

**MEMORANDUM**

February 22, 2019

To: IPDC Board of Directors  
 IPDC Staff  
 From: Scott Dadson, Executive Director  
 RE: Follow up from February 2019 Meeting of the Executive Committee

The Executive Committee of the Isothermal Planning and Development Commission Board of Directors Met on Thursday, February 21, 2019, 12:00 p.m.at the IPDC Offices located at 111 West Court Street in Rutherfordton, NC

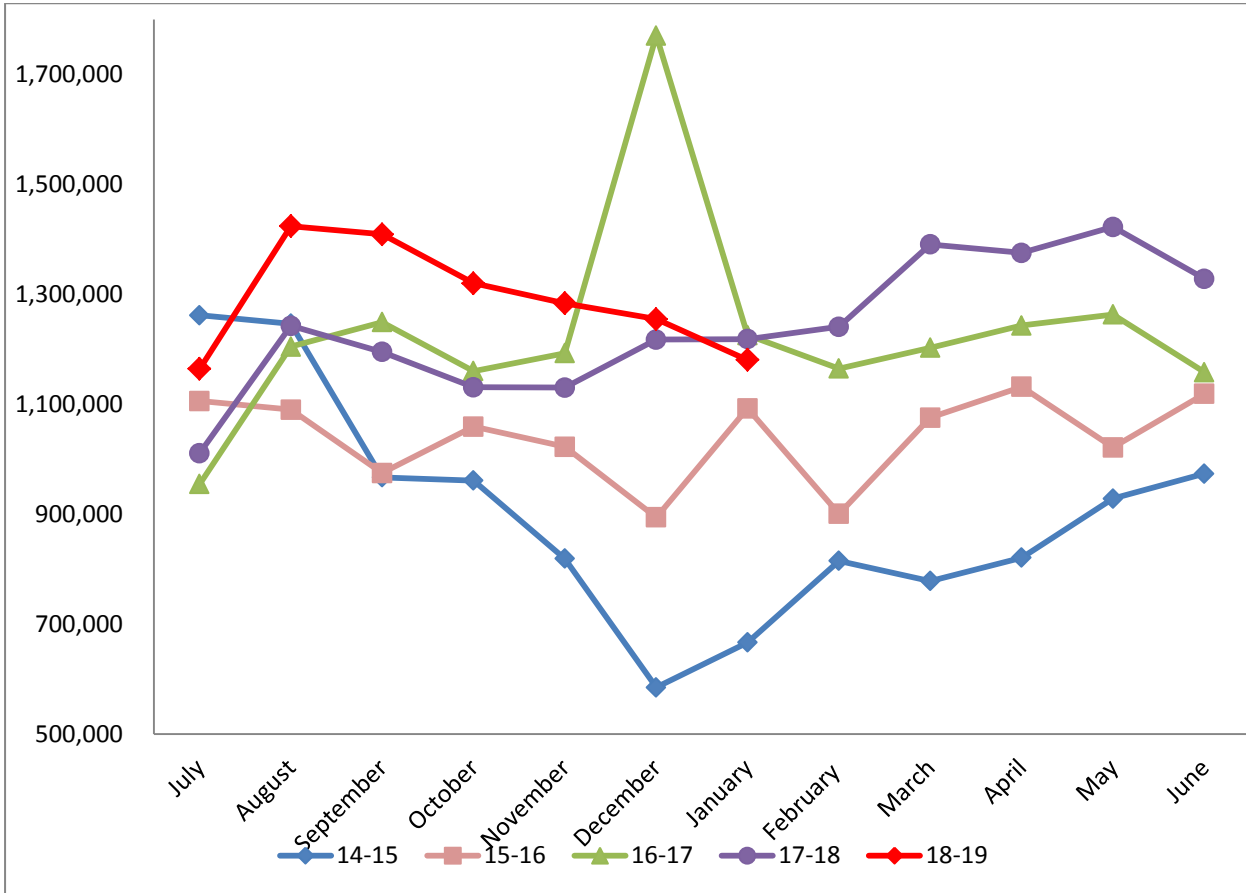
The Meeting was called to Order by Max Hopper, Vice -chair of the Board and of the Executive Committee, as Chair Fred Baisden was not in attendance due to meeting conflicts. The Committee approved the November 15, 2018 Executive Committee Meeting Minutes (see this [link](#) for the Meeting Agenda which includes the minutes and other items covered in the meeting).

