

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY
BOARD MEETING MINUTES
AUGUST 16, 2018**

Present: Peter J. Ponne, Chair
William Utz, Commissioner
Sandra Ervin, Commissioner
Danny Boyd, 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
William Sansing, Accountant
Carole Ann Brazeal, Executive Administrative Assistant

Teleconference: None

Absent: Robert Bradshaw, Vice Chair
Tanya Hill-Brown, Commissioner
Diane Haislip, Deputy Chief Executive Officer
Lanita Hillen, Director of Housing Services

Guest: Brenda McChriston, Spectrum HR Services
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.

RESIDENTS & GUESTS

Chairman Ponne introduced a guest in attendance Kathleen Hughes from Legal Aid.

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MINUTES

Chair Ponne moved on to the first item on the business agenda. Chair Ponne opened the discussion of the July 2018 minutes. Chair Ponne asked if there were any questions concerning the minutes from the July 2018 meeting. Legal Counsel Riley stated she had some edits that were not significant and submitted prior. Chair Ponne asked for a motion to approve the minutes, subject to Counsel Riley's edits. Motion made by Commissioner Utz, seconded by Commissioner Downs and all in favor.

BUSINESS AGENDA

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

- Mr. Martin stated Freetown Village is progressing along. We had a few challenges with residents who are unhappy with dealing with the renovations. Some ground units had some rodent issues when work disturbed the nest. We added extermination treatments to the process. We found some water infiltration and are testing for safety. This has caused the work to proceed at a slower pace by a few days. Commissioner Utz asked if this has changed our budget and Mr. Martin said we will incur some additional cost such as that for the drywall work. He added some other work is coming in less costly than anticipated so we may be able to budget for hardwood baseboards and new bathroom lighting. Mr. Martin said we are meeting

with all residents again on August 23 via two meeting options. Mr. Martin added we are doing quality control checks as needed and Mr. Hale is consistently walking the units. Ms. Gibson added we have hospitality suites set up for residents during the day.

- Mr. Martin said Meade Village continues to experience delays with the Fair Housing Office regarding removal of all of the 5 and 6 bedroom units. Discussions continue on this and resolution has not been offered by HUD. Also, the county is working on a bill with the Council to place the 24 new units in Van Bokkelen elementary school district.
- Mr. Martin stated preliminary work continues on the remaining 4 communities with environmental reviews and title work being reviewed at this time. Plans are to convert to Project Based Rental Assistance on January 1, 2019; financing plans during 2019 and renovation in 2020.
- Mr. Martin shared HCAAC was selected for a National Award of Merit by NAHRO for the CHOICES program. We competed at the national level for an Award of Excellence in San Francisco. We did not win the Award of Excellence during the competition in San Francisco, however we are an Award of Merit Winner!

Chair Ponne moved on to the Dashboard.

- Mr. Martin offered and shared that the \$50,000 Boys and Girls Club expense was a required and budgeted start up expenditure as part of the project deal with Pennrose in year 1. There are expenses in each of the first 5 years.
- Commissioner Ervin said she doesn't understand why we cannot get more residents involved in our FSS program. Mr. Martin added if you look the Choices Program, we have 160 participants in FSS that require a 5-year contract and last year we had 500 involved in the Choices Program which doesn't require a contract.
- Legal Counsel Riley asked where we receive the money for the Choices program and Mr. Martin said the county.
- Commissioner Downs added we should advertise and present our own positive news campaign.
- Legal Counsel Riley noted out portability numbers look great. Mr. Martin said we have been absorbing.
- Legal Counsel Riley asked about the Human Resource staff numbers and Mr. Martin noted our target total employees increased to 65 for the fiscal year.
- Commissioner Ervin asked about the delinquencies in Heritage Overlook. Ms. Gibson added the numbers reflect the timing between leasing up and can be delayed until the following month.
- Legal Counsel Riley asked about the progress on the Safety and Security meetings. Mr. Martin said we have revised the budget and will put together a strategic plan to move forward with security for our offices.

Chair Ponne moved on to the New Business.

- Mr. Martin informed the Board that the Audit Selection Committee (2 Staff, 3 Commissioners) has officially chosen our next auditing firm and completed a preliminary meeting last week. The firm is Clifton Larsen Allen.
- Mr. Martin said the NAHRO National Conference will be held in October in Atlanta, GA and let us know if you would like to attend.

Chair Ponne said if there is no other business we will adjourn the regular meeting, Chair Ponne asked for a motion, Commissioner Utz made the motion, and the regular meeting was adjourned at 12:25 pm.