

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY
BOARD MEETING MINUTES
November 17, 2016

Present: Peter J. Ponne, Chairman
Bob Bradshaw, Vice Chair
William F. Utz, Commissioner
Sandra Ervin, Commissioner
Danny Boyd, Commissioner
Tanya Hill-Brown, Commissioner
Carrie Blackburn Riley, Attorney-at-Law
Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Michael Hale, Director of Modernization
Christopher Ostovitz, Director of Information Technology
Gina Dyer, Director of Property Management
Lanita Hopkins, Director of Housing Services
Anupama Francis, Director of Finance
William Sansing, Fiscal Analyst
Carole Ann Brazeal, Executive Services Administrator

Teleconference: Beryle Downs, Commissioner

Absent:

Guest: Kathleen Hughes, Legal Aid
Lisa Sarro, Legal Aid
Harry Caldwell, St. Margaret's Episcopal Church

Meeting called to order at 8:30 a.m. by Chair Ponne.

RESIDENT COUNCIL

Chairman Ponne noted no residents in attendance and no topics were presented for discussion. Chairman Ponne welcomed Lisa Sarro from Legal Aid to the meeting. Chairman Ponne introduced guest Harry Caldwell from St. Margaret's Episcopal Church to give a brief presentation. He is the Site coordinator for Winter Relief sponsored by Arundel House of Hope and the Lighthouse Shelter. It is an effort between 10/15/16 and 03/15/16 for 35 churches and synagogues in AA county to host overflow homeless people. About 140 volunteers at his church help house 35 people with transportation, food and housing. Last year 3 guests of the homeless were full time workers and could not find affordable housing. Mr. Caldwell wants to begin educating the congregation about problems of affordability of housing and substance abuse. He is planning a series of guest speakers from agencies to bring faith based organizations up to speed on Monday nights prior to homeless Winter Relief. He stated they are also hosting a Syrian refuge family and looked on our website to see if there is a refugee status for housing eligibility. Mr. Martin stated there is not a refugee status. Mr. Caldwell stated there seems to be a disconnect between County and State agencies and churches as they are not aware of each other's programs and he wants to bring connection to help address these social problems. Ms. Haislip stated she has spoken with Mr. Caldwell previously and we will be sending someone to speak.

MINUTES AND BUSINESS AGENDA

Chair Ponne asked if there were any questions concerning the minutes from the September 2016 meeting. Chair Ponne asked for a motion to approve the minutes. Legal Counsel Riley stated noted a few edits. She stated her Open Meeting Act comment makes no sense to her. Mr. Martin asked if the comment is under her presentation reading "Should the meeting notice or minutes be challenged, the process is to appoint a designee, give to Open Meeting Compliance Board". Legal Counsel Riley added it looks like someone was trying to write a list of things and it does not make sense.

Chair Ponne asked if she didn't say it". Legal Counsel Riley said she was just summarizing the Open Meeting Act but doesn't make sense and maybe it is to appoint "and" to give, missing the word "and". Mr. Martin agreed and stated what is important is if we are challenged, we have to appoint a designee and make sure the Open Meeting Compliance Board knows who it is. Mr. Martin stated for the record the statement should read "Should the meeting notice or minutes be challenged, the process is to appoint a designee and give to Open Meeting Compliance Board". LCR noted most other comments are typos and will send via email to Mr. Martin. Chair Ponne asked for a motion to approve the minutes with suggested edits. Motion made by Commissioner Ervin, seconded by Commissioner Utz.

Legal Counsel Riley stated the agenda should also be amended to add "Old Business" when a discussion was held for procedures. Legal Counsel Riley raised the issue and staff concurred that we need more detailed minutes. Chairman Ponne asked for a motion to amend the agenda. Motion made by Commissioner Boyd, seconded by Commissioner Utz.

Chairman Chair Ponne asked for a motion to accept the RAD minutes. Motion made by Commissioner Ervin, seconded by Commissioner Utz. Legal Counsel Riley stated HCAAC is the managing minority owner and not the majority partner and it will be a conventional mortgage with buyout points, same position instead of dilemma. Chairman Chair Ponne asked for a motion to accept the RAD minutes with amendments. Motion made by Commissioner Bradshaw, seconded by Commissioner Boyd and all in favor.

Chairman Ponne welcomed Kathleen Hughes from Legal Aid to the meeting.

Chair Ponne moved on to the first item on the business agenda, update on RAD processes. Mr. Martin said there are 2 processes in play. He said the 4% tax credit application was submitted with HCAAC as developer. He said we could possibly move to closing in May. He added we scored 15 out of 18 points. Chairman Ponne asked if the 4% is non-competitive. Mr. Martin stated the 9% is competitive and 40 applications went in. Chair Ponne asked how many would be approved. Mr. Martin said about 18 to 20 and the high scorers eat up the big money. Chair Ponne added the next RAD meeting will be December 5, 2016. Mr. Martin added we are asking the county for old water tower land next to Meade Village and he met with the County Council to discuss he stated a second bill will be introduced to transfer the land to us for \$1.

Chair Ponne moved on to the second item on the business agenda, discussion of board Meeting time change. Chairman Ponne said more folks may come out if we change the time to the third Monday of the month at 11:30am. Commissioner Bradshaw agrees. Mr. Martin we will have to amend the bylaws to make it official. Commissioner Downs said we should discuss it further as we want to accommodate the public, the Board members and the residents. Commissioner Bradshaw stated he thinks the third Monday of the month at 11:30am is good. Mr. Ostovitz added there will be a problem in January and February as holidays fall on meeting dates. Chairman Ponne said the bylaws state the meeting will be held one week later if on a holiday. Chairman Ponne asked for a motion to amend the bylaws to set the meeting day as the third Monday of the month and when a holiday falls on a Monday move the meeting to the fourth Monday of the month with no meeting in May and October with the time being set at the previous meeting. Motion made by Commissioner Boyd, seconded by Commissioner Ervin, all in favor while Commissioner Bradshaw opposed.

