

**MONROE COUNTY  
AFFORDABLE HOUSING  
BOARD MEETING**

Wednesday, January 15, 2025 8:00 A.M.

The Regular Monthly Meeting of the Monroe County Affordable Housing Board was held at 8:00 A.M., on Wednesday, January 15<sup>th</sup> at the County Commissioner's Meeting Room located in the Monroe County Administrative Center, One Quaker Plaza, Stroudsburg, PA.

**ROLL CALL OF MEMBERS IN ATTENDANCE**

Deborah Huffman, Board Chair, called the Meeting to order with the following in attendance:

Deborah Huffman  
Jennifer Shukaitis  
William Cullen  
Christopher Breen  
Mike Katz

Thomas McKeown,  
Netoya Nevarez  
Thomas Wilkins  
Jen Strauch (Ex-Officio)

Excused: Rachel Burbank, Wayne Vanderhoof, Robert Brown, Todd Weitzmann, and Linda Kaufman

Also present: Commissioner Sharon Laverdue and Mrs. Jennifer Joyce, RDA staff

**NOMINATION AND ELECTION OF OFFICERS FOR 2025 - Chairman/Vice-Chairman**

A motion to recommend Deborah Huffman as Board Chair was made by William Cullen and seconded by William Cullen. All Board Members present unanimously agreed.

A motion to recommend Jennifer Shukaitis as Vice Chair was made by Thomas Wilkins and seconded by William Cullen

**PUBLIC COMMENTS:**

None at this time.

**CORRESPONDENCE:**

None at this time.

**PRESENTATION/FUNDING REQUEST**

None at this time

**APPROVAL OF MEETING MINUTES** – November 20<sup>th</sup>, 2024 - Minutes (as previously circulated to Board Members)

Motion by Jennifer Shukaitis and seconded by William Cullen to approve the minutes of the meeting held on November 20<sup>th</sup>, 2024 as presented. All Board Members present unanimously approved.

**STATUS OF FUNDS** - Financial Report ending December 31, 2024 (as previously circulated to Board Members.)

A motion to approve the Financial Report as of December 31, 2024 as presented was made by Jennifer Shukaitis and seconded by William Cullen. All Board Members present unanimously approved.

**OLD BUSINESS**

- a) Board Member Vacancy – Discussion – Adan Steven-Diaz Resume (as previously circulated to the Board)

The Board currently has one resume submission from Mr. Adan Steven-Diaz. The Board Chair indicated that there is another candidate for recommendation from Commissioner Parker. The Board has requested the resume of the additional interested individuals and welcomes any other resume submissions to review for the vacancy.

A motion to table the Board Vacancy discussion for the March Meeting was made by Jennifer Shukaitis and seconded by Netoya Nevarez. All Board Members present unanimously approved.

**NEW BUSINESS**

- a) 2025 Annual Budget – (as previously circulated to Board Members) – Subcommittee presentation of proposed FY 2025 Annual Budget – Discussion /Motion to approve/recommend to the Monroe County Commissioners for Final approval.

A draft of the Proposed 2025 Monroe County Affordable Housing Trust Fund Annual Budget was provided by the subcommittee for review and discussion. The subcommittee consisted of Chair Huffman, Board Members Cullen and Shukaitis and Ms. Strauch. Questions were raised during the subcommittee meeting as to how the funds are distributed and as to whether the agency's work constitutes Affordable Housing as defined by the statutes as agencies that are an emergency shelter. The Affordable Housing Development Program Budget line item is currently proposed for \$170,000. Ms. Strauch made recommendations for three (3) potential projects that include purchasing of a hotel to make into efficiency units to help make the purchase as either a grant or loan to remain as affordable housing, a senior housing project with tax credits and More Front Doors. The Board Chair Huffman asked the question before taking funds that we know have a direct impact on community members, a consideration should be whether these projects come to fruition. Member Shukaitis agreed that for this year it would be wise to continue the focus on the agencies that are already struggling more now than a few years ago and are making a direct impact on the community through the Non-Profit Assistance Program. Board Chair Huffman further discussed that in the creation of the application for the Non-Profit Assistance Program the definition of Affordable Housing was taken into consideration in such a way drafted that described the various aspects of placing a person into more affordable, permanent housing situation, which includes case management care as well as emergency shelter. Ms. Strauch asked the Board to consider to continue the discussion going forward.

The Proposed Act 137 Budget FY 2025 was presented as follows:

|                                             |                      |
|---------------------------------------------|----------------------|
| 1) Administration                           | \$ 24,499.80         |
| 2) First-Time Homebuyers Program            | \$100,000.00         |
| 3) Homeowner Housing Rehabilitation Program | \$100,000.00         |
| 4) Weatherization Program                   | \$ 25,000.00         |
| 5) Affordable Housing Development Project   | \$170,000.00         |
| 6) Non-Profit Assistance Program            | \$ 80,000.00         |
| 7) Supportive Housing Assistance Program    | \$ 75,000.00         |
| 8) Unallocated                              | \$ 59,093.04         |
| Total Budget                                | <b>\$ 633,592.84</b> |

A motion to make the recommendation to the Monroe County Commissioners the FY 2025 Annual Budget as proposed was made by Jennifer Shukaitis and seconded by Thomas McKeown. All Board Members present unanimously agreed.

- b) 2025 Nonprofit Grant Program– Discussion – Program Guideline/Application (as previously circulated to Board Members)

The Board discussed the Nonprofit Grant Program on how the money is distributed to the current applicants who are eligible for the Emergency Solutions Grant (ESG) through the County. These agencies are all the housing organizations in Monroe County. Once the RFP is completed Ms. Strauch will place the information on the County's Website to get out the information along with the guidelines for other possible agencies and will send the list to the Board for their review.

A motion to approve the 2025 Nonprofit Grant Program Guidelines & Application as well as to expand the list of possible agencies for applications was made by William Cullen and seconded by Mike Katz. All Board Members present unanimously agreed.

## **FIRST TIME HOMEBUYERS REPORT**

- a) First Time Homebuyers Report – November/December 2024 - (as previously circulated to Board Members)

Mrs. Joyce provided a report for November/December 2024 to the Board Members.

- Seven (7) Requests for information/inquiries.
- One (1) application received.
- One (1) closing held
- Total funds disbursed was for 2024 is \$30,000.

## **GOALS FOR NEXT MEETING (March 19<sup>th</sup>, 2025)**

1. Board Vacancy(s) – Discussion

## **ADJOURNMENT**

The Meeting was adjourned at 8:50 am by a motion made by Member Wilkins and seconded by Member McKeown. All Board Members present unanimously agreed.