

**VIRGININA MANUFACTURED HOUSING BOARD
MEETING MINUTES**

June 25, 2020

Virtual Meeting

<https://vadhcd.adobeconnect.com/lbbca/>

Members Present

Mr. Walter S. Cleaton, Chairman
Mr. James Trepinski
Mr. Scott Montgomery
Mr. Keith Hicks
Mr. Sean D. Hicks

Members Absent

Mr. David C. Bridges, Vice-Chairman
Ms. Shawna J. Cheney
Mr. James W. Roncaglione

Call to Order

The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 11:00 a.m. by Acting Secretary Travis Luter.

Roll Call

The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was present.

New Business

Adobe Connect Training:

Mr. Luter introduced DHCD staff working to help facilitate the virtual meeting and the tasks each performed. Mr. Luter then turned the meeting over to Stephen Reynolds to lead the training session. Mr. Reynolds provided an overview of the Adobe Connect platform features and answered questions from Board members. General discussions where had related to the use certain features and how they would apply during the meeting. .

Mr. Luter provided an overview of virtual meeting procedures and outlined how the virtual meeting would be conducted on July 9, 2020.

Public Comment

Chairman Cleaton opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak.

Secretary’s Report

Mr. Luter provided the Board an update on the LBBCA training provided by Board staff as well as future plans for the training.

Mr. Luter clarified that the agenda package for the March 20, 2020 meeting would be used for the July 17, 2020 virtual meeting along with the addendums he had recently provided the Board members.

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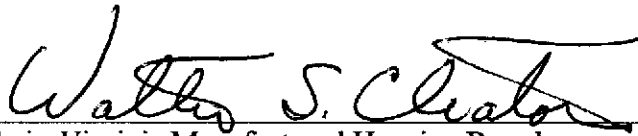
Mr. Luter updated the Board on the status of the vacant Board positions.

Mr. Luter informed the Board of the current caseload and the lack of need for a meeting in August; therefore, the next scheduled meeting is scheduled for September 18, 2020.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 11:50 a.m.

Approved: July 9, 2020



Chair, Virginia Manufactured Housing Board



Secretary, Virginia Manufactured Housing Board