

**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT
MEETING
July 23, 2012
Richmond, Virginia**

Members Present

Mr. John Ainslie
Mr. J. P. Carr
Mr. Anthony Clatterbuck
Mr. Jim Hyland
Mr. Roger McLellon
Mr. Brian Mullins
Mr. Tito Munoz
Ms. Ellen Robertson

Members Absent

Mr. Ron Boothe
Ms. Susan Dewey
Ms. Elaine Gall
Ms. Nancy O'Brien
Mr. Ed Whitmore
Mr. Rick Witt

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	There was no one requesting to speak, the public comment session was closed.
Approval of Minutes	A motion was made to approve the minutes of the May 21, 2012 meeting of the Board. The motion was seconded and unanimously passed.
Annual Board Elections	Mr. Mullins presided over the annual election for a Chairman of the Board. Mr. Mullins nominated Mr. Anthony Clatterbuck to serve as Chairman. This nomination was seconded. Mr. Clatterbuck was elected Chairman by acclamation. Mr. Clatterbuck asked for nominations for Vice-Chairman. Mr. Mullins nominated Mr. John Ainslie. The nomination was seconded. Mr. Ainslie was elected Vice-Chairman by acclamation.
Report of the Codes and Standards Committee	Mr. Clatterbuck, Chairman of the Codes and Standards Committee, reported on the morning meeting of the Committee. Mr. Clatterbuck reported that the Committee discussed final regulations, not yet approved by the Governor's Office, adopted by

the Board in 2011 for the Virginia Certification Standards and the Manufactured Home Safety Regulations. Since these regulations are again under consideration for the 2012 regulatory cycle, it was recommended by the Committee that the pending regulatory amendments be withdrawn. The Committee recommendation was seconded and unanimously approved.

The Memorandum of Agreement (MOA) between the Board of Housing and Community Development and the Virginia Fire Services Board was considered by the Committee. A proposed MOA was prepared by staff based on the Board meeting discussion of May 21, 2012. The Committee approved the draft and asked for the draft MOA to be sent to the Fire Services Board for their consideration.

The proposed new fees for the State Fire Marshal's Office also were discussed. Mr. Clatterbuck reported that following consultation and discussion with the Board's Assistant Attorney General during the Committee meeting, it was agreed that the State Fire Marshal would work with the Office of the Attorney General to determine if fees for requested voluntary inspections and consulting work could be determined through contract negotiation rather than through regulation. For hotels/motels, bed and breakfasts facilities, illegal fireworks investigations as well as inspections based on complaints, the Committee recommended to continue consideration of those fees through the 2012 regulatory process of the Statewide Fire Prevention Code currently underway. The Committee recommendation was seconded and unanimously approved.

VHDA Report

Mr. Bill Shelton, Director of the Department of Housing and Community Development, provided an update on Section 811 Supportive Housing for Persons with Disabilities and the Department of Justice National Mortgage Settlement. Mr. Shelton also reported on the Low-Income Housing Tax Credit Program information available on the VHDA website.

VFSB Report

Mr. Mullins reported on the Fallen Firefighters Memorial Service held in Richmond on June 2, 2012. Mr. Mullins also reported on ATL, state fire statistics, VFIRS and the Department of Forestry Fire Academy.

Report of the Director	Mr. Shelton reported on the restructuring of the Department's Division of Building and Fire Regulation. Mr. Shelton also reported on the state housing trust fund, the Performance-Based Contract Administrator Program, recent CDBG awards and the upcoming meetings of the Virginia Housing Commission and its committees. Mr. Basil Gooden, Principal Deputy Director of the Department, provided information on the upcoming Governors Housing Conference.
Unfinished Business	None
New Business	Mr. Clatterbuck expressed appreciation for the service and contributions of the four members that are completing their terms of service on the Board of Housing and Community Development. Mr. Tito Munoz reported on conditions and building official issues for Holly Acres manufactured home community in Prince William County. Mr. Emory Rodgers, Deputy Director of the Department of Housing and Community Development stated that he will contact the building inspection office of the county to gather more information on Holly Acres.
Board Matters	None
Future Meetings	The next meeting of the Board will be held on Monday, September 17, 2012 at the Virginia Housing Center in Richmond. A public hearing will be held before the Board meeting on this date.
Adjournment	Upon motion duly made and seconded, the meeting was adjourned.