

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY
BOARD MEETING MINUTES
MARCH 18, 2019**

Present: Danny Boyd, Chair
Sandra Ervin, Commissioner
Carrie Blackburn Riley, Legal Counsel
Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Gina Gibson, Director of Property Management
Dean Hadjis, Chief Financial Officer
Michael Hale, Director of Modernization
Christopher Ostovitz, Director of Information Technology
Carole Ann Brazeal, Executive Administrative Assistant
Pamela Walton, Director of Housing Resources
Alicia Seelagan, Accountant

Teleconference: Robert Bradshaw, Vice Chair
Beryle Downs, Commissioner

Absent: William Utz, Commissioner
Peter Ponne, Commissioner
Tanya Hill-Brown, Commissioner
Lanita Hillen, Director of Housing Services

Guest: Lisa Sarro and Kathleen Hughes of 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 Boyd. Mr. Martin said we have Vice Chair Bradshaw and Commissioner Downs joining us by phone on teleconference speaker.

RESIDENT COUNCIL

Chair Boyd noted no residents or guests in attendance. No topics were presented for discussion.

Legal Counsel Riley added we have two Commissioners present and two Commissioners on the phone creating a quorum for this Board Meeting.

Lisa Sarro and Kathleen Hughes were then recognized and introduced themselves after entering at 11:05 a.m.

MINUTES

Chair Boyd opened the discussion of the February 2019 minutes. Legal Counsel Riley said that she submitted revisions prior to the minutes being issued. Mr. Martin stated that all of her edits should be incorporated herein. Mr. Martin summarized and stated that she had a comment that needed clarification regarding whether the security company was required to have an armed officer endorsement-not that HCAAC intended to get its own armed officer policy. She had asked Mr. Martin to review and rewrite this sentence. Mr. Martin stated that he did rewrite the sentence to accurately reflect the comment. To clarify, the Housing Commission required the Security Firm to add the armed enforcement clause, rather than the reverse. Legal Counsel Riley agreed with that revision. Chair Boyd asked if there were any questions and asked for a motion to approve the minutes. Motion made by Commissioner Ervin, seconded by Vice Chair Bradshaw and all were in favor.

BUSINESS AGENDA

Chair Boyd moved on to the first item on the business agenda, Agency Plan & Capital Fund Public Hearing and Approval of the Agency Plan Resolution #660.

Mr. Martin handed the meeting over to Ms. Haislip and asking everyone to sign a sheet for attendance. Ms. Haislip provided a handout outlining the Agency Plan. Ms. Haislip gave a PowerPoint Presentation addressed the following:

Ms. Haislip presented about the Annual requirement

- The Annual Requirement
- Federal policy requires Housing Agencies to develop and implement an extensive 5-year plan with annual updates.
- The plan outlines the major initiatives, substantial changes to policies and procedures, and identifies goals and future tasks to be completed by the agency.
- The annual update must be modified at least 75 days before the end of an agencies fiscal year, which in our case is June 30th.
- The Plan must be submitted to HUD for final approval.

Ms. Haislip presented about the Timeline for 2019

Data collection began in December 2019. Draft of the Plan was distributed and the Public Hearing was announced January 24, 2019. Public comments were due March 8, 2019. No public comment was received and she noted that Legal Aid specifically wrote acknowledging receipt of the draft plan. Any Public comments received will be submitted with the plan. We will submit the Plan to HUD by April 17, 2019 and should have it finalized by the end of June for July 1, 2019 start.

Ms. Haislip presented about Refining Our Vision and Goals

- Maintain and retain the portfolio of affordable housing communities.
- Use creative financial resources to protect the viability and future of the portfolio.
- Continue to search for avenues to acquire, develop or partner to create new affordable housing resources.
- Ensure that all of the communities are managed professionally, with focus on quality, safety and self-sufficiency.
- Strive to create housing options throughout the county according to the Consolidated Plan.
- Assist citizens to use housing resources wisely with strong accountability.
- Provide genuine and responsive customer service.

