

Housing Authority of the County of Chester

JUNE 2026 BOARD REPORT

June 23, 2026

Hybrid and Virtual - 4:30 p.m.

Paul Diggs, MPA - CEO/Executive Director

Patrick Bokovitz - Board Chair



HACC

Advancing the path forward

Our Mission: For HACC and the community of Chester County to be the accessible housing and societal beacon of success and empathy that profoundly impacts our community and is replicated around the world.

610-436-9200

www.haccnet.org

**Housing Authority of the County of Chester
Board Meeting June 23, 2026**

Agenda

Regular Meeting

June 23, 2026

Closed Session: 4:00 p.m.

Open Session: 4:30 p.m.

EXECUTIVE SESSION/SOLICITOR UPDATE

ROLL CALL

INTRODUCTION OF GUESTS

PUBLIC COMMENT

APPROVAL OF MINUTES

- Regular Meeting May 26, 2026

RESOLUTIONS

RES-26-10: Revised 2026 HACC Budget

RES-26-11: CEO Business Consultants Contract - Marrea Walker-Smith

CEO/EXECUTIVE DIRECTOR REPORT

NEXT BOARD MEETING

Table of Contents

S
T
E
T
N
C
O
C

1 -2

Board Meeting Minutes

3

CEO March Message

4-5

Housing Choice Voucher Program

6

Public Housing

7

ROSS Program

8

Human Resources

9

Strategic Initiatives

Appendix I- Finance Report

Appendix II- PBV and RAD

Appendix III - Grants

Board Meeting Minutes

The Board of Commissioners of the Housing Authority of the County of Chester held a hybrid/virtual monthly Board meeting on May 26, 2026.

PRESENT:

Patrick Bokovitz, Donnell Sheppard, Theodore Claypoole and Daniel Garcia.

NON-MEMBERS:

Paul Diggs, Chief Executive Director, Debra Johnson, Vice President, Senior Staff; Paul Boris, Brenda Gomez, Regina Schetroma, Marrea Walker-Smith, Bashairra Henry, Felicia Molina, Cierra Young, and Solicitor Brian Leinhauser.

PUBLIC PARTICIPATION:

A representative from the Church Street Towers Tenant Council discussed the Church Street ribbon-cutting event held on May 20, 2026, and the planting event earlier in the month, on May 9, 2026. She thanked the staff for their attendance and assistance with both events. The representative also informed the Board that the Tenant Council would like to place a plaque on the little library and discussed the options for the plaque.

RESOLUTIONS:

On a motion by Theodore Claypoole, with second by Daniel Garcia, Board minutes from April 28, 2026, were approved with 4 ayes and 0 nays. Resolution 2026-04: Termination of the City Clock contract was reviewed. Pat Bokovitz motioned for approval. Resolution 2026-04 was approved with 4 ayes and 0 nays. Resolution 2026-05; Update to Hybrid Work from Home Policy was reviewed.

Pat Bokovitz motioned for approval. Resolution 2026-05 was approved with 4 ayes and 0 nays. Resolution 2026-06; Settlement with Froio's Landscape was reviewed. Pat Bokovitz motioned for approval. Resolution 2026-06 was approved with 4 ayes and 0 nays. Resolution 2026-09; HCV and PH Utility Allowances was reviewed. Pat Bokovitz motioned for approval. Resolution 2026-09 was approved with 4 ayes and 0 nays.

CHIEF EXECUTIVE DIRECTOR/PAUL DIGGS: Staff thanked the Church Street Tenant Council representative for her efforts related to the flower planting and Little Library project. He provided updates regarding the 2025 audit, noting that the Agency is currently undergoing the Audit process. HACC received a SEMAP score of 100%, achieving full certification for 2025. Additionally, upcoming policy changes related to HOTMA were discussed and HACC staff will receive training on the new requirements.

HUMAN RESOURCES/REGINA SCHETROMA: The Board was informed of updates Hybrid Work Policy, which formalizes the agency's hybrid work practices. HACC partnered with Devon Prep and Immaculate University to welcome interns working with Finance and Public Housing. Staff attended Active Shooter Awareness Training in April and noted positive feedback received from staff.