Becky Evans, Commission Finance Director, presented the Quarterly Financials for FY 2019. The financials, expenditures as of January 31, 2019 are as follows;

	<b>Amended Budget</b>	<b>Expenditures to 1/31/2019</b>	<b>Percent of Budget</b>
<b>Isothermal Planning &amp; Development Commission</b>			
<b>Financial Summary</b>			
<b>For the seven months ending 1/31/19</b>			
<b>HOUSING</b>	<b>6,768,148</b>	<b>3,823,123</b>	<b>56.49%</b>
<b>AGING</b>	<b>3,577,089</b>	<b>1,716,069</b>	<b>47.97%</b>
<b>WIOA</b>	<b>2,870,272</b>	<b>871,466</b>	<b>30.36%</b>
<b>LOCAL</b>	<b>94,846</b>	<b>33,139</b>	<b>34.94%</b>
<b>RPO</b>	<b>132,982</b>	<b>65,049</b>	<b>48.92%</b>
<b>Appalachian Regional Commission</b>	<b>148,066</b>	<b>92,680</b>	<b>62.59%</b>
<b>Grant Administration KBR Grants</b>	<b>318,350</b>	<b>91,958</b>	<b>28.89%</b>
<b>Economic Planning &amp; Community Development</b>	<b>123,500</b>	<b>77,665</b>	<b>62.89%</b>
<b>Total Budgeted Expenditures</b>	<b>\$14,033,253</b>	<b>\$6,771,149</b>	<b>48.25%</b>
<b>Indirect Expenses</b>	<b>\$ 666,357</b>	<b>\$ 318,449</b>	<b>47.79%</b>
<b>Expected percentage for seven months</b>	<b>58.33%</b>		

The Committee then discussed the current cash position of the organization. The current cash, which is an improved mid-year level compared to previous fiscal years, is lower than expected due to certain program receivables that had been received by the end of January. These receivables, from the Appalachian Regional Commission and other grants are anticipated.

IPDC Cash Balances as of January 31, 2019



The Committee then discussed the proposed budget amendments. The Budget Amendments are to recognize new dollars and expenditures for the various programs and to also recognize deletions of monies from same. The proposed amendments are as follows:

<b>ISOTHERMAL PLANNING &amp; DEVELOPMENT COMMISSION</b>			
<b><i>Expected</i> BUDGET REVISIONS March 2019</b>			
<b>Workforce Development (WIOA)</b>			
Business Services Funds		\$ 75,000	Costs of Staff to Connect Work Based Learning with Employers, including incumbent training, Work experience & OJT.
Finish Line Grant		30,000	Funds to eliminate specific barriers in completing a students degree. \$15,000 each to McDowell Tech, Isothermal Community College & Cleveland Community College.
Budget Reconciliation		(427,704)	Difference is not a decrease in funding but created by adopting more informative and transparent budget methodology
		<b>\$ (322,704)</b>	
<b>Housing Department</b>			
Staff Costs and Training		\$ 28,500	Certifications for 7 current staff, Add 'l cost of Asst Housing Director & New Housing Director
Technology Improvements & Implementation		15,000	Digital Document Management System - Currently awaiting quote from Pharr Technologies
		<b>\$ 43,500</b>	
<b>Economic, Planning &amp; Community Development</b>			
USDA Rural Business Development Grant		\$ 157,100	Rural Business project with Mountain BizWorks
Kings Mountain - Moss Lake		(7,000)	Project cancelled
Grover W & S Project Carryover		25,000	Continuation from prior year
Technical Service Projects		11,060	Projects in additional to original budget of \$24,500
		<b>\$ 186,160</b>	

The Committee discussed and then voted to recommend to the full board, the Budget Amendments noted above and took time to discuss and also recommend a budget amendment based upon the Housing Choice Voucher Operations Report. This Report is covered later in the memo.

The Committee received a report on Housing Choice Voucher Operations of the Commission that was conducted by an outside consultant [Nan McKay](#). The report detailed several areas to include Organizational Structure, Workflow Processing, Inspections, Project Based Vouchers, Waiting List Management, and Leadership Management. A copy of the report is found in the [agenda](#).

