

**BOARD MEETING MINUTES**  
**AUGUST 19, 2019**  
**11 AM**

Present: Danny Boyd, Chair  
William Utz, Commissioner  
Sandra Ervin, Commissioner  
Beryle Downs, Commissioner  
Tanya Hill-Brown, Commissioner  
Jerry Benoit, Commissioner  
Pete Smith, Commissioner  
Clifton C. Martin, Chief Executive Officer  
Diane Haislip, Deputy Chief Executive Officer  
Dean Hadjis, Chief Financial Officer  
Gina Gibson, Director of Property Management  
Michael Hale, Director of Modernization  
Christopher Ostovitz, Director of Information Technology

Teleconference:

Absent: Lanita Hillen, Director of Housing Services  
Pam Walton, Director of Housing Resources  
Carole Ann Brazeal, Executive Services Administrator  
Carrie Blackburn Riley, Legal Counsel

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

Quorum Yes

**MEETING CALLED TO ORDER AT 11:00 AM**

**ACKNOWLEDGEMENT OF GUESTS AND VISITORS**

Chair Boyd noted no residents in attendance. Guests Stephanie Thomas, a HOPWA applicant and Jean Jill, Legal Women Voters of Anne Arundel County Observer Core. No topics were presented for discussion.

## **APPROVAL OF PREVIOUS MEETING MINUTES - JULY 2019**

Chair Boyd opened the discussion of the July 2019 minutes.

- Commissioner Downs noted for the record for a correction to the July 2019 minutes that Commissioner Downs (not Commissioner Utz) nominated Commissioner Ervin for the Vice-Chair position. Chair Boyd asked for a motion to approve the minutes. Motion made by Commissioner Utz, seconded by Commissioner Downs and all in favor.