

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY
BOARD MEETING MINUTES
DECEMBER 18, 2017**

Present: Peter J. Ponne, Chairman
Bob Bradshaw, Vice Chair
William Utz, Commissioner
Danny Boyd, Commissioner
Sandra Ervin, Commissioner
Tanya Hill-Brown, Commissioner
Beryle Downs, Commissioner
Carrie Blackburn Riley, Legal Counsel
Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Michael Hale, Director of Modernization
Anupama Francis, Director of Finance
Christopher Ostovitz, Director of Information Technology
Carole Ann Brazeal, Executive Administrative Assistant

Teleconference:

Guest: Kathleen Hughes, Legal Aid

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. No topics were presented for discussion.

MINUTES

Chair Ponne opened the discussion of the November 2017 minutes.

- Chair Ponne asked if there were any questions concerning the minutes from the November 2017 meeting.
- Commissioner Boyd asked to clarify a statement regarding “there were items left in the units that the families did not take out and that needed a lot of repairs” should say “that **the units** needed a lot of repairs.”
- Chair Ponne asked for a motion to approve the minutes. Motion made by Commissioner Ervin, seconded by Vice Chair Bradshaw and all in favor.

BUSINESS AGENDA

Chair Ponne moved on to the first item on the business agenda, Approval of Legal Services Contracts.

- Ms. Haislip stated that the current Legal Services contract ends December 31, 2018. We advertised an RFP for Legal Services and received 5 proposals. Ms. Haislip noted a committee of 5, including Commissioner Downs and staff, each evaluated the bids and submitted scores. Ms. Haislip then negotiated contracts with the two (2) top scores; Carrie Riley of Blackburn Riley LLC as General Counsel and Reno & Cavanaugh PLLC for development transactions. Ms. Haislip added that we do not need a resolution but request a motion of support to award a three-year term with two 1-year options for renewal to each firm. Mr. Martin said we must adhere to Federal procurement for selection and terms. Commissioner Downs noted it was her first experience with this process. Mr. Martin added Hyatt Weber scored well but Legal Counsel Riley scored higher than others. Chair Ponne asked for a motion to support the Legal Services Contract. Motion made by Commissioner Downs, seconded by Vice Chair Bradshaw and all in favor.

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

- Mr. Martin gave an update on RAD and said the 4% tax credits are targeted for elimination in the current Tax bill, so every deal moving forward may need to be with 9% tax credits. Currently, DHCD is planning to force a pool close of credits before year end to secure our credits. He added we pay interest until we close. Vice Chair Bradshaw asked how much and Mr. Martin said we could pay up to 25% of the annual taxes before we close. Mr. Martin stated the issue with the PILOT is resolved.
- Mr. Martin said Freetown Village gets closer to closing as CDA has moved the process into the last stage of approval before settlement. Anticipated to close in Spring 2018.
- Mr. Martin noted Meade Village is moving into the next stage for closing. Chairman Ponne noted we will have a total of 67 new units. Mr. Martin added 31 at Meade and 36 at Freetown.
- Mr. Martin said we held more meetings with Meade Village residents in December. Ms. Haislip said there were not a lot of residents in attendance which was disappointing but those present shared good suggestions.
- Ms. Haislip said we are meeting one on one with the residents that must relocate and 8 of 12 can be placed in other Public Housing units with the remainder receiving vouchers due to larger family sizes. Mr. Martin added we have a Relocation Specialist who only deals with this process.
- Mr. Martin said the final pricing for the Meade Village drawings went up 1.5 million. He said recent hurricanes have driven up the price of materials. He said we reevaluated and were able to reduce the cost by \$1.1 million.

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

- Mr. Martin gave an update on Heritage Overlook. Mr. Martin stated there are no sidewalks or parking lots yet. He added he does not like the configuration of the fire doors that open towards units in hallways. He said the quality of work is good. Commissioner Utz asked what is used for countertops and Mr. Martin said heavy duty

formica. Commissioner Boyd asked when paving is scheduled and Mr. Hale said next week, weather permitting.

- Commissioner Hill-Brown suggested adding a hanging light in the dining area of the renovated units at Meade Village. Ms. Haislip said we will look at the possibility.
- Mr. Martin said there will be a fundraising tour for the Boys and Girls Club on February 6. Commissioner Downs asked if the developer is kicking in anything? Mr. Martin stated no, not truly. Mr. Martin said CDA added a \$250,000-line item to help over the next 5 years to get it up and running.
- Mr. Martin said the first units will likely come online around January 15-20, 2018 and will continue to come online as each building is completed, inspected and issued occupancy permits. The Resident Center will likely open in mid-February.
- The Personnel Policy has been through an internal review with considerable revisions. The work on the policy continues with a draft to be provided to the committee; anticipating the Board can review and approve at the January or February 2018 meeting. He stated he has slowed this down a bit to make certain that we look at the secondary policies that we may consider attaching, there are several proposed. Commissioner Downs asked if we had feedback from the employees. Mr. Martin said there is an interest in vacation pooling. Ms. Haislip noted we did a few employee surveys to determine opinion one was for benefits and the common theme is deductibles and premium cost and we are thinking about adding a uniform allowance.
- Commissioner Ervin asked how the Discrimination & Sensitivity training went. Mr. Martin said the trainer was good but she was conveying too many personal experiences and laughed too much. Ms. Haislip added it was thought provoking. Mr. Martin added it was helpful but the approach was hard hitting and may be too much too fast. Commissioner Downs suggested following up and the trainer should not be learning her job through us.

Chair Ponne moved on to the Dashboard.

- Mr. Martin points out that the RAD expenses for Meade Village and Freetown Village are still sitting there, but settlement will be crucial because the money will come back to these sites.
- Mr. Martin stated there are about 32 residents returning and 58 new applications for Heritage Overlook, including 5 perspective applications for the Weinberg units (3 units donated by Harry and Jeanette Weinberg to accommodate customers with disabilities). He stated the Weinberg Foundation has a separate wait list. Commissioner Downs asked if the Weinberg units were completely outfitted. Ms. Dyer said they are fully ADA compliant units. Legal Counsel Riley asked about UFAS and Mr. Martin said we have 15 UFAS units. Mr. Hale added 2 units are outfitted for hearing and vision.
- Mr. Martin asked about employee vacancies. Ms. Dyer said we a Maintenance Tech.
- Legal Counsel Riley noted on page 55 Meade and Freetown should be listed.
- Commissioner Downs asked why is Bates under a Project Based Contract with us? Mr. Martin said it is financed through CDA and they required a project Based Voucher Contract; and HACA was unable to do it. Mr. Martin added Fouse Center, Admiral Oaks, Glen View, Bates, Lighthouse Bistro Apartments, Sarah's House along with

Heritage Crest and Overlook are PBV and all have their own waitlist are not listed on HCAAC's waitlist.

- Mr. Martin stated Howard County HA has ported in 730 Vouchers from the region and are billing us. HUD has requested a meeting to discuss removing the ported vouchers from our inventory (52 Vouchers). This will reduce our subsidy by a huge amount! Mr. Martin will meet with HUD to discuss later this day, and argue against this concept.
- Mr. Martin noted some good news that we received \$189,000 in FSS funds.

Chair Ponne said if there is no other business we will adjourn the regular meeting and move to the closed session., Chair Ponne asked for a motion, Commissioner Downs made the motion, Commissioner Hill-Brown seconded and the regular meeting was adjourned at 12:38 pm to open the Closed Session.