

**Minutes of the  
BOARD OF HOUSING AND COMMUNITY DEVELOPMENT**

**August 19, 2024**

**10:00 AM**

**Virginia Housing Center**

**4224 Cox Road**

**Glen Allen, Virginia**

Members Present

Louie Berbert, Chair

Sylvia Bryant

Cindy Davis (Virtual)

Bill Garrett

Lynne Goldberg

Jenna Goodman

Abigail Johnson (Virtual)

Roger Jones, Vice Chair

Tammy Neale

J.M. Snell

Scott Stosser

Mark Trostle

Members Absent

Keith Johnson

DHCD staff present for all or part of the meeting:

Justin Bell, Assistant Attorney General

Jeff Brown, State Building Codes Office Director

Bryan Horn, Director

Trisha Lindsey, Policy and Legislative Services Director

Andrew Malloy, Policy Analyst

Chase Sawyer, Policy and Legislative Services Manage

Call to Order

Mr. Berbert, Chair of the Board of Housing and Community Development, called the meeting of the Board to order at 10:06 a.m.

Roll Call

The roll was called by Mr. Sawyer. Mr. Sawyer reported that a quorum was present.

Remote Participation

Mr. Sawyer reported that Ms. Davis (personal matters) and Ms. A. Johnson (personal matters) had been pre-approved by the Chair to participate in the meeting remotely. A motion was made by Mr. Snell and seconded by Mr. Trostle to confirm the Chair's decision to approve the remote participation of Ms. Davis and Ms. A. Johnson. The motion passed on a unanimous voice vote (YEAS:

Berbert, Bryant, Garrett, Goldberg, Goodman, Jones, Neale, Snell, Stosser, Trostle; NAYS: None). Ms. Davis stated that she was participating from Butler, Pennsylvania, and Ms. A. Johnson stated that she was participating from Norway.

New Board Members

Mr. Berbert welcomed the new Board members and asked that they introduce themselves. Ms. Bryant, Ms. Davis, Mr. Garrett, Ms. Goodman, and Mr. Stosser introduced themselves.

Annual Election of Officers

Mr. Berbert turned the meeting over to Director Bryan Horn. Mr. Horn opened the floor for nominations for Chair of the Board. Mr. Snell nominated Mr. Berbert. The nomination was seconded by Mr. Stosser. No other Board members were nominated. The motion to elect Mr. Berbert as Chair of the Board passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Mr. Berbert opened the floor for nominations for Vice Chair of the Board. Mr. Snell nominated Mr. Jones. The nomination was seconded by Mr. Stosser. No other Board members were nominated. The motion to elect Mr. Jones as Vice Chair of the Board passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Public Comment

Mr. Berbert opened the floor for public comment. After seeing no speakers, Mr. Berbert closed public comment.

Approval of Minutes

A motion was made by Mr. Snell and seconded by Ms. Neale to approve the minutes of the May 13, 2024, meeting of the Board. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Amusement Device  
Technical Advisory  
Committee (ADTAC)  
Appointments

Mr. Sawyer shared staff recommendations to reappoint Mr. Casey Littlefield and appoint Mr. Brian Rath to the Amusement Device Technical Advisory Committee (ADTAC). Ms. Neale made a motion to reappoint Mr. Littlefield to ADTAC. The motion was seconded by Ms. Davis. The motion passed on a unanimous voice

vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None). Ms. Goodman made a motion to appoint Mr. Rath to ADTAC. The motion was seconded by Ms. Davis. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Electronic Meeting Policy Update

Mr. Sawyer presented recommended changes to the Board's electronic meeting policies. The recommended changes were a result of 2024 legislation which amended State Code to 1) increase the number of all-virtual public meetings allowed in a calendar year to 50 percent; and 2) require the Board's electronic meeting policy to be adopted annually. Ms. A. Johnson made a motion to approve the Board's Policy for All-Virtual Public Meetings as presented. The motion was seconded by Ms. Davis. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None). Ms. Neale made a motion to approve the Board's Policy for Remote Participation of Members (hybrid) as presented. The motion was seconded by Ms. Goodman. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Legislative and Regulatory Update

Mr. Sawyer provided an update on the Board's actions to amend Enterprise Zone Grant Program regulations. Mr. Sawyer informed the Board that the recent action authorized by the Board related to CPA Attestation requirements had been withdrawn as the action was found to be not in compliance with State Code.

Mr. Sawyer also provided an update on HB368 and SB195, approved during the 2024 General Assembly Session. Mr. Sawyer noted that the legislation directs the Board to convene an advisory group to provide recommendations for allowing a single stair exit for Group R-2 (multifamily residential) structures up to six stories in height. Mr. Sawyer further noted that the Advisory Group's findings and recommendations are to be submitted to the Board and General Assembly by December 1, 2024. Mr. Snell made a motion to authorize the Board Chair to appoint members to the

Single-staircase Advisory Group. The motion was seconded by Mr. Trostle. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None).

Virginia Housing Report

Ms. Neale, CEO of Virginia Housing, updated the Board on the dates for tax-exempt bond pricing announcements – October 2, 2024, January 15, 2025, May 1, 2025, and July 1, 2025. MS. Neale shared that Virginia Housing’s Qualified Allocation Plan (QAP), which outlines the criteria for tax credit programs, will be submitted to the Office of Regulatory Management (ORM) for approval in September. Ms. Neale shared the names of new members on the Virginia Housing Board and leadership positions at Virginia Housing.

Virginia Fire Services Board (VFSB) Report

Mr. Snell shared positive feedback from the annual Virginia Fallen Firefighters and EMS Memorial Service in June. Mr. Snell further shared that in September, there will be a Wall Ceremony for all service members (military, police, firefighters, etc.) who sacrificed their lives in the line of duty. Mr. Snell stated that the VFSB reelected its leadership and will meet in September. Mr. Snell noted that the VFSB completed its guidelines for the live fire training structure.

Report of the Director

Mr. Horn, DHCD Director, welcomed the new Board members and discussed the variety of programs the Board and DHCD oversees in addition to the building code.

Members of the Board asked questions and discussed DHCD’s programs to develop broadband.

The Board discussed the impacts of the adoption of energy efficiency standards for new construction of HUD-financed housing, specifically FHA-insured programs.

Unfinished Business

There was no unfinished business to be discussed.

New Business

Board members had questions for Ms. Neale related to Virginia Housing programs. Board members discussed changes made to program eligibility based on local market conditions.

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| Board Matters   | Staff requested that Board members complete their contact information sheets. Staff informed new Board members that they would be contacted for orientations and onboarding.  |
| Future Meetings | Mr. Horn shared upcoming Board meeting dates: September 16, 2024, October 21, 2024, and December 9, 2024.   |
| Adjournment     | A motion was made by Ms. Goodman and seconded by Mr. Stosser to adjourn the meeting. The motion passed on a unanimous voice vote (YEAS: Berbert, Bryant, Davis, Garrett, Goldberg, Goodman, A. Johnson, Jones, Neale, Snell, Stosser, Trostle; NAYS: None). The meeting was adjourned at 10:52 a.m. |