Chair Ponne moved on to the third item on the business agenda, approval of Resolution #638; Debt Write offs. Ms. Dyer added there were several evictions including 2 five bedroom apartments that needed very extensive maintenance along with a few residents who passed away. Chairman Ponne asked for a motion to approve Resolution #638. Motion made by Commissioner Boyd seconded by Commissioner Utz and all in favor.

Chair Ponne moved on to the fourth item on the business agenda, possible resolution for Heritage Overlook closing documents. Mr. Martin asked to create resolution #639 to give appoint Mr. Martin as designee to act on behalf of the board to negotiate and sign documents in association with Heritage Overlook. The board gave Chair Ponne authority to sign the resolution today after the meeting. Chairman Ponne asked for a motion to approve. Motion made by Commissioner Bradshaw, seconded by Commissioner Downs and all in favor.

Chair Ponne moved on to the fifth item on the business agenda, Update on the Glen Square Meet and Greet. Mr. Martin reported the meeting was healthy and very well attended. Commissioner Downs also stated it was well attended. Mr. Martin said residents sat at round tables with Commissioners while they took notes, had questions about work orders and talked about the drug activity. Mr. Martin added the police were also in attendance to hear. Chair Ponne stated we want to do this twice a year. Commissioner Ervin said she is impressed with Ms. Barnes, the Resident Council President. Commissioner Boyd added it was a great experience for Commissioners. Chairman Ponne added the next two meetings will be held at new properties. Legal Counsel Riley asked if it is open to all residents. Ms. Haislip stated we want the meetings manageable therefore we did one at a time.

Chair Ponne moved on to the sixth item on the business agenda, Commissioners Communication.

Mr. Martin gave a RAD update. He said we submitted the 9%LIHTC application for Meade Village on October 28. We now wait on the State to finish the scoring criteria and see how we scored and what our next course of action will be. There is no information on when scoring will be completed.

Mr. Martin noted we passed the threshold with Maryland CDA regarding the 4%LIHTC application submitted for Freetown Village. This basically means we are approved with conditions and need to finalize all of the documents and conditions prior to settlement.

Mr. Martin said we are steadily moving to settlement on Heritage Overlook with Pennrose. He said the county has raised an issue with the PILOTs and may require us to change the land lease to include improvements. Basically, the HCAAC will own the land and the new structures under the lease.

Mr. Martin said we received a PERFECT SEMAP SCORE - preliminary data on the HUD website reveals that the agency received a 104% score for SEMAP in 2016. We received extra bonus points for our de-concentration efforts, allowing our score to exceed 100%. Congratulations to the hardworking staff in that department.

Mr. Martin said the Agency Plan process begins November 14 and continues through March 2017. We will be providing you updates and draft as they are completed.

Mr. Martin said the agency is finished the annual audit and hopes to have drafts available for review in about 60 days.

DEPARTMENTAL REPORTS

Chair Ponne moved on to the review of the Monthly Dashboard. Mr. Martin noted the Burwood year to date is negative and it is tough to budget now due to moving residents and that was projected to happen at a later schedule so revenues are lower. He stated the residents have left quickly and we are in a much better place having gone through this before. Commissioner Ervin asked if residents want to come back. Ms. Haislip added once the residents leave they do not want to come back as they are settled in their new homes. Chairman Ponne asked if we are satisfied with Pennrose and Mr. Martin said yes, we are in a good place. Legal Counsel Riley pointed out the Community Safety report is more detailed. Ms. Dyer added we have a new way of reporting that comes directly from the Police department and we receive more information than before. Commissioner Boyd noticed the addresses seem to be close and is that a trend. Mr. Martin said we do not know but there has been juvenile activity in neighboring Asbury Community. Commissioner Ervin asked if we have cameras on the property. Ms. Haislip added we did at one point but they were destroyed. Legal Counsel Riley noted there were no charges listed on the Southwest report. Mr. Sansing added he did not list anything under \$5000. Mr. Martin noted the Southwest Card is exempt from the \$5000. Commissioner Ervin added the Commissioners had decided to see a list of all charges over \$25, all agreed. Legal Counsel Riley asked about the Work Oder report and the numbers carried over 30 days. Ms. Haislip added Pinewood has 1 outstanding work order. Ms. Dyer said sometimes on the last day of the month a ticket is not put in in time. Legal Counsel Riley asked when the next waitlist purge will be done. Mr. Martin said late 2017. Commissioner Hill-Brown commented the Boys and Girls numbers are wrong and she does not see that kind of attendance from residents at the clubs. Chairman Ponne suggested adding a column for "daily attendance". Mr. Martin added maybe we need to start marketing the Boys and Girls Club to residents. Ms. Dyer added the lady who runs the Freetown club actually goes out in the community to find participants. Mr. Martin said we will be opening a club at Heritage Overlook and it is much needed in the northern County. Legal Counsel Riley noted on the Portability Report maybe put the word "current" month to show the change.

OLD BUSINESS

Chairman Ponne stated there is no Old Business and moved on to New Business. Legal Counsel Riley noted under new business a resident has filed a lawsuit against 5 HCAAC employees and Legal Counsel Riley she has filed a motion to

dismiss. Mr. Martin added our insurance company is defending it. Commissioner Ervin asked if this resident is having the same issues as last year. Legal Counsel Riley stated yes.

Chairman Ponne asked for a motion to adjourn, Commissioner Hill-Brown made the motion and the regular meeting was adjourned at 10:06 am.

The next Board Meeting will be on Thursday, December 15, 2016 at 8:30 am.