

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY  
BOARD MEETING MINUTES  
NOVEMBER 20, 2017**



Present: Peter J. Ponne, Chairman  
Bob Bradshaw, Vice Chair  
Danny Boyd, Commissioner  
Sandra Ervin, Commissioner  
Carrie Blackburn Riley, Legal Counsel  
Clifton C. Martin, Chief Executive Officer  
Diane Haislip, Deputy Chief Executive Officer  
Carolann Brazeal, Executive Administrative Assistant  
Gina Dyer, Director of Property Management  
Michael Hale, Director of Modernization  
Lanita Hillen, Director of Housing Services  
Anupama Francis, Director of Finance  
Christopher Ostovitz, Director of Information Technology

Teleconference:

Absent: Tanya Hill-Brown, Commissioner  
Beryle Downs, Commissioner  
William Sansing, Senior Finance Manager

Guest: Lisa Sarro, Legal Aide

Location: HCAAC, 7477 Baltimore-Annapolis Blvd, Third Floor, Glen Burnie, MD 21061

Meeting called to order at 11:00 a.m. by Chair Ponne.

**RESIDENT COUNCIL**

Chairman Ponne noted no residents in attendance and acknowledged guests and visitors. No topics were presented for discussion



## MINUTES

Chair Ponne opened the discussion of the October 2017 minutes.

- Chair Ponne asked if there were any questions concerning the minutes from the October 2017 meeting.
- No comments made.
- Chair Ponne asked for a motion to approve the minutes. Motion made by Commissioner Boyd, seconded by Commissioner Ervin and all in favor.

## BUSINESS AGENDA

Chair Ponne moved on to the first item on the business agenda, Resolution #648 – Collection losses for the period ended March 31, 2017

- Mr. Martin stated that the losses for this period totals \$8900.00, which is relatively low. Mr. Martin says that the losses are from damages and unpaid rent. Ms. Dyer added that there were a few evictions at Meade Village and those units were left in very bad condition, and there was a lot of unpaid rent left on them. Pinewood Village had a few long term residents who passed away and there were items left in the units that the families did not take out and that needed a lot of repairs. Mr. Martin stated that there is concern on the warrants we file against the residents if they do not pay their rent. The concern with the warrants is because the Sheriff's office is extremely overwhelmed, the warrants are taking a longer time to be carried out, so what previously was happening the following month is now taking around 2-3 months to carry out the evictions. This is causing for the rents to build; as additional months are now going unpaid. Ms. Dyer stated that she has had multiple conversations with the Sheriff's office about the turnaround time for the warrants to be carried out, and they revealed that there is nothing we can do to expedite the process. Commissioner Ervin asked if there was a special exception for Housing, to which Mr. Martin responded there was not.
- Commissioner Utz made a motion to approve resolution #648. Commissioner Boyd seconded the motion and all in favor.

Chair Ponne moved on to the second item on the business agenda, Resolution #649 – Report from the investment committee

- Chairman Ponne stated that the investment committee, which consists of Chair Ponne, Vice Chair Bradshaw, Commissioner Boyd, Mr. Martin, Ms. Haislip, and Ms. Francis, is recommending that the board approve resolution #649, with a few minor edits that need to be made. Mr. Martin adds that this policy sets the movement of some of the investment strategies that are approved in this plan. Ms. Francis said that a set statement of investment policy and guidelines are needed to start investing in other unrestricted sources since we have CD's due for renewal this month. Ms. Francis announced that we chose NorthWestern Mutual to be our investment advisor. Mr. Martin adds that there was a strong recommendation made to us that a portion of the funds remain in cash, so we can handle issues that may come up without having to dip into the investments.
- Vice Chair Bradshaw made a motion to approve resolution #649, with the corrections of any grammatical errors. Commissioner Boyd seconded the motion and all in favor.



Chair Ponne moved on to the third item on the business agenda, Update on RAD Processes

- Mr. Martin stated that Heritage Overlook is coming together, and the buildings are up, the roof is on, the siding is being put on, and the walls are going up. Ms. Haislip stated beginning in January units will be coming online available for leasing. The units will be coming available slowly where the move in process will be staggered. Commissioner Ervin asked if the units coming online at different times will be a problem to the people moving in with the construction going on around them. Ms. Haislip answered no, the work will be interior in other buildings. Mr. Hale stated that we are scheduled to finish on February 24<sup>th</sup>.
- Mr. Martin stated that there will be a hard hat tour of the Boys & Girls Club at Heritage Overlook in February. Chair Ponne asked what was the expected open date for the Boys and Girls Club. Mr. Martin replied in January of 2019. Commissioner Utz questioned if there was a set date on when the hard hat tour would take place. Mr. Martin responded that there were two proposed dates, February 6 or February 20. The date is still not decided upon, but the Board will be made aware once a final date is chosen.

