

HOUSING COMMISSION OF ANNE ARUNDEL COUNTY
BOARD MEETING MINUTES
April 15, 2019

Present: Danny Boyd, Chair
Robert Bradshaw, Vice Chair
Sandra Ervin, Commissioner
William Utz, Commissioner
Beryle Downs, Commissioner
Carrie Blackburn Riley, Legal Counsel
Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Dean Hadjis, Chief Financial Officer
Michael Hale, Director of Modernization
Gina Dyer, Director of Property Management
Lanita Hillen, Director of Housing Services
Christopher Ostovitz, Director of Information Technology
Carole Ann Brazeal, Executive Administrative Assistant
Pam Walton, Director of Housing Resources
Alicia Seelagan, Accountant

Teleconference:

Absent: Tanya Hill-Brown, Commissioner
Location: HCAAC, 7477 Baltimore-Annapolis Blvd, Third Floor, Glen Burnie, MD 21061
Quorum Yes

MEETING CALLED TO ORDER AT 11:00 AM

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

ACKNOWLEDGEMENT OF GUESTS AND VISITORS

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

APPROVAL OF PREVIOUS MEETING MINUTES – APRIL 2019

Chair Boyd opened the discussion of the April 2019 minutes. 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 in favor.

BUSINESS AGENDA:

Chair Boyd moved on to the first item on the business agenda, Resolution #661 = COLLECTION LOSSES FOR THE PERIOD ENDED SEPTEMBER 30, 2018.

Chair Boyd moved on to the second item on the business agenda, RESOLUTION #662 - ENDORSEMENT AND SUPPORT OF RENTAL ASSISTANCE DEMONSTRATION PROGRAM APPLICATION SUBMISSION.

Chair Boyd moved on to the third item on the business agenda, MENTAL HEALTH 101 COURSE AND SERVICES. Commissioner Downs discussed the need for Mental Health First Aid for all of us through the county mental health Agency. Great to train staff for all properties. Would consist of 1 to 2 days of training. Ms. Gibson said she would schedule it.

Chair Boyd moved on to the fourth item on the business agenda, COMMISSIONERS PLANNING RETREAT. Commissioner Downs suggested planning a retreat for the Commissioners and HCAAC executive staff. Commissioner Downs suggested Historic Kent Manor Inn in Stevensville, MD and she will contact them. Mr. Martin added he would put together a sample itinerary. Legal Counsel Riley stated we can discuss reading the finance reports and how scoring indicators work. Commissioner Downs suggested May or later. Mr. Martin added it would be considered a public meeting when 4 or more Commissioners gather in a group to discuss company business.

Chair Boyd moved on to the fifth item on the business agenda, CHIEF EXECUTIVE OFFICER REPORT.

Mr. Martin said the agency is now ready to resubmit the RAD applications for last four communities. Meetings are now complete at all communities. 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. Meade Village is moving forward. We will now move to complete the RAD/Section 18 Blend Application so that we may close the deal in the Fall of 2019. The County Council approved our bill for Meade Village unanimously. Preliminary work continues on the remaining 4 communities. We have selected the architectural firm for these projects and are now completing pricing for the financing plans to be submitted.

REVIEW OF MONTHLY DASHBOARD

Chair Boyd moved on to the Dashboard.

Legal Counsel Riley stated in section 5 – Risk Slide, legal cases initiated by HCAAC, was it decided where to put Breach of Lease cases? Mr. Martin said no and we will discuss adding.

Legal Counsel Riley questioned the employee retention rate. Mr. Martin added our new Human Resources will be taking care of it.

Legal Counsel Riley asked if we had rewards cards for the hotels we are using to house clients during renovations. Ms. Gibson noted it is a good idea and she will discuss off record.

Legal Counsel Riley asked what is the credit limit on the Southwest card. Mr. Hadjus said \$70,000. Mr. Martin added the Southwest rewards pay for most of the airfare for the company.

Legal Counsel Riley noted on page 57 Wait List – there is an increase in request for 5 bedroom units. Mr. Martin said they are pre-applications and most do not qualify. Ms. Haislip added we only have 9 out of 4000 requesting 5 bedroom units.

Commissioner Downs stated she would like more information regarding our Family Self Sufficiency Program and how our client's comprehension of the program is being measured. Mr. Martin said we have staff on site to ensure the FSS program is communicated thoroughly with our clients.

Legal Counsel Riley asked about the numbers for Oakleaf on Slide 63. Ms. Walton said sending out letters to update eligibility and we update the numbers.

Legal Counsel Riley stated the HR average length of service increased. Mr. Martin stated we do yearly averages and we will have HR revisit.

Commissioner Ervin asked how long will we keep HR. Mr. Martin said for a while possibly 3 years at 3 days a week. He added it is good to have an expert on staff. Legal Counsel Riley noted it is costing the agency \$8,000 a month and having HR in house would be cheaper. Mr. Martin added it is a possibility and we have discussed having an existing employee become certified or hiring an HR specialist.

Commissioner Downs asked why we have the HR slide. Mr. Martin said all slides were created from a request from a commissioner.

OLD BUSINESS - PERSONNEL POLICY UPDATE

Mr. Martin said the personnel policy update is in progress and should be ready for the Board to review at the June meeting.

NEW BUSINESS/ANNOUNCEMENTS

Chair Boyd moved on to New Business /Announcements - MEADE VILLAGE BOYS AND GIRLS CLUB

Mr. Martin said a Community center to include a Health Center is in the planning phase close to Meade and Van Bokkelen. ACDS is committed to open a Boys and Girls Club at the center and there were concerns the Meade Village Boys and Girls Club may close. Mr. Martin stated we have invested millions in the Meade Club and it will not close.

Commissioner Downs wanted to go on record stating we are saddened by the untimely passing of Maryland House Speaker Michael Busch.

ADJOURNMENT

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 12:27 pm.