



**George Washington Regional Commission
Housing Advisory Committee (HAC)**

February 08, 2023

- Introductions
- Approval of January Meeting Minutes (ACTION ITEM)
- Brief Discussion on Group Name
- Approval of Group Framework (ACTION ITEM)
- Summit Planning Update
 - 1st GWRC Housing Summit – Fall 2023
 - Coming Back Home: CVRHP's 2nd Annual Housing Summit
 - [Link](#)
- Current Strategies and Projects Update
 - Caroline Habitat for Humanity

Next meeting: March 08, 2023 at 1PM

Regional Housing Assembly (RHA)

Date: January 11, 2023

Time: 1PM

Location: George Washington Regional Commission

MEETING CALLED BY	Sam Shoukas (GWRC)
TYPE OF MEETING	Kick-off Meeting
NOTE TAKER	Sam Shoukas (GWRC)
ATTENDEES	<p>Allison Balmes-John (Rappahannock Area Health District) Andre Pidea (Cary Street Partners) Cait Woodward (Loisann’s Hope House) Carl Bardy (Central Virginia Housing Coalition) Casey Hu (Community Foundation) Cassie Kimberlin (Greater Fredericksburg Habitat for Humanity) Chip Boyles (GWRC) Ellen Justesen (Rappahannock Area Health District) Gee Gee Bean (Individual) Jason Tickle (Caroline Habitat for Humanity) Jeh Hicks (Jarrell Properties) Meghann Cotter (Micah Ministries) Naomi Murdock (Mary Washington Healthcare) Sam Shoukas (GWRC)</p>
ABSENT	

DISCUSSION	
Introductions	<ul style="list-style-type: none"> • All participants introduced themselves.
HAC Updates	<ul style="list-style-type: none"> • HAC Framework Revisions <ul style="list-style-type: none"> ○ GWRC staff the past conversations with the GWRC Board regarding the committee in general and the framework. Basic revisions have been made to make the committee a less formal, appoint GWRC committee and more of a voluntary group. ○ Sam Shoukas will send the revised framework to all members for full review and pass by the group at the next meeting. • Group Direction <ul style="list-style-type: none"> ○ GWRC staff discussed the proposed direction of the committee to now center on education and awareness for local officials and other stakeholder groups. The need for a strong foundation of knowledge and regional buy-in is needed to have efforts and change go forward. Group agreed. • Possible strategies

- The group discussed possible strategies for how to engage the region in education and awareness and a housing summit rose to the top.
- The group discuss the need for education portion of the day , but then to have some strategic planning groups at the end to ensure that the day ends answering “where can we go from here?”
- A smaller summit planning group will be made to assist with the detailed planning of the day. MWHC and RAHD have volunteered to assist where possible.
- **Missing Participants**
 - The group brainstormed what entities were still missing from the table and would need to be invited. GWRC will take the list provided and do individual outreach to those groups to request their participation.

Future Meetings and Communication

- The group agreed to meet monthly to start and review the meeting schedule at the end of the year. GWRC staff will send out proposed meeting days for the group to have a calendar for a reoccurring meeting.
- The group agreed to the committee being staff driven and having open communication. Staff will put together most things and look to the group for support and feedback. GWRC staff will explore the best way to provide a communication tool for sharing documents.

Next Meeting: TBD at GWRC

CONCLUSION	The meeting ended at 2PM
ACTION ITEMS	<ul style="list-style-type: none"> ● Sam will send a revised framework to the group for review. ● Sam will identify the day for the recurring meeting. ● GWRC staff will identify a communication tool for sharing needs, progress, and documents.

Regional Housing Assembly

OPERATIONAL FRAMEWORK

George Washington Regional Commission
NOVEMBER 2022

I. Overview

In November 2020, the Commissioners of the George Washington Regional Commission (GWRC) adopted the 2020 Regional Housing Affordability Study which identified that housing was a priority in localities within the planning district. The Regional Housing Affordability Study was the result of a yearlong assessment funded by Virginia Housing to identify strengths, weaknesses, opportunities, and threats to housing affordability in PD-16 and as compared to other areas of the Commonwealth and Nation. The Commission determined that housing affordability should be considered as a regional issue. The Commission saw several opportunities for improving communication, coordination, and collaboration between the 5 localities and the multiple sectors involved in providing housing solutions: the private, public, nonprofit, and citizen sectors.