Ms. Haislip presented about Affirmatively Furthering Fair Housing

The Fair Housing Act prohibits discrimination in housing based on race, color, national origin, religion, sex, family status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18), or disability. Our Statement...

- Taking proactive steps beyond simply combating discrimination to foster more inclusive communities, support and promote integrated communities, and overcome segregated living patterns.
- Promote fair housing choice for all persons by providing access to community assets for all persons protected by the Fair Housing Act and addressing significant disparities in access to community assets
- Ensuring compliance with civil rights and fair housing laws and work to end racially and ethnically concentrated areas of poverty and foster compliance with the non-discrimination provisions of the Fair Housing Act.
- Promote and provide housing that is structurally accessible to, and usable by, all persons, and provide opportunities for inclusive patterns of housing occupancy to protected classes.
- Regional Analysis and Impediments to Fair Housing Choice
- As a condition of federal funding, PHA's certify to HUD each year that they will conduct their entitlement programs in a non-discriminatory manner that affirmatively further fair housing in accordance with the Civil Rights Act of 1964 and the federal Fair Housing Act.
- A regional fair housing action plan, which addresses issues such as public transportation, housing accessibility and real estate advertising based on collaboration by all five jurisdictions; Anne Arundel County, Baltimore County, the City of Baltimore, Harford County and Howard County.
- Collaboration with Baltimore Metropolitan Council and Arundel Community Development Services working together to get input from HCV, PH and stakeholder groups throughout the year.

Mr. Martin elaborated on the regional approach to the Annual Impediments to Fair Housing and the detailed number of meetings, data collection projects and stakeholder conversations that have and continue to take place. He stated that our agency intends to meet with stakeholders and voucher recipients to get more detailed discussions on challenges that exist in our county. He stated there may also be an electronic survey of wait list applicants. Ms. Haislip added additional information can be referenced on our website.

Ms. Haislip presented the proposed Updates for FY2019

The Housing Commission continues to stay active on working to identify additional underserved populations, families at or below 30%-50% of median income through marketing.

- Development of Partnerships that are beneficial to both the Commission and the Residents that provide supportive resources continue to be reinforced and initiated.

- Maintain efforts for shared housing opportunities through Project Based Vouchers with other local housing providers to include Transitional Housing, Section 811 Program, MD Bridge Subsidy, ARC, Omni House, VESTA, PEP, and ACT.
- Continued support with HOPWA Rental Allowance Programs, VASH vouchers, as well as other Supportive Housing Programs.
- The participation in county core service meetings has helped to integrate services and promote improved communication.
- Endeavor through the conversion of all public housing communities to Project Based Vouchers (PBV) using the Rental Assistance Demonstration (RAD).

Ms. Haislip presented the proposed updates made to the Admissions and Continued Occupancy Plan (ACOP), Dwelling Lease & Administrative Plan.

- Removed Preference Points awarded to applicants.
- Waitlists will be assigned a position on date & time only.
- Added definition of non-economic criteria for a reasonable accommodation and live-in aide.
- Allow approval and payment for non-life threatening deficiencies determined through HQS inspection with stated provisions.
- Evaluating methods and means to improve mobility and access to opportunity areas such as payment standards, landlord outreach and other services.

The staff have been reviewing the possibility of utilizing Small Area Fair Market Rents (SAFMRs) for our county. A discussion was had regarding the merits of SAFMRs as compared to Fair Market Rents. Mr. Martin expanded the dialogue on this with an explanation of how SAFMRs can benefit the county by opening certain zip codes that have very high rents now and in which we see limited to no leasing. He noted that there is a fiscal downside that has to be analyzed to insure you don't hurt the program also. He offered that the staff will continue this analysis and make this decision internally when ready.

Ms. Haislip updated everyone on the Rental Assistance Demonstration.