FINANCE/PAUL BORIS/THUC-NHI DINH: Staff discussed the upcoming budget revisions, which will be presented at the next Board Meeting. Efforts continue to reconcile the TAR balances and review of HAP expenses. HACC received the shortfall funding for 2025. Staff discussed the EPC for utilities at AMP 25, noting that utility costs have increased as occupancy has risen. An update on the 2025 Audit was provided, and staff anticipates the audit will be completed in June.

PUBLIC HOUSING,ADMINISTRATIVE/BASHAIRRA HENRY: Staff continues to reconcile TAR Balances. Resident meetings were conducted last month, and staff received positive feedback. Staff emphasized the importance of timely recertifications, noting recertifications are up to date at each site. Vacancy rates remain stable at each site. Staff explained the ROSS coordinator’s recent events at Oxford and potential events with the family sites this summer. Staff discussed the sensitive fire alarms at King Terrace. Staff told the board that PECO will disconnect the electricity at King Terrace on June 4th.

HOUSING CHOICE VOUCHER PROGRAM/BRENDA GOMEZ: Staff provided updates regarding relocation of City Clock residents. Staff reported HCV received a 100% SEMAP score, and they are waiting for the final audit results. The Board inquired about the HCV waitlist, and staff explained that voucher issuance remains paused. Applicants remain on the waiting list for up to 18 months and will be notified to reapply. The PBV waitlist remains open until full occupancy is reached. The Landlord Symposium is scheduled for October

STRATEGIC INITIATIVES/MARREA WALKER-SMITH: Staff completed training for the Transitional Housing grant through the Office of Victims Services and the Crime Victim’s Services of Chester County. Staff met with the Domestic Violence Center of Chester County to discuss invoicing and billing for that grant. Approvals related to the PHFA PHARE grant funding are expected to be presented next month. In conjunction with Penrose, a grant application was submitted for funding to assist with redsupport the redevelopment of Church St Towers. Staff is also pursuing additional funding opportunities, including the PCCD Nonprofit Safety Grant and the YouthBuild grant in partnership with Chester County OIC.

A motion was made by Patrick Bokovitz at 5:22 PM to adjourn the meeting. The next meeting is on June 23, 2026; the Board of Commissioners meeting will be held virtually.

Commissioner Signature

Date

CEO MESSAGE - JUNE 2026



PAUL DIGGS, MPA
CEO and Executive Director

Our Take-One, Leave-One Library Project: Building Opportunity Through Community and Reaching Section 3 Goals.

This project is more than a book exchange. It is a symbol of what we can accomplish when we invest in one another. By encouraging residents to share books, educational materials, job readiness resources, and professional development tools, we are creating a space where learning and opportunity are accessible to everyone.

This initiative also directly supports our Section 3 goals by fostering economic self-sufficiency and empowering residents with resources that can lead to education, workforce development, entrepreneurship, and career advancement. Through access to information and shared learning, residents can build skills, explore new opportunities, and strengthen pathways to employment and economic mobility.

The Take-One, Leave-One Library Project embodies the spirit of Section 3 by:

- Expanding access to educational and workforce development resources
- Encouraging resident engagement and leadership
- Promoting lifelong learning and professional growth
- Creating opportunities for residents to share knowledge and support one another
- Building stronger connections throughout our communities

When residents have access to information, they gain the power to transform their futures. Every book donated, every resource shared, and every conversation sparked through this project contributes to a stronger, more resilient community.

A handwritten signature in dark blue ink that reads "Paul Diggs". The script is fluid and cursive, with the first letters of "Paul" and "Diggs" being capitalized and prominent.

HOUSING CHOICE VOUCHER SEMAP Score 100%

SEMAP stands for Section Eight Management Assessment Program. HUD uses it to evaluate how well public housing agencies (PHAs) administer their Housing Choice Voucher programs.