The GWRC Commission adopted in January 2022 the GWRC Strategic Plan 2022-2027 that identified Building Community Health as a strategic priority and stating a biennial priority to support efforts to implement creative solutions identified in the Regional Housing Affordability Study and Action Plan.

During 2021 and 2022, the GWRC participated in the Rappahannock Area Health District (RAHD) and Mary Washington Healthcare (MWHC) Community Health Assessment (CHA) to identify and develop strategies to address priority health issues affecting this region. This is the first time RAHD and MWHC partnered with the community to complete this initiative. With the support and feedback from more than 70 community organizations, the CHA process collected quantitative data, qualitative data, and community feedback related to health in our region. Much of the data looks beyond the traditional medical definition of health to examine the social determinants of health such as housing, income, employment, education, and access to healthy food, all of which play an integral role in health outcomes. The CHA was utilized to support the second phase– the Community Health Improvement Plan (CHIP). The CHIP builds on the CHA by prioritizing the top identified health issues and developing a plan to address those issues.

Three priorities emerged from the CHIP public planning process:

1. Mental Health - Enhance collaboration among traditional and non-traditional partners to address Mental Health and to improve access to behavioral health services.
2. Access to Healthcare - Improve access and collaboration for preventive health services for all members of the community and to support the development of a comprehensive strategy and pipeline to increase the healthcare workforce.
3. Affordable Housing – develop and promote policies that ensure equitable housing opportunities for all.

During the CHIP strategic planning sessions, there was community support for a unified voice around housing affordability, like an ongoing initiative of the Thomas Jefferson Planning District Commission in Charlottesville, VA. The following document provides an operational framework to begin building an understanding of the regional conditions, types, levels, needs, constraints and opportunities of all levels of housing in Planning District 16. This framework is a starting point from which to build and is intended to be revised as necessary.

On August 22, 2022, the GWRC Board elected to enter into a Memorandum of Agreement with the Virginia Health Department through the Rappahannock Area Health District (appendix 3) to contribute to the CHIP Affordable Housing Goal of developing and promoting policies that ensure equitable housing

opportunities in Planning District 16. The GWRC's participation is limited to include assistance where there are adequate external financial resources available.

This framework was developed in partnership with a group of volunteer stakeholders identified through the Community Health Improvement Plan work. This group met periodically under the facilitation of the George Washington Regional Commission to develop an agreed upon group framework meeting the direction of the CHIP. Membership of the framing stakeholders was self-volunteered and included representatives from the following:

- Caroline Habitat for Humanity
- Carter Bank and Trust Cares
- Cary Street Partners
- Central Virginia Housing Coalition
- Disability Resource Center
- Fredericksburg Area Association of Realtors
- Fredericksburg Area Health and Supportive Services (FAHASS)
- George Washington Regional Commission
- Greater Fredericksburg Habitat for Humanity
- Healthy Generations Area Agency on Aging
- Loisann's Hope House
- Mary Washington Healthcare
- Micah Ministries
- Thurman Brisben Center
- Tricord Inc.
- University of Mary Washington
- Virginia Department of Health
- Bean Residential Group, LLC.

II. Purpose

The Regional Housing Assembly (RHA) is an advisory group of volunteers in partnership with multi-sector stakeholders related to health and housing. The GWRC provides facilitation to include human services, transportation, land use, environment, and workforce planning into housing considerations. Composed of an overarching consortium of housing interests, the RHA will enhance regional coordination, communication, and effectiveness toward overall housing conditions in Planning District 16.

Objectives

The primary objective of the RHA is to establish a regional effort communicating unmet housing needs and preserving housing affordability.

The Assembly will utilize housing plans of each localities' Comprehensive Plan, the regional housing needs assessment report, and the Comprehensive Health Improvement Plan (CHIP) to identify and communicate strategies to bring about the alignment of policy, funding, and programming to create a full housing ladder of opportunity in the region.

The challenge in the area is both quantitative, as defined by a gap between the number of affordable units and the need, and qualitative, as defined by the lack of options for housing mobility, equity gain, transportation issues, and workforce development, etc.