Converting from public housing to tax credits and rental assistance via RAD/Section 18. The agency will completely renovate units at the sites and establish a public/private partnership. The agency will continue to own the land, part ownership in the new corporation, manage the community and have the first right to purchase back the sites. Partnerships with third party consultants, lenders, architects and contractors has been beneficial in our effort to develop and manage our own properties.

- Freetown Village: Renovations are underway and the new construction has begun. There will be 36 new workforce units.
- Meade Village, Pinewood Village, Pinewood East, Glen Square and Stoney Hill: Conversions estimated to begin in late 2019. There will be 24 new workforce units at Meade.

Ms. Haislip talked about Service Coordination Programs to assist our families.

- Family Self Sufficiency Program - Intensive 5-year contract with program participants who wish to improve their educational and financial status; attain careers, obtain homeownership, and potentially move from our programs. Creates escrow accounts to establish savings.
- Choice Services - On site case management for elderly, disabled and families with children. Assisting with medical, financial, social, economic and familial issues. Provides funding for technical equipment and training opportunities.
- Relocation Assistance - Service to assist families to find affordable housing options close to employment, family, support systems and better education; with an emphasis on deconcentrating poverty and increasing mobility.
- Homeownership Program - Intensive case managed and educational system for voucher holders to save for down payments, prepare for homeownership and use their voucher towards the purchase of a home for part of the mortgage period.

Chair Boyd asked if there were any questions. Legal Counsel Riley asked if there were any lease changes. Ms. Haislip clarified that there are no changes to the leases this year. Legal Counsel Riley also inquired about Choices and if that program was an HCAAC created program? Mr. Martin confirmed that is was an internal program that he considered FSS on steroids, whereby we could expedite education and tuition services to persons who were ready to jump start their careers. We helped hundreds of clients with school over the last two years. Legal Counsel Riley ask for an example of non-economic criteria with a reasonable accommodation. Mr. Martin answered a policy or procedure. Commissioner Ervin stated "Authority" is mentioned in the Agency Plan and should be corrected. Mr. Haislip said we will make the correction.

Chair Boyd asked for a motion to approve the Resolution #660. Motion made by Vice Chair Bradshaw, seconded by Commissioner Downs and all were in favor.

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

Mr. Martin stated Freetown Village is progressing, with more than 100% 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. Martin stated the last stages will be landscaping. Mr. Martin said he would like to take the Commissioners on a tour of Freetown once everything is complete.

Mr. Martin stated Meade Village will now move to complete the RAD/Section 18 Blend Application so that we may close the deal in the Fall of 2019. He indicated that they have met with staff from the County Executive's Office and Bill 13-19 was introduced to waive the school adequacy requirement on March 4 and that is to be heard for vote by council members on Monday, April 1.

Mr. Martin stated preliminary work continues on the remaining 4 communities although the Commission rescinded the CHAPs and will re-apply due to delays that have put the Commission past the initial window with HUD. The Commission has notified HUD that these communities will also use the Section 18/RAD Blend concept with Project Based Vouchers. The Commission anticipates a new round of resident meetings and a new resolution authorizing resubmission in April 2019.

Legal Counsel Riley asked if there was any word on getting a subsidy for offering large units that are leased by smaller family sizes. Ms. Haislip stated that was part of the request for FHEO approval and we are waiting on further guidance. Mr. Martin added HUD said we are the only PHA with 5 and 6 bedroom units and we cannot eliminate them; we will move forward with 12 – 5 bedroom units and 4 – 6 bedroom units and they have verbally approved the subsidy but we do not have it in writing yet.

Mr. Martin stated Clifton Larson Allen has nearly wrapped up the audit but needs some final data from the agency before presenting. This was their first year and this audit was far more detailed and comprehensive than past audits. He indicated that the board can expect their presentation at the next board meeting on March 29 at noon. Legal Counsel Riley inquired as to whether we have posted and advertised that meeting. Mr. Martin confirmed that it is posted. Mr. Martin said the audit has to be submitted to HUD at the end of March.