The IPDC has a main office located in Rutherfordton, NC and two satellite offices in Shelby and Marion. The satellite offices see clients and receive paperwork but do not perform any actual processing of the recertification's, interims or moves. The IPDC has an Annual Contributions Contract (ACC) allocation of 1,408 vouchers, of which 25 are Veterans Affairs Supportive Housing (VASH) vouchers. As of September 2018, the VMS report shows IPDC has approximately \$1,302 or 92% of vouchers leased and is currently only spending 75% of its HAP budget allocation and is underspent in Annual Budget Authority (ABA). As a result, the IPDC is not on track to receive maximum points (20) under SEMAP Indicator 13 – Lease-Up.

The Committee took action on several matters with regards to the Report. The Committee approved four (actions). They are:

- 1: It is being recommended that the IPDC Executive Committee, on behalf of the Board of Directors, accept this plan as presented and further direct IPDC staff to start the process of bringing forward those action items from this plan that require the IPDC Boards review, discussion and action.
- 2: That the Executive Committee approves the recommended adjustments to the Operational Organizational Structure of the HCV program to include the creation of an Assistant Housing Director Position; the re-alignment of Organizational Duties as found in Appendix B of the Attached Report and that those duties be reflected in the job descriptions for same; the reclassification of the Housing Director to Grade 29 and the Asst Housing Manager at Grade 24; and, the adoption of the new Organizational Chart as Described in the Organizational Structure section of same report.
- 3: That the Operational Workflow process recommended become part of the Standard Operational procedures of the HCV Program
- 4: That the Executive Director and the Housing Director prepare Training programs for the IPDC Board members in the FY 19-20 to participate in.

The Committee then voted to recommend two actions from the Housing Report to the full Commission Board of Directors. Those recommendations are as follows:

- 1: That the Executive Committee direct staff to prepare a budget amendment to draw funds from the HCV Reserves for the purposes of upgrading the current HCV software and hardware to achieve the following aspects of the report:
  - A. The satellite offices should have access to the Lindsey and be trained on how to process annual recertification's in the system.
  - B. The IPDC should implement an electronic document management system and maintain electronic tenant files. Laserfiche, eFile Cabinet, and SharePoint are all good options to better manage IPDC tenant files and avoid sending paperwork back and forth to different offices. Each staff person would be equipped with a scanner and instead of copying documents; the forms and letters would be scanned in, uploaded and coded. An electronic document management system will allow the IPDC to have a centralized filing system that all staff can view and allow staff to be able to provide quick, efficient customer service to clients and landlords. Additionally, the IPDC will experience a cost savings on paper and copying.
  - C. Ensure satellite staff receives access to Lindsey and HCV Specialist certification training. Recertification's should be scheduled and completed at the satellite offices and forwarded to the main office for quality control review until an electronic filing system is implemented.
  - D. The IPDC should consider utilizing a rent comparable system such as Rent Elect or GoSection8 to determine comparable rents.
  - E. Obtain update to Lindsey software to accept applications on line and allow the waiting list to remain open

2: That the Executive Director and the IPDC Attorney prepare a report and recommendation on the creation of an IPDC Regional Community Development Corporation for the purposes of advancing the housing needs in the region, for consideration by the Board of Directors at a later date.

The Facility Committee Update for the Committee was brief due to conflicting meetings for the Facilities Committee Chair Doug Barrick. Director Dadson reported out for the group. The Facilities Committee has met with the Architect of Record, Stan Anthony of Boomerang and discussed, amongst other things, options for consideration in the Preliminary Architecture Report. The Committee is looking at options for the work of the report to include rehabilitation of the current facilities, a rebuild of a current facility on its current site and a build out on a “green” or new site. The Facilities Committee will continue its work with the designers.

The Committee was unable to discuss the Fiscal Year 19-20 Budget Planning process due to a lack of time to finish before the meeting ended and instructed the Executive Director to outline the process and send same to the committee for comment and review. The Nominating Committee reported to the Board that Jake Johnson, County Commissioner in Polk County as agreed to serve on the Executive Committee. The nomination report itself and the action to approve this will take place at the March 12<sup>th</sup> Regular Meeting of the IPDC Board of Directors.