond, to publish the combined results and then to make the questionnaire widely available in the community for interested parties to provide their views via the same instrument.
- F. Urban Growth Area Advisory Committee - Executive Director Richard Willson has been invited to talk with the UGA committee on the topics of housing affordability and inclusionary zoning at their regular meeting on September 6th.

II. Action items

A. Monterey House Reserve for Replacement - When we applied to Rural Development for permission to withdraw \$5,200 from reserves to cover a capital improvement at Monterey, RD staff told us to send them the check so they could counter-sign it. So it turns out that this would be a good time for us to add their staff as signers on the Reserve Account! We re-read the Regulatory Agreement, and sure enough to our embarrassment, this account was supposed to be set up very differently than all of the other similar accounts we have created over the years. Mr. O'Brien will bring the bank's form of resolution to Thursday's meeting and we will label it 2007-17. The form of resolution will be very similar to our resolution 2007-7, if you want to look it up on the web.

III. Board Evaluation - There are three evaluation areas that we have not covered that should precede a formal discussion of strategic planning as noted in the Boardmanship training evaluation exercise. Within these three topic areas there are nine questions, so to use our time wisely we will try to complete a flip chart page on each of the nine items in 2-3 minutes and we will note items that we want to come back to and discuss further. This should leave us 15-20 minutes to go back to the items we ear-marked to clarify the issues and decide on process issues. Following lunch we may need to arrange our seating so everyone can see the flip-chart, since that will be a central focus of this meeting.

The evaluation areas are as follows:

A. INTERPERSONAL - The board nurtures the development of its members as a group, attends to the board's collective welfare, and fosters a sense of cohesiveness. The board's ability to function well as a strong, cohesive team is essential to strong governance.

1. What steps could we take to improve the Board's performance as a team?
2. What activities and resources could we use to develop each Board member's leadership skills?
3. How much should the Board focus on its performance rather than the organization's performance?

B. ANALYTICAL - The board recognizes complexities and subtleties in the issues it faces and draws upon multiple perspectives to dissect complex problems and to synthesize appropriate responses. It is aware that it often confronts issues that have subtle and complex components, so it draws widely upon multiple perspectives and view points in identifying creative alternative solutions. It approaches problems from a broad outlook and examines all aspects of the issues before acting. It tolerates ambiguity and recognizes that complex matters rarely yield to perfect solutions.

1. In the complex issues we face, do we draw upon multiple perspectives in our problem solving? How could we improve in this area?

2. Do we “own” the issues our organization faces, or are we just a sounding board for staff? Is this always the right choice?

C. POLITICAL - The board accepts as one of its primary responsibilities the need to develop and maintain healthy relationships among key constituencies. Building and sustaining good relationships with all those who have a stake in the future of the organization is essential to strong governance. Effective channels of two-way communications with key constituencies are crucial to the success of the board’s work. The board respects the integrity of the governing process and the legitimate roles and responsibilities of other stakeholders, and consults often and directly with them. The board attempts to minimize conflict and avoids win/lose situations.

1. Who are the organization’s stakeholders?
2. Do we maintain strong two-way communication with our stakeholders?
3. Are there instances where staff or consumer participation affected the Board’s decisions?
4. Are there current issues where more input from others might enrich our decision-making process?

IV. Upcoming events

- A. The list of “Next Meetings” is on the Agenda this month.