

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY  
BOARD MEETING MINUTES  
JANUARY 28, 2019**

Present: Robert Bradshaw, Vice Chair  
William Utz, Commissioner  
Sandra Ervin, Commissioner  
Clifton C. Martin, Chief Executive Officer  
Dean Hadjis, Chief Financial Officer  
Michael Hale, Director of Modernization  
Lanita Hillen, Director of Housing Services  
Christopher Ostovitz, Director of Information Technology  
Carole Ann Brazeal, Executive Administrative Assistant  
Pam Walton, Director of Housing Resources  
Kina Maynard, Senior Housing Specialist

Teleconference: Peter J. Ponne, Chair  
Danny Boyd, Commissioner  
Beryle Downs, Commissioner  
Carrie Blackburn Riley, Legal Counsel

Absent: Tanya Hill-Brown, Commissioner  
Diane Haislip, Deputy Chief Executive Officer  
Gina Dyer, Director of Property Management

Guest: None

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

Meeting called to order at 11:05 a.m. by Vice Chair Bradshaw. Mr. Martin said we have Chair Ponne, Commissioner Boyd, Commissioner Downs, and Legal Counsel Riley joining us by phone on teleconference speaker. Legal Counsel Riley added a "quorum" is allowed by telephone. Mr. Martin added amendment 13 of by-laws allows this. Chair Ponne asked Vice Chair Bradshaw to lead the meeting.

#### **MINUTES**

Vice Chair Bradshaw opened the discussion of the December 2018 minutes. Vice Chair Bradshaw asked if there were any questions. Mr. Martin stated after consulting with Legal Counsel Riley, we updated the minutes to reflect a closed meeting was held after the December 2018 regular board meeting. The Open Meetings Act states minutes for the next open session shall include a statement of the time, place, and purpose of the closed session; a record of the vote of each member as to closing the session; a citation of the authority under § 3-305 of this subtitle for closing the session; and a listing of the topics of discussion, persons present, and each action taken during the session. A discussion ensued regarding the statement and the Board agreed with the written statement added to the December 2018 minutes. Legal Counsel Riley stated a paragraph is missing from the minutes discussing her proposed changes to the December minutes. Mr. Martin said we will add the paragraph back in as it was missed during the cut and paste into the Board Report. Mr. Martin read the paragraph as follows: *Counsel Riley arrived late and Chair Ponne asked if she had any questions about the minutes. Legal Counsel Riley pointed out on the November minutes on page 19 it says "Legal Counsel Riley asked if the hotel expense will affect the budget". Her recollection is after several questions back and forth the conclusion was that it "could" affect the budget. Legal Counsel Riley also asked to clarify on page 20 where it says "Legal Counsel Riley noted we have already used almost 50% of the expenditures and we are only four months in" and noted her comments were more than about just that particular property and stated that they were about several properties. Mr. Martin said we will listen to the tape and revise it if needed and discuss next meeting. Ms. Haislip's recollection was it was NAP and Freetown. Chair Ponne asked for a motion to review and revise the minutes. Motion made by Commissioner Downs, seconded by Commissioner Ervin and all in favor.*

Vice Chair Bradshaw asked for a motion to approve the minutes as amended. Motion made by Commissioner Ervin, seconded by Commissioner Utz and all in favor.

#### **BUSINESS AGENDA**

Vice Chair Bradshaw moved on to the first item on the business agenda, Discussion on Agency Plan Critical Items - Preferences and Waitlist Opening.

Mr. Martin stated we are considering opening the waitlist. He stated the waitlist has gone from 12,000 to 2800. Mr. Martin introduced Pam Walton, Director of Housing Resources, to speak on the matter. Mr. Martin also noted in attendance is Kina Maynard, Senior Housing Specialist. Ms. Walton explained currently preferences are given to applicants based on the following: 1 point for Anne Arundel County Residents, 1 point for working or senior/disabled applicants, and 3 points if an applicant is homeless, living in substandard housing or paying 50% of their annual income on rent. There is a max of 5 points. Ms. Walton said one of her concerns is when we open the waitlist and keep the preferences, those applicants from past years will be pushed further back on the waitlist. She explained the preferences also cause a delay in housing applicants due to a majority of those called in for orientation actually do not meet the preferences, are placed back on the waitlist and the process is very time consuming. She added removing preferences would rank the waitlist by date and time of application and save time when processing. Mr. Martin said the preferences were required by HUD but they repealed it, however we chose to keep them. He said it would be a good decision to remove the preferences if looked at from an economic standpoint for our agency. Legal Counsel Riley said use caution on our reasoning to remove the preferences. Mr. Martin added most Housing Authorities do not use preferences. Mr. Martin stated we would like to open the waitlist in July 2019 and we can discuss further at the next Board Meeting.

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

Mr. Martin stated Freetown Village is progressing, with more than 60% of the units now either under renovation or completed. The new construction has begun with one new building under roof and the others coming quickly behind. Mr. Hale said we have finished 68 units so far and should finish all by late June 2019. He added we are in discussions with the State regarding the sidewalks and their completion according to ADA.