The HCV Department continues to make progress on several key initiatives. The department's audit is underway, with staff working diligently to ensure all required documentation and processes comply. In addition, efforts are ongoing to plan and organize the upcoming Landlord Symposium, which aims to strengthen partnerships with current and prospective landlords, provide important program updates, and promote continued participation in the Housing Choice Voucher Program.

City Clock Relocation Progress

Progress continues on the City Clock relocation initiative. Of the 21 subsidized households originally impacted, 17 will actively seek relocation assistance. Two households were terminated for noncompliance, while two others voluntarily relinquished their vouchers and chose to move in with family members. To date, three Requests for Tenancy Approval (RTAs) have been received, indicating progress toward securing new housing placements. Additionally, move box kits have been ordered and will be hand-delivered to each resident to provide support and assist with a smooth transition throughout the relocation process.

SPECIAL VOUCHER PROGRAM UPDATE

The Family Unification Program (FUP) currently has 41 vouchers under lease, while the Foster Youth to Independence (FYI) program has 14 vouchers under lease. Additionally, 69 Emergency Housing Vouchers (EHV) are currently under lease. HUD has announced that it will no longer fund the EHV program, which may impact the long-term availability and sustainability of these vouchers. Staff will continue to monitor guidance from HUD and evaluate the potential effects on participating households and future housing assistance efforts.

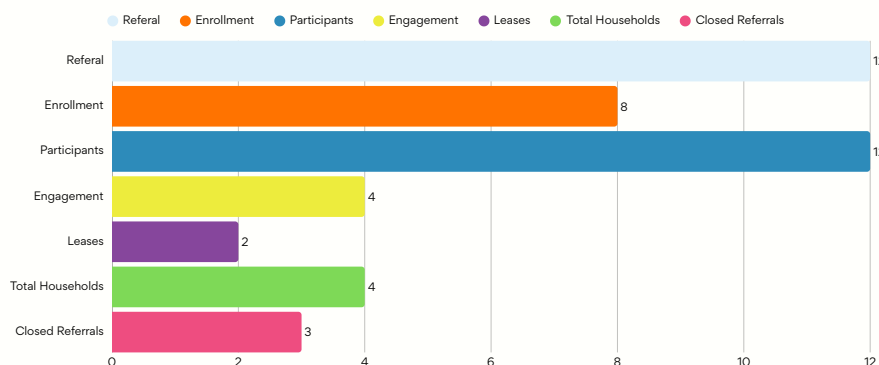
HUD(SRO) PROGRAM UPDATE

Leasing activity remains steady at both Jefferson Place and Liberty House. At Jefferson Place, 22 units are currently under contract, with 25 units actively under lease. Similarly, Liberty House has 26 units under contract and 28 units currently under lease. These figures reflect continued occupancy progress and ongoing efforts to maintain stable housing opportunities for residents at both properties.

VETERAN AFFAIRS SUPPORTIVE HOUSING

The VASH program currently has 364 active vouchers, with 26 households actively searching for housing in 2026, including 15 portability participants and 11 regular participants.

HOUSING LOCATOR PROGRAM



Family Self-Sufficiency Program

During this reporting period, staff attended FSS Office Hours to stay informed on updates related to FSS policies, procedures, and funding. In addition to carrying out all Housing Specialist responsibilities, staff also performed case management functions for all FSS participants, including annual recertifications, interim changes, moves, and rent increases.

Two new participants were enrolled in the FSS program, and more than two dozen meetings were conducted with participants for goal setting, enrollment, and graduation preparation, averaging at least four participant meetings per day. The online scheduling link remains heavily used, and office hours were adjusted to accommodate lunch periods while maintaining accessibility.

Staff also participated in multiple workshops and agenda meetings with organizations connected to the Program Coordinating Committee (PCC) and conducted outreach to recruit additional partners. A meeting with Fulton Bank representative Matthew resulted in Fulton Bank joining the PCC, where they will provide in-house workshops, potential funding for events and materials, and financial services tailored to low-income individuals, including a no-minimum-balance account option.

A meeting was scheduled with Sharon, the BDO, and the Finance Department to address remaining escrow balance discrepancies following recent system updates. At this time, there are no known PIC errors requiring correction. Staff also referred participants to supportive services based on individual needs, updated overdue participants regarding graduation requirements, and created an electronically fillable version of the Individual Training and Services Plan (ITSP), which is currently being distributed to participants for signatures.

Fiscal Year 2026 Income Limits

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Philadelphi a-Camden- Wilmington , PA-NJ- DE-MD MSA	\$122,700	Very Low (50%) Income Limits (S)	42.95	49,100	55,250	61,350	66.3	71,200	76,100	81
		Extremely Low Income Limits (S)"	25.8	29.45	33,150	36,800	39.75	44.36	50.04	55,720
		Low (80%) Income Limits (S)	68,750	78,550	88,350	98,150	106,050	113,900	121,750	129,600

PUBLIC HOUSING

As we enter the second quarter of the year, we continue to focus on rent collection, annual recertifications, maintenance requests, and site vacancies. Efforts were made to connect community resources, programs, and events to benefit residents and encourage community engagement. Interns from Devon Prep briefly joined us to assist with day-to-day operations. In summary, Public Housing has implemented strategic processes to effectively maintain successful housing.

01 Oxford Terrace

Vacancies

- 5 vacant units – pending make-ready

Comments: HACC met with Oxford Borough to discuss the Niblock Alley Project. Through the project, the Borough will install new water and sewer mains and convert the alleyway into a Borough-owned road, including stormwater improvements and pedestrian streetscape amenities. They are requesting approval for an easement on HACC property.

03 King Terrace

- 5 vacant units pending renovations in 2026. Processing applicants James Cannon and Tyrone Davis.

Comments: We continue to monitor smoking and parking complaints. HACC purchased new parking signs and distributed letters stating no smoking. We plan to purchase tobacco and vape detectors to identify repeat offenders

02 Locust, Maple, Spruce Courts

- Locust Court – 6 vacant units, 1 rent-ready pending referrals for domestic Violence Survivor

Comments: Awaiting a decision to purchase a community grill and gazebo

04 Church Terrace

5.7 – Beautification Planting Event
5.20 – Little Library Dedication

Vacancies

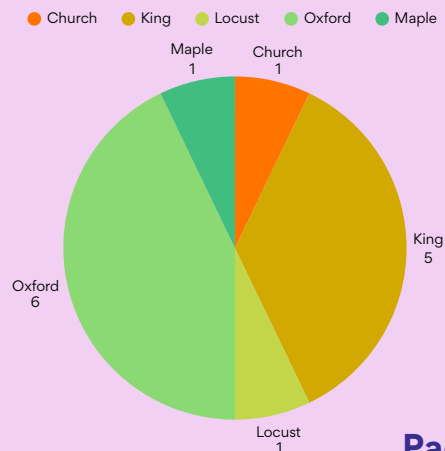
- 1 vacant unit – Set-aside unit pending MHIDD's referral approval

Comments: Church Towers celebrated the Little Library ribbon cutting. HACC sponsored the food, beverages and photography.

- **King Terrace - 89.58%**
- **Locust Court - 90.90%**
- **Oxford Terrace - 87.5%**
- **Church Towers - 98.24%**
- **Maple Court - 91.66%**
- **Spruce Court - 100%**

Property	Routine	Closed	Emergency	Closed
Church Towers	22	22	1	1
King Terrace	26	20	1	1
Oxford Terrace	28	22	0	0
Locust Court	31	19	5	5
Maple Court	1	1	1	1
Spruce Court	0	0	0	0