Responsibilities

The RHA will be an advisory board that generates research and data on housing-related issues and communicates housing information across the housing stakeholders of the region and state. The Assembly will consider the housing needs of the George Washington region, with a focus on housing production, diversity, accessibility, cost, location, design, and increasing housing stability for the region's residents. To meet the primary objective, the Committee will pursue the following strategies:

1. Develop a plan for listening to residents in need of increased housing opportunities.
2. Promote housing serving traditionally underserved and underrepresented populations.
3. Develop an open line of communication between housing stakeholders and consumers.
4. Further the relationship between the regional localities and with state and federal governments to promote housing opportunities.
5. Connect housing efforts to community health, transportation, and employment opportunities.

GWRC staff, on behalf of the RHA, will:

- Provide meeting space and coordination;
- Prepare meeting packets;
- Take meeting minutes;
- Coordinate existing studies, plans, and analysis for Assembly consideration;
- Develop and gather data and report on local and regional housing performance measures;
- Research housing policies and strategies as available financial and staffing resources allow;
- Facilitate continued communication, cooperation, and coordination on housing matters;
- Forward information to RHA members, member organizations, and other appropriate entities.

Each locality will maintain its existing structure and authority for addressing housing-related issues. The RHA will focus on macro-related housing issues to communicate across members and the community.

III. Membership

Composition

RHA membership will be open to the community for any individuals and organizations wishing to join. The RHA Executive Committee (see section IV.) will be charged with approving RHA membership and participation requirements.

The composition of the RHA shall be composed of stakeholders from the public, private, nonprofit, and citizen sectors in the City of Fredericksburg, Caroline County, King George County, Spotsylvania County, and Stafford County to include the Towns of Bowling Green and Port Royal. In particular, composition is preferred to include an elected or planning commission official from each of the region's jurisdictions, nonprofit housing providers, governmental agencies, businesses, advocates, school districts, public housing agencies, social service providers, financial institutions, hospitals, universities, housing

developers/builders, realtors, design professionals, transportation organizations, military installations, person with lived experience of housing insecurity, and individuals who wish to support the activities of the RHA.

The RHA composition is preferred to include housing and health stakeholders from the following areas, but is not exclusive to these areas:

- City of Fredericksburg Elected or Planning Commission
- Caroline County or Town Elected or Planning Commission
- King George County Elected or Planning Commission
- Spotsylvania Elected or Planning Commission
- Stafford County Elected or Planning Commission
- Rural Nonprofit Housing Developers (King George or Caroline County)
- Urban Nonprofit Housing Developers (Fredericksburg, Spotsylvania, Stafford)
- Private Housing Developers
- Financial Lenders
- Design Professionals
- Citizen/Resident Representatives (Urban)
- Citizen/Resident Representatives (Rural)
- Builder's Association or Individual Builders
- Fredericksburg Area Association of Realtors or Individual Realtors
- Rappahannock Area Health Department
- Mary Washington Healthcare
- Fredericksburg Area Chamber of Commerce Representative
- U.S. Military Bases
- Community Colleges

Duties

The RHA will be responsible for identifying and developing regional housing research and best practices and strategies for housing consideration.

The RHA would be responsible for supplemental housing products and deliverables. These deliverables would be focused on ensuring continued communication, coordination, and collaboration. Documents and responsibilities include:

- **RHA Mission, Vision, and Goals:** This Committee may develop a mission statement, vision, and goals.
- **Set the Work Scope and Budget:** The RHA members will be responsible for forming a scope of work and annual budget for the RHA.
- **Identify a Regional Definition for Affordable Housing:** The RHA would review existing working definitions of affordable housing, and draft a formal, mutually agreed upon definition. The initial and primary task would be to create a common vocabulary that could be used throughout the region when assessing and analyzing housing needs in the region.

- **Coordinate Regional Housing Events:** The RHA would work to identify educational topics of interest to design and implement housing summits and or lunch & learn type seminars on a given housing-related topic.
- **Coordinate Housing Plans and Needs Assessment:** The RHA would review existing Housing Needs studies in the region and discuss common goals & strategies.
- **Keep Communication Open:** The RHA will strive to make communication open and timely to facilitate strong collaboration and identify opportunities between all stakeholders.
- **Produce Annual Reporting:** The RHA will develop a means to report on housing-related topics annually to all stakeholders.
- **Integrate Housing into Decision-Making:** The RHA would work on strategies to integrate housing considerations into planning efforts around the region.

Membership Status

To retain voting rights and any other benefits that may accrue to an RHA member, the member must maintain their membership status as a member “in good standing”.

A member organization or individual may lose its “in good standing” status if the member has had no official representation during one full calendar year.