Mr. Martin stated we will now move to complete the Meade Village RAD/Section 18 Blend Application so that we may close the deal in the Fall of 2019. We have met with staff from the County Executive's Office and have meetings scheduled with county school board staff and council members to get legislation entered soon. He added the legislation will waive specific school requirements and allow the children to attend either Harmans or Van Bokkelen.

Mr. Martin stated preliminary work continues on the remaining 4 communities although we have rescinded and will reapply for our CHAPs due to delays that have put us past our initial window with HUD. We have notified HUD that these communities will also use the Section 18/RAD Blend concept with Project Based Vouchers. Mr. Hale added an RFP for architectural services is currently published and we are receiving bids. Mr. Martin said we anticipate a new resolution authorizing resubmission in early 2019.

Vice Chair Bradshaw moved on to the dashboard.

Mr. Martin noted a few changes in the dashboard. He said on Slide 7 Whitaker Homes, the construction expenses have been removed from the Operating Budget. He noted under net we show negative \$223,442 but we are waiting on a Section 8 HAP payment of \$346,000 that will put us back in the positive.

Mr. Martin noted on Slide 8; Section 1 the HCV HAP reserve info that HUD had provided does not address how we were short changed in November. The HUD report balances are not correct and now that the government is open we hope to have the corrections by the next meeting. Legal Counsel Riley asked if we can also clarify the reserve balance is correct.

Legal Counsel Riley asked if we have met with DHCD staff regarding capping and reducing the reserve at Oakleaf Villas? Mr. Martin said he is expecting a call but will reach out to them again soon. Please note that Oakleaf Villas has its own reserve line on the report as it is restricted. Mr. Martin said on Slide 8; Section 2 the Other section is now just the developers' fees. We will get 4 payments for Freetown. Balance should be \$2.5 Million by the end of the year. Meade's first developer fee will come before the end of the year also.

Mr. Martin said Legal Counsel Riley had asked why the waitlist numbers went up if it is closed. Ms. Walton stated when clients are called in for orientation they are removed from the waitlist. Once processed several applicants do not meet the preferences and are added back to the waitlist. This is one of the issues mentioned in the discussion previously regarding preference removal.

Slide 11 - Ms. Hopkins stated the voucher target number is 1788. HUD advises us the number of vouchers to issue per month. Targeted numbers are high because our attrition rate is high. HUD instructed us to over lease. Legal Counsel Riley's question asked why the dashboard and detail slide are different and have different targets of 1788 and 1800 and asked which the dashboard slide or lease slide should be revised. Which was correct? Legal Counsel Riley also noted that the agency is spending more HAP than we are getting, but showing average expense going down and this seems contradictory. She asked can staff review and correct next month? Mr. Martin stated it would be assessed and updated.

Mr. Martin noted the employee retention rates have been modified on the dashboard HR slide. Mr. Martin also offered that the Whittaker Homes Hospitality (changed to say Hotels) would be reimbursed, after clarifying with DHCD after last month's discussion during the board meeting. Mr. Martin stated we can clarify some data on Slide Number 36 RAD expenses now that the government is open and we will replace this slide going forward with detailed data that we now report to the State for RAD.

Mr. Martin said the Freetown Village Boys and Girls Club has been closed for 3 weeks for some significant personnel issues that we are not privy to. We have been told that they hope to open this week.

Legal Counsel Riley had questioned the slow turnaround time for units in Pinewood Village, Pinewood East, Glen Square and Meade Village and Mr. Martin said this is being caused by such things as bedbug infestations. Mr. Martin we will start to hold vacancies at Meade. Mr. Martin said our plan for RAD is to hold 16 vacant units during the renovation so we can move families into those vacant units while their units are being completed.

Legal Counsel Riley noted the 4 bedroom numbers are going up on Meade and Freetown. Mr. Martin said those communities have a significant number of 4 bedroom units to house these applicants, but we are not seeing rises in the 5 and 6 bedroom lists at Meade.

Mr. Martin noted Glen Square scored some D's on the Monthly Report of PHAS Indicators. Some residents took a while to move out causing uncollected rents.

Vice Chair Bradshaw asked Legal Counsel Riley if Commissioners could get a letter to state all of the commissioners are still protected by the Housing Commission during the interim period of reappointments. Legal Counsel Riley stated she cannot do that, the agency insurance policy has not changed and the commission appointments have not run out until a new person is appointed, the new County leadership has the right to appoint a new person at any time and it has not done that yet. There was a brief discussion about confusion over the new law and previous procedures with the County regarding reappointments. Legal Counsel Riley said that she believed in the past Commissioners would stay in place until reappointed or a new person is appointed; or if you were notified officially that your commission expired. Mr. Martin stated he still has no verified information and has reached out to Janice Hayes Williams with the county, and will do so again immediately.

Mr. Martin stated the Personnel Policy is finished and will be presented during the February meeting. He added the Agency Plan will be presented in March and he will send copies to all Commissioners.

Vice Chair Bradshaw departed suddenly. Chair Ponne took over the meeting and inquired as to whether there was any other business; and if not we will adjourn the regular meeting, there were no comments. Chair Ponne asked for a motion. Commissioner Utz made the motion and the regular meeting was adjourned at 12:20 pm.