

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT  
MEETING  
May 21, 2012  
Richmond, Virginia**

Members Present

Mr. John Ainslie  
Mr. Ron Boothe  
Mr. J. P. Carr  
Mr. Anthony Clatterbuck  
Ms. Susan Dewey  
Mr. Jim Hyland  
Mr. Brian Mullins  
Ms. Nancy O'Brien  
Mr. Rick Witt

Members Absent

Mr. Roger McLellon  
Ms. Ellen Robertson  
Ms. Elaine Gall  
Mr. Tito Munoz  
Mr. Ed Whitmore

Call to Order

Mr. Brian Mullins, 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. Steve Calhoun of the Department's Policy Office. Mr. Calhoun reported that a quorum was present for the meeting.

Public Comment

Ms. Brook Pittinger of the Department of Fire Programs spoke about the proposed fees requested by the Office of the State Fire Marshal. Ms. Pittinger reported that written answers to Board questions regarding the fees had been sent by e-mail. Mr. Calhoun stated that the written responses would be forwarded to Board members.

Approval of Minutes

A motion was made to approve the minutes of the March 19, 2012 meeting of the Board. The motion was seconded and unanimously passed.

Report of the Community Development Committee

Ms. Nancy O'Brien reported on the morning meeting of the Community Development Committee. Ms. O'Brien reported that the Committee recommended amendments to the Enterprise Zone Grant Program Regulation to comply with recent changes in statute. The Committee recommendation was unanimously approved.

Report of the Code and Standards Committee

Mr. Anthony Clatterbuck, Chairman of the Codes and Standards Committee, reported on the morning meeting of the Committee. Mr. Clatterbuck reported that the Committee discussed the Memorandum of Agreement (MOA) between the Board of Housing and Community Development and the Virginia Fire

Services Board regarding the development of the Statewide Fire Prevention Code. Mr. Clatterbuck reported that the Committee recommends the Board continue with the current MOA and requests Department staff to look into the MOA to see if any amendments are needed to more accurately reflect current regulatory adoption procedures and public participation requirements.

Report of the Joint Meeting of the Housing Committee and the Community Development Committee

A joint meeting of the Housing Committee and the Community Development Committee was held before the full Board meeting. The joint committee considered and discussed proposals of the Annual Action Plan prepared by agency staff to present to HUD. Ms. Nancy O'Brien, Chairman of the Housing Committee, reported that all Board members present were at the joint committee meeting and no additional reporting was needed. Ms. O'Brien reported that the Housing Committee and the Community Development Committee recommend approval of the proposed Annual Action Plan. The Committee recommendation was approved unanimously.

VHDA Report

Ms. Susan Dewey, Executive Director of the Virginia Housing Development Authority, reported on the Neighborhood Stabilization Program and how DHCD and VHDA work together on that program. Ms. Dewey also reported on the Low-Income Housing Tax Credit Program and the VHDA 40<sup>th</sup> Anniversary.

VFSB Report

Mr. Mullins reported that there was no meeting of the VFSB during April. Mr. Mullins reminded Board members of the upcoming Fallen Firefighters Memorial Service to be held in Richmond on June 2, 2012.

Report of the Director

Mr. Shelton, Director of the Department of Housing and Community Development, provided a legislative and budget update. Mr. Shelton reported on Project-Based Section 8 Housing Assistance, the Department of Justice settlement regarding persons with intellectual disabilities, Section 811 Disabled Housing, and recent ARC and CDBG awards. Mr. Shelton also reported on the National Mortgage Settlement and the Virginia Housing Commission.

Unfinished Business

None

New Business

Ms. O'Brien and Mr. Mullins spoke about their eight years of service on the Board and thanked other Board members and Department staff for their support. Mr. John Ainslie spoke about

the use of American made products in home building in the Tidewater area and a short film called “Made in America” was shown.

Board Matters

None

Future Meetings

The next meeting of the Board will be held on Monday, **July 23, 2012** at the Virginia Housing Center in Richmond.

Mr. Calhoun reported that in order to have a larger room to accommodate a public hearing, the September Board meeting (and public hearing) would be held on Monday, **September 17** (previously scheduled for September 24).

Adjournment

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