A member organization or individual will reestablish its “in good standing” membership status by having official representation at two consecutive full membership or committee meetings.

GWRC staff will review membership on an annual basis by seeking contact updates. Those that have not participated in any RHA meetings in the past year and do not respond to a request for contact updates will be removed as RHA members.

Membership Dues

There are currently no plans for dues for RHA members.

IV. RHA Executive Committee

Purpose

The RHA Executive Committee oversees the work of the RHA to ensure alignment with the CHIP and CHIP MOU. The Executive Committee will make recommendations to the RHA, the GWRC staff and the public.

Formation

An initial Executive Committee will be established by the Framing Stakeholders. The initial Executive Committee will strive to include representatives from the following housing areas:

- Local government representative (Urban)
- Local government representative (Rural)
- Nonprofit Housing Developer
- Private Housing Developer
- Financial Lender/Banker Representative
- Citizen/Resident Representative
- Builder or representative
- Realtor or representative
- Rappahannock Area Health Department
- Mary Washington Healthcare

Selection Process

An Executive Committee will be established by the RHA. Representatives from identified groups will be considered for election to the Executive Committee by the RHA at their annual meeting.

The Executive Committee shall elect a Chair and Vice-Chair by a majority of the votes cast by the Executive Committee. Chairs shall serve two-year terms. Chairperson and Vice-Chair will advise GWRC staff and housing stakeholders on ongoing programs, projects, and issues.

Any member of the Executive Committee will be able to resign from their position by providing written notification to the Chair of the Committee.

Any member of the Executive Committee may be removed by a majority of the votes of the Executive Committee

In the event of resignation or removal of any member of the Executive Committee, the Executive Committee shall make reasonable efforts to replace the removed member with another representative from the same field represented by the removed member or, if no such voluntary representative is available, shall make an appointment from the full membership to fill the removed member's unexpired term. It is understood that service on the Executive Committee is voluntary and no such appointment by the Executive Committee shall take effect without the concurrence of the appointed representative.

Duties

The Executive Committee shall serve in the interest of the full membership. The Chair shall preside at all meetings of the full membership and Executive Committee.

The Vice-Chair shall perform all duties of the Chair in the absence of the Chair. They may perform such other duties as assigned by the Chair or Executive Committee.

The Executive Committee shall be responsible for the following:

- Establishing agendas for Executive Committee and full membership meetings
- Providing reports and recommendations to the public
- Recommending an annual work plan

- Approving current RHA Membership list
- Researching and reviewing housing policy and strategies beneficial to regional housing needs
- Establishing, amending, and terminating Committees and working groups through Executive Committee approval

V. Subcommittees

Creation/Dissolution of Subcommittees & Working Groups

The Executive Committee may establish committees and working groups as the need arises by a majority of the votes cast by the Executive Committee at any meeting at which a quorum is present. All committees and working groups shall consist of sufficient numbers to provide broad representation of the RHA as appropriate. The Executive Committee may create, amend or dissolve Standing Committees by majority vote of the Executive Committee.

VI. Meetings and Voting

Meeting Times

The RHA General Membership will meet no less than twice per year. When possible, the meetings will be held in conjunction with Regional Housing Summits.

Initially, the RHA will meet quarterly until a schedule of meetings, and a work plan are established.

The RHA Executive Committee will have regular meetings every other month:

- January
- March
- May
- July
- September
- November

The RHA full assembly shall initially meet quarterly:

- February
- May
- August
- November

The Assembly may alter the regular meeting schedule or hold special meetings as approved by the chair of the RHA.

Quorum

The RHA shall consider a minimum of 51% of the number of current members in good standing to constitute a quorum for all full membership meetings.

Attendance of a minimum of 51% of members shall constitute a quorum for Executive Committee and subcommittee/working group meetings.

Funding

As this is a regional housing effort, the GWRC will staff the RHA with a part-time staff member or intern. Full time staff members will be utilized to provide guidance and management according to available resources. While convening, facilitating, compiling materials, drafting, organizing, and reporting is covered by the GWRC staff member, additional studies and special project development will require alternate funding sources.

To initiate the development of this framework and implementation of the creation of a Regional Housing Assembly, the GWRC will apply to the Mary Washington Healthcare Foundation funding to assist in funding the implementation of the framework document moving it to an operational advisory committee. Should grant support not be available, GWRC support would be limited to GWRC intern support only.

