



**BARNSTABLE COUNTY
DEPARTMENT OF HUMAN SERVICES**

3195 Main Street, Post Office Box 427
Barnstable, Massachusetts 02630
Office: 508-375-6628 | Fax: 508-362-0290
www.bchumanservices.net

**MEETING MINUTES
Barnstable County HOME Consortium
Advisory Council Meeting
Thursday, August 13, 2020**

The meeting was held through remote participation by the Barnstable County HOME Consortium Advisory Council pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law on March 12, 2020.

- Members Present:** Arthur Bodin (Harwich), Beth Wade (At-Large), Arden Cadrin (Mashpee), Charleen Greenhalgh (At-Large); Richard Carroll (Yarmouth), Michelle Jarusiewicz (Provincetown), Fran McClennen (Orleans), Nanette Perkins (Sandwich), Aly Sabatino (Chatham), Jill Scalise (Brewster), Mike Trovato (Wellfleet)
- Members Absent:** Carla Feroni (Falmouth), Paul Lagg (Eastham), Josh Mason (Dennis); Laura Shufelt (Barnstable)
- Barnstable County Staff:** Renie Hamman, HOME Program Manager
Beth Albert, Human Services Director
Patty Daley, Acting Affordable Housing Specialist, Cape Cod Commission; (non-voting Ex Officio member)
Jeff Ribeiro, Planner, Cape Cod Commission
- Consultant:** Paul Ruchinkas, HOME Program Consultant
- Members of the Public:** None
-

Advisory Council Meeting

1. Call to Order

The Barnstable County HOME Consortium Advisory Council convened at 10:02 a.m. Renie Hamman, HOME Program Manager, stated that the meeting was being held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law on March 12, 2020.

Renie noted that the meeting was being recorded.

2. Roll Call

Roll Call was taken, members, staff and consultants present listed above. All present participated remotely.

3. Confirm Quorum

Quorum was confirmed. Renie made members aware that Jeff Ribeiro has left the Town of Truro and taken a position with the Cape Cod Commission and has thus resigned from the Barnstable County HOME Consortium Advisory Council.

4. Instructions for Meeting

Beth Albert provided technological instruction for holding the meeting remotely.

5. General Business

a. Approval of Minutes:

- January 9, 2020

Motion by Charleen Greenhalgh to approve the minutes of the Barnstable County HOME Consortium Advisory Council Meeting of January 9, 2020 as presented, seconded by Nanette Perkins. Roll call vote was taken; all approved. Abstentions: Beth Wade. Motion carries

- May 14, 2020

Motion by Charleen Greenhalgh to approve the minutes of the Barnstable County HOME Consortium Advisory Council Meeting of May 14, 2020 as presented, seconded by Fran McClennen. Roll call vote was taken; all approved. Abstentions: Richard Carroll, Fran McClennen, Jill Scalise and Beth Wade. Motion carries

- June 11, 2020

Motion by Jill Scalise to approve the minutes of the Barnstable County HOME Consortium Advisory Council Meeting of June 11, 2020 as presented, seconded by Beth Wade Roll call vote was taken; all approved. Abstentions: Charleen Greenhalgh; Nanette Perkins. Motion carries

b. Discussion on HOME Program project activities and allocation funding, and potential implementation of temporary Tenant-Based Rental Assistance (TBRA) program:

Renie mentioned that a memorandum on this discussion was provided to the Advisory Council in advance of this meeting. Renie gave an overview of the memo on the points listed:

HUD Waivers: allowed for the development of a temporary streamlined TBRA program activity which would be valid until December 31, 2020 and allowed for the reallocation of CHDO funds from program years 2017 thru 2020 and allowed for the increase in Administration funds from ten percent to twenty percent for program years 2019 and 2020.

Needs Analysis: Renie gave a brief overview of the results of a TBRA survey that had been sent out to local municipalities and non-profit organizations. Renie noted that Housing Assistance Corporation (HAC) appeared to be the primary administrator of various rental assistance programs with a total fund amount of over \$1,600,000. Renie provided an overview of the funding amounts and Area Median Assistance (AMI) assistance. Renie also noted that other towns and other agencies in Barnstable County were also funding various programs but that was not specifically determinable.