Chair Ponne moved on to the fourth item on the business agenda, Chief Executive Officer Reports:

- Mr. Martin stated that there was an issue with the PILOT we had in place. In 2007, the county council approved the PILOT which stated that it would be one dollar for properties solely owned by the Housing Commission. With RAD this proposed an issue because those units are LLP's and the bank will be in the ownership entity, so by definition these units would not be covered in the PILOT. Mr. Martin shared that he has made 3 presentations to the County Council. During the first presentation there was a technical issue with citation and state law, so we were told that they were not going to vote on it that day, and the hearing would be delayed. The second hearing there were no oppositions and there were no questions from the councilman. The PILOT is now in place, and it states that all of the existing covenants remain in place, so the one-dollar figure is going to remain for all of our properties moving forward. Chair Ponne asked how the PILOT was structured. Mr. Martin answered that it is one dollar per year. Ms. Francis announced that we are now working with BB&T Grantbridge for financing.
- Mr. Martin said that we are working on updating the HCAAC personnel policy. Mr. Martin revealed we have a committee internally to help edit the policy. There have been many edits to the policy, however it is still only in the first draft and there are a lot more edits that need to be made.
- Mr. Martin informed the Board that all of the HCAAC staff took part in a mandatory sensitivity diversity training. This training was offered by the county's new human relations diversity manager, Alanna Denis. Mr. Martin hopes to use this training to create some type of team building exercises.
- Ms. Haislip stated that likely the second week in December there will be a presentation about RAD to update the residents of Meade Village on the process.

Chair Ponne moved on to the Dashboard.

- Mr. Martin points out that the RAD expenses for Meade Village and Freetown Village are a little high, but settlement will be crucial because the money will come back to these sites. Legal Counsel Riley asked if there was any anticipation of going over the budgeted amount, to which Mr. Martin responds that he does not expect to go over budget, but it is difficult to say. Mr. Martin said that when looking at the overall, it mostly offsets because most of the money has come from the



reserve accounts, and when we settle, that money will come back. Legal Counsel Riley pointed out that the HAP fees are a lot higher than usual. Mr. Martin responds that the admin fees have gone up this year, but we can use admin fee reserves to pay excess HAP if need be. Commissioner Ervin noted that the delinquencies for the other sites are quite high. Mr. Martin responded that is due to a NAP tenant having issues with a grant they were supposed to receive, and are waiting for it to be resolved. Ms Dyer stated it is 4 months worth of rent outstanding.

Chair Ponne moved on to **Old Business**.

- Mr. Martin stated that he has stepped down as the national spokesperson and national chair for the NAHRO Housing America campaign. Mr. Martin stated that he was honored to be selected as the national chair of budget and administration, and that gave him a seat on the steering committee and on the Board of Governors. Mr. Martin announced that Ms. Hillen was chosen to represent the mid-Atlantic region on the National Housing Committee. Ms. Haislip was selected as a representative on the Board of Governors, and selected to sit on the Professional Development committee. Ms. Dyer was chosen to be the Housing America representative for the mid-Atlantic., and Legal Counsel Riley won the election to be the national chair of the Board of Ethics and Credentialing Trustees, and will sit on both the steering committee and the Board of Governors.

Chair Ponne moved on to **New Business**.

- Mr. Martin states that the next national NAHRO conference is in April 2018, in D.C.
- Mr. Martin said that the HCAAC Holiday party date is still undecided, but will either be on Thursday, December 21 or Friday, December 22. It will be at Heritage Crest from 12-3. Chair Ponne adds that if anyone from the board would like to attend they need to RSVP.
- Ms. Haislip pointed out that the dates for the January and February board meetings are changed to the fourth Monday of the month due to the third Monday falling on a holiday.
- Mr. Martin announced that the next board meeting will be on December 18, 2017 at 11AM.

Chair Ponne said if there is no other business we will adjourn, Chair Ponne asked for a motion to adjourn.

Commissioner Utz made the motion and the meeting adjourned at 12:00 p.m.