Chair Boyd moved on to the Dashboard.

Legal Counsel Riley said thank you for the third column on the Human Resource slide, however the year to date numbers appear to be incorrect, and asked that someone look at the turnover ratio and the longevity data. Mr. Martin said we will look into it. Commissioner Ervin said the accounts receivables on slide 48 seem high, most notably Heritage Overlook. Mr. Martin said Heritage Overlook also has family units, and even though it just leased up, some of the Burwood returning residents are not getting along well with the families also on site. Ms. Haislip confirmed that some have already moved out with unpaid accounts.

Chair Boyd noted the increase in crimes on the Risk Management slide. Mr. Martin added there was an increase in assaults in February and they were mostly non-residents. This is cyclical and has recently been very low. Mr. Martin said we have residents who do not get along and/or have mental health issues.

Legal Counsel Riley asked if crime spikes in the warmer months. Vice Chair Bradshaw opined that assaults are up nationwide under the current presidential administration. Commissioner Downs said she would like Lennie Mungo, our Community Safety Manager to come in and speak with the Board before the security firm is in place. Mr. Martin agreed and added we still have contracted police officers on sites patrolling until the new firm starts and they report back to the commission. He also stated the firm starts in April. Legal Counsel Riley asked if we track convictions. Mr. Martin said we only track if it is a resident. Commissioner Downs asked if we ban non-residents. Mr. Martin said we usually ban someone before they become a serious threat to the health and well-being of the residents; and we cannot ban residents. Legal Counsel Riley asked if a person can be removed from the banned list if they petition. Mr. Martin said yes and said some are automatically removed after a certain length of time.

Legal Counsel Riley said the average length of service needs to be updated on the Human Resource Statistical report. Mr. Martin said we will look into it.

Legal Counsel Riley asked if there is an update on the security contract. Mr. Martin said we are going with the highest level of protection without firearms and we are currently negotiating to commence in early April. We will update the commissioners at the next board meeting. Vice Chair Bradshaw mentioned Dunbar was bought by Brinks and we may want to look at their firm. Legal Counsel Riley said the commission has procurement policies and already completed the federal process competitively. Mr. Martin said we will be glad to reach out to that firm when it is procured the next time.

Chair Boyd said a correction needs to be made on slide 46 "Open House - Friday, April 13, 2019 at 5:00 pm; All Boys & Girls Clubs", the date should be April 12th not the 13th.

Chair Boyd moved on to New Business.

Mr. Martin added there are upcoming conferences for NAHRO, MARC/NAHRO and the Legislative Conference and to let staff know if any Commissioner wanted to attend.

Mr. Martin said he emailed some possible dates for a teleconference to the Personnel Policy Committee to look at the new HCAAC Personnel Policy. Commissioner Ervin, Commissioner Downs and Commissioner Bradshaw form the Personnel Policy committee. Mr. Martin said he would be in contact with the committee again for some new dates as Commissioner Ervin has a conflict.

Legal Counsel Riley asked for confirmation that we will have a reception for Pete Ponne on April 11th at 6pm. Mr. Martin said yes, it will possibly be held at Heritage Overlook at 6:15 PM.

Vice Chair Bradshaw said we also have the Boys and Girls Club Youth of the Year dinner on April 3rd. Mr. Martin added the commission has 20 people attending this year.

Mr. Martin said the County Executive will be touring Heritage Crest and Overlook on March 25, including the Boys and Girls Clubs. Ms. Gibson, Director of Property Management will be their tour guide.

Commissioner Downs asked if there is any news on the commissioner's appointments. Mr. Martin said he has not heard anything.

Chair Boyd moved to adjourn.

Chair Boyd said if there is no other business we will adjourn the regular meeting, Chair Boyd asked for a motion. Commissioner Downs made the motion and the regular meeting was adjourned at 12:05 pm.