

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY
BOARD MEETING MINUTES
February 26, 2018**

Present: Peter J. Ponne, Chair
Bob Bradshaw, Vice Chair
Sandra Ervin, Commissioner
Tanya Hill-Brown, Commissioner
Beryle Downs, Commissioner
Carrie Blackburn Riley, Legal Counsel
Clifton C. Martin, Chief Executive Officer
Michael Hale, Director of Modernization
Gina Dyer, Director of Property Management
Anupama Francis, Director of Finance
Christopher Ostovitz, Director of Information Technology
Lanita Hillen, Director of Housing Services
William Sansing, Senior Finance Manager
Carole Ann Brazeal, Executive Administrative Assistant

Teleconference: Danny Boyd, Commissioner

Absent: William Utz, Commissioner
Diane Haislip, Deputy Chief Executive Officer

Guest:

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 or guests in attendance. No topics were presented for discussion.

MINUTES

Chair Ponne opened the discussion of the January 2018 minutes.

Chair Ponne asked if there were any questions concerning the minutes from the January 2018 meeting. Minor corrections were offered and will be reflected in the approved minutes.

Chair Ponne asked for a motion to approve the minutes with corrections. Motion made by Vice Chair Bradshaw, seconded by Commissioner Ervin and all in favor.

Chair Ponne moved on to the first item on the business agenda, Proposed Personnel Policy.

- Mr. Martin stated we are going through the process of auditing the HCAAC Personnel Policy with a focus on clarification. The emphasis is on cleaning up items such as the status of employment, the grievance procedure, harassment and discrimination policies, offering leave to employees in crisis. The Board members received a hard copy of the revised personnel policy and was asked to send comments via email for discussion at the next meeting.

Chair Ponne moved on to the second item on the business agenda, discussion of Housing Enterprises Documents.

- Mr. Martin explained the correct way to move forward with development is to create the developer entity for our RAD deals, Housing Enterprises of Anne Arundel County, to begin its work prior to closing. This administrative entity is not part of the Commission or Corporation and will have separate articles and procedures which will include articles of Incorporation and by-laws with up to 5 board members with Mr. Martin, CEO as president and the Deputy CEO as secretary. Mr. Martin added we will need to file articles to prepare closing documents and asked if any Board members would be interested in serving on the Heritage Enterprises Board. Vice Chair Bradshaw and Commissioner Ervin are interested. Legal Counsel Riley suggested 2 outside members could include people from Social Services or the legal community.

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

- Freetown Village gets closer to closing as CDA has moved the process into the last stage of approval before settlement. Anticipated to close in April 27, 2018. There is a massive checklist.
- Meade Village is moving into the next stage for closing; which has slowed due to Freetown.
- Preliminary work is complete on the remaining 4 communities. Plans are to convert to Project Based Rental Assistance on January 1, 2019; financing plans during 2019 and renovation in 2020.

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

- Mr. Martin gave an update on Heritage Overlook. The community is currently being leased on schedule. The Boys and Girls Club offered a "Hard Hat Tour" for potential corporate and social entities who may want to contribute annually to the new club. There was mention of adding a second floor. The grand opening will be held May 31st and the County Executive will be attending.
- Mr. Martin added he has grave concerns over the budget due to the President cutting it by 40% and Capital Funds being eliminated.
- Mr. Martin noted our Physical Needs Assessment includes HVAC at Glen Square. Legal Counsel Riley asked if we were applying for grants. Mr. Hale said we apply for the MEEHA Grant. Chair Ponne added ACDS has an environmental grant. Commissioner Downs added that will help us be less dependent on the government.

Chair Ponne moved on to the Dashboard.

- Legal Counsel Riley asked for clarification for the 2 different funds listed under Non Federal Investment Portfolio. Mr. Martin noted we have taken CD's and put them in other investments.
- Legal Counsel Riley suggested adding "client had an order of eviction and voluntarily vacated but did not turn in the keys to the unit" on the Claims Slide.
- Commissioner Downs asked about the Verizon contracts. Mr. Martin noted each community has a separate contract for cable.
- Commissioner Downs asked about tracking members of the Boys and Girls clubs in our communities and if we offer any incentives. Ms. Gibson said we register children at move-in and offer to pay for those who cannot afford it. Chair Ponne added the numbers are growing.

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 Ervin made the motion, Commissioner Hill-Brown seconded and the regular meeting was adjourned at 12:12 pm to open the Closed Session.