Opportunity Cost: Renie explained the reallocation of the released CHDO funds into the increased Administration funds which left approximately \$137,000 in Entitlement funds to be

available for project activities including a TBRA. Renie provided information on the known affordable housing rental development projects possible moving forward in the coming years and gave an overview of past average annual HUD HOME allocations.

Administration: Renie informed the Advisory Council that HAC, in its administration of various rental assistance programs, had created a single application form that a tenant could use and then HAC could fit the need to the program. As Barnstable County does not have the staffing capacity to administer a TBRA program, it was recommended that if a TBRA were to be implemented, that HAC be selected to administer such program.

TBRA Regulations: Renie provided a brief overview of the pertinent temporary TBRA regulations. As to the type of assistance, Renie stated that as the program is temporary terminating on December 31, 2020, staff was recommending a back-rent program.

Summary: Renie provided the Advisory Council with two motion options being (a) retain existing entitlement funds to continue to be used for affordable rental housing development or (b) implement a TBRA program activity.

Patty Daley stated that HAC felt there was a need for our funding level at 60% AMI.

Paul Ruchinkas gave an overview of the potential affordable housing developments in the pipeline.

Discussion:

A round-table discussion followed. There was much discussion about confirming the need for the rental assistance with the various rental assistance programs not only with the HAC administered programs, but with existing and potential local town programs coming online and the possibility of additional funds flowing from state grants and private funding sources. There was also discussion regarding priority for affordable housing development and priority for rental assistance competing for limited funds moving into future year(s). Renie confirmed that any funds allocated to the TBRA program that were not used would be retained by the County HOME Program and available for other project uses. There was a general consensus to continue to monitor the local need on an ongoing basis and incrementally adjust funding accordingly. It was suggested that there should be a limit of amount of assistance per applicant household. The Advisory Council stated a concern regarding timing both for the short time period left to get the program up and running and the time to use funds being December 31, 2020. Overall the general consensus was to implement a temporary TBRA program activity with incremental funding and to continue to monitor the need and adjust funding allocations accordingly.

Michelle Jarusiewicz left the meeting due to technical difficulties

Motion was made by Charleen Greenhalgh to direct HOME Program staff to implement a temporary Tenant Based Rental Assistance program activity according to and as allowed by HUD regulations and the April 10, 2020 HUD suspensions and waivers, and to fund the temporary TBRA activity out of Entitlement funds in the amount of \$100,000 to be issued in increments of \$25,000, as needed; and to retain the services of the Housing Assistance Corporation as the subrecipient administrator of a temporary TBRA program for back-rent rental assistance to residents of Barnstable County; seconded by Nanette Perkins.

Roll Call vote was taken; all approved; Motion carries

6. Updates

Michelle Jarusiewicz returned to the meeting. Advisory Council members provided updates of affordable housing projects and activities in their local communities. During this session, Arden Cadrin left the meeting due to technical difficulties.

7. Business Not Anticipated

No business not anticipated

8. Adjournment

Motion to adjourn made by Nanette Perkins, seconded by Jill Scalise. Roll Call Vote was taken; All in favor

Meeting adjourned at 11.17 a.m.

Meeting materials distributed:

- Agenda and Virtual Meeting Instructions
- Barnstable County HOME Consortium Advisory Council draft Meeting Minutes of January 9, 2020; May 14, 2020; and June 11, 2020
- Memorandum to Barnstable County HOME Consortium Advisory Council from Renie Hamman, HOME Program Manager re: Barnstable County HOME Program Funding Status / Tenant Based Rental Assistance (TBRA) Program Discussion dated August 7, 2020
- Program Year 2020 Grant Funds funding sheet dated as of August 7, 2020
- HUD Memorandum on Suspensions and Waivers to Facilitate Use of HOME-Assisted Tenant Based Rental Assistance for Emergency and Short-term Assistance in Response to COVID-19 Pandemic dated April 10, 2020
- HUD Memorandum on Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID-19 Pandemic dated April 10, 2020

APPROVED

By Advisory Council on January 14, 2021