Vacancy Rates



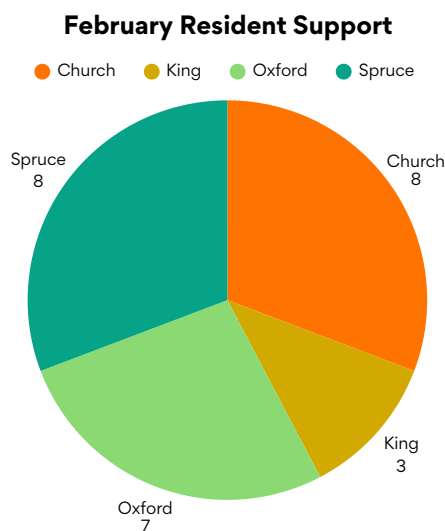
ROSS PROGRAM

Tara Simmons, Service Coordinator for Chester County's Department of Aging Services, continues to provide valuable resources and educational opportunities to HACC residents. In June, she will present health, safety, and senior wellness information to residents at Penn and Church Streets, following an enthusiastic response from residents at Oxford during her May 27 presentation. Several King Terrace residents also met with Ms. Simmons earlier this spring, and a return visit is anticipated later this summer. In addition, representatives from Chester County Brandywine Valley are scheduled to meet with Church Street residents on June 23 to encourage participation in local community events surrounding the Fourth of July and throughout the summer season.

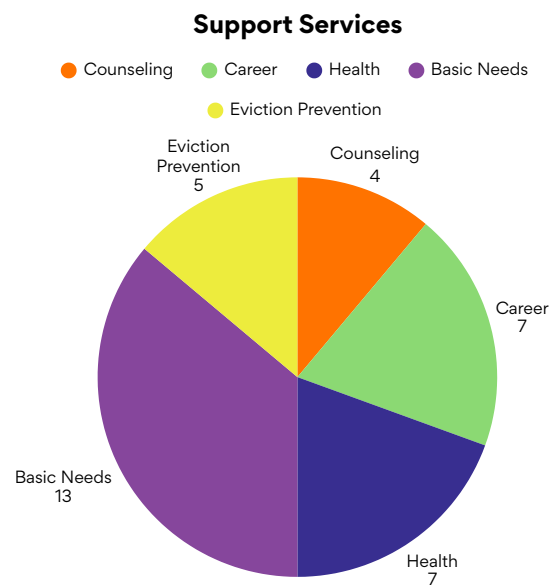
More than 25 eligible HACC residents have enrolled in the Senior Food Box Program, which is administered through partner agencies including the West Chester Food Pantry and Philabundance. Approximately 50 HACC residents have also registered to receive \$25 vouchers through the Senior Farmers Market Nutrition Program, coordinated by Chester County's Department of Aging Services. Continuing professional development efforts, Ms. Owen attended an online seminar on May 13 entitled "Using Fair Housing to Assist Clients in Navigating a Successful Rental Experience," presented by the Housing Equality Center.

On May 13, 2026, Oxford residents attended a presentation by 365 Health, which provided information and resources on preventive care, health screenings, and overall wellness. Residents were engaged and had the opportunity to learn about services available to support healthy aging and improve access to healthcare resources. On May 27, 2026, representatives from Chester County's Department of Aging Services, including Service Coordinator Tara Simmons, presented information on senior health, safety, and available county programs designed to promote independence and quality of life. The presentation was well attended, with residents actively participating and expressing interest in future educational opportunities and supportive services.

RESIDENT SUPPORT



SUPPORT SERVICES



HUMAN RESOURCES

ADMINISTRATION/HUMAN RESOURCES

The Hybrid Work Policy was approved by the Board on May 26th and will be formally implemented June 1st for all staff. This policy expands upon the existing Remote Work Policy by addressing hybrid work arrangements and clarifying expectations for both employees and supervisors. A staff meeting was held on May 29th to review the updated policy, distribute copies to employees, and obtain acknowledgments confirming their review and acceptance. During the May staff meeting, the PTO rollover policy was also reviewed. Employees received guidance on reviewing their current PTO balances and were encouraged to plan their time off accordingly to ensure their balances do not exceed the maximum rollover limit of 430 hours. The HR department is in the final stages of developing a comprehensive Emergency Action Plan for the main office. The plan is designed to strengthen organizational preparedness and provide clear guidance for responding to emergencies, including severe weather events, fires, medical incidents and other building-related incidents. The EAP will support compliance efforts, promote employee safety, and help ensure continuity of operations during emergencies. Upon Board approval, the HR Manager will conduct a fire drill to familiarize staff with emergency procedures. In May, a Standard Operating Procedure was implemented to improve the tracking and distribution of incoming checks. The Receptionist is responsible for maintaining a log that records the sender, check number, and amount of each check received. This enhanced process strengthens internal controls and ensures all checks are properly documented and accounted for.