APPENDIX A: COMMUNITY HEALTH IMPROVEMENT PLAN (CHIP) AFFORDABLE HOUSING PRIORITY GOALS/OBJECTIVES/STRATEGIES TIMELINE

Goal 1: To develop and promote practices that ensure equitable housing opportunities for all.

Objective 1:

To form a diverse group of advocates to address the issue of Affordable Housing in PD16 by December 31, 2022.

- **Strategy 1:** By July 1, 2022, identify members of the community with a vested interest in the issue of affordable housing to participate in the group.
 - **Proposed indicators:**
 - **Number of community members invited to join**
 - 18
 - **Actual participating**
 - 10

- ✓ *Task 1: Identify members in a draft framework document.*
June, 2022
CHIP Affordable Housing Coalition to review draft framework and potential RHA Members.

- **Strategy 2:** Create a framework document, which will include assigning roles and responsibilities and identifying top priorities of the group by December 31, 2022.
 - **Proposed Indicators**
 - **Date framework is completed**
 - _____
 - **Information about the document including priorities of the group**
 - _____

- ✓ *Task 1: Approval of Concept*
September, 2022
The Regional Framing Stakeholders will receive a draft of the proposed Regional Housing Assembly Framework for review and comment.

- ✓ *Task 2: Develop FY2024 RHP Budget*
January, 2023
The George Washington Regional Commission will receive a request funding from area non-profit/foundation to support the Regional Housing Advisory Committee.

- ✓ *Task 3: Approval of Framework and Budget Request*
November, 2022
The George Washington Regional Commission will consider for approval of a Working Housing Advisory Committee Operational Framework.

Objective 2:

Develop and implement strategies to address top priorities of the group by June 30, 2025.

- **Strategy 1:** Develop strategies to address top priorities of the group by December 31, 2023.
 - **Proposed Indicators:**
 - **Date strategies are developed**
 - Aim for December 31, 2023
 - Information about the strategies, including how strategies developed / steps taken
 - Date _____
- **Strategy 2:** Have at least 1 meeting with each local government to discuss the identified priorities of the group by June 30, 2025.
 - **Proposed Indicators:**
 - Date of meetings with localities
 - Aim for all 5 by June 30, 2025
 - Information about what was discussed in these meetings, meeting minutes, which stakeholders and policy makers attended and decisions agreed upon.
- **Strategy 3:** Meet with state representatives to discuss the identified priorities of the group by June 30, 2025.
 - **Proposed Indicators**
 - Date of meetings with state representatives
 - Aim for June 30, 2025
 - Information about what was discussed in the meetings, meeting minutes, who attended and decisions agreed upon.

APPENDIX B: HOUSING ADVISORY COMMITTEE PROPOSED TASK LIST

Task 1: Convene Regional Housing Assembly -

March, 2023

Overall themes focused on the urgency of the need for a regional housing partnership to educate and coordinate efforts between sectors and localities.

Task 2: Coordinate a Regional Housing Summit

Date TBD

Task 3: Formalize Structure and Framework -

February - 2023

The GWRC Housing Coordinator will draft the RHA Organizational Framework. The framework will serve as a draft of the Goals, Objectives, and tasks that the Partnership will adopt.

Framework approval by RHA– March, 2023

Appointment of Representatives – February, 2023

RHA First Member Meeting – November,

RHA Executive Committee Meeting – January,

Task 4: Review Regional Housing Needs Assessment in relation to local Comp Plan Housing Chapters

July 1, 2023

Task 5: Prepare Virginia Housing Application for Funds -

Virginia Housing has expressed interest in partnering with the RHA to develop the capacity required to initiate a regional housing coalition. The RHA will prepare an application to seek Virginia Housing and other governmental and non-governmental resource support.

Task 6: Develop FY2024 RHP Budget & Annual Work Plan

The RHA will develop a budget for FY2024.

Task 7: Organize and Implement Educational Regional Housing Events

The RHA will coordinate educational seminars on affordable housing.

Task 8: Develop and Produce Local/Regional Template for Reporting Housing Metrics

After the Regional Housing Plan is developed, data will be used to establish current conditions and future housing goals.

Task 9: Develop Annual/Bi-Annual Monitoring and Reporting of Established Regional Housing Metrics

A monitoring and reporting protocol will be developed to provide a public reporting measure of housing status every two years.

December 31, 2023