EMPLOYEE ENGAGEMENT

The Human Resources Department continues to prioritize employee engagement, wellness, and workplace culture through ongoing staff initiatives and communication efforts. Monthly wellness communications are distributed to employees to promote awareness and education surrounding physical, emotional, financial, and mental well-being. In recognition of Mental Health Awareness month, HR shared resources and wellness tips focused on improving mental health. Employees were also reminded of the availability of the Employee Assistance Program and encouraged to utilize this resource as needed. The Human Resources Department officially launched the Employee of the Year Recognition Program, an initiative designed to enhance employee morale, recognize excellence, and strengthen HACC's culture of appreciation and engagement. The program recognizes an employee who consistently demonstrates professionalism, teamwork, dedication, and commitment to HACC's mission.

ONBOARDING/RECRUITMENT/INTERNS

The HCV department is looking forward to welcoming its summer intern in June. The intern will assist staff with participant recertifications, communication and outreach efforts, preparation for the upcoming Landlord Symposium, and support related to the HCV audit.

The Finance department's intern from Immaculata University completed their internship on May 8th. During his time with HACC, the intern provided valuable administrative support, including check requests, filing, and audit-related tasks. HACC also hosted seven Devon Prep interns in May. The students supported Public Housing, Finance, and JMB. On May 15, the HR Manager attended Devon Prep's Employer Breakfast to engage with incoming students and represent the Housing Authority.

TRAINING

HOTMA training for staff is scheduled for July to support compliance with the January 1, 2027 deadline.

STRATEGIC INITIATIVES & GRANT COMPLIANCE

GRANT COMPLIANCE

- FSS Grant Closeout for Fiscal Year 2025 has been successfully completed and submitted to the U.S. Department of Housing and Urban Development (HUD) in accordance with all applicable requirements.
- PHARE grant \$450,000 funds for 2025 grant expended and report filed.
- PHARE grant semi-annual report for \$150,000 renovation and \$250,000 Housing Opportunity Program submitted.
- Completed OVW Training for Transitional Housing Grant w/ Domestic Violence Center of Chester County

GRANTS PENDING

- **Pennsylvania Housing Finance Agency, PHARE - \$275,000 (AWARDED)**

The Housing Authority of the County of Chester (HACC) will use PHARE funds to renovate 17 housing units to meet the County's urgent need for affordable housing. With a housing waitlist of 2100, these funds will target homelessness and scarcity specifically for vulnerable groups, such as seniors, disabled, and underserved populations in Chester County.

- **Pennsylvania Housing Finance Agency, PHARE - \$250,000 (AWARDED)**

Second Chance Academy aligns immediate housing support and placement with intensive training, job assistance, and entrepreneurship coaching for individuals who are returning from incarceration, families experiencing homelessness, and households at risk of eviction. The goal of the project is to help individuals secure safe housing and build sustainable income and support to thrive in Chester County, Pennsylvania.

- **US Department of Labor YouthBuild Grant - \$1,500,000**

The NextGen Builders of Chester County program will implement an expanded Construction Plus model that integrates traditional construction training with diversified career pathways, workforce development, and comprehensive wraparound supports. While participants will engage in hands-on rehabilitation of public housing developments and earn industry-recognized construction certifications, this program intentionally broadens career exposure to include digital marketing certifications, business development training, and case management services.

- **US Department of Justice, Office of Victim Services - \$1,200,000**

Enhance access to safe, stable, and survivor-centered housing for victims of human trafficking in Chester County through a coordinated partnership between the Housing Authority of the County of Chester (HACC) and Crime Victims' Services of Chester County (CVSCC). This partnership seeks to: (1) Increase housing stability and long-term safety for survivors of human trafficking by removing barriers to emergency, transitional, and permanent housing; (2) Deliver trauma-informed, survivor-centered services that promote autonomy, economic security, and long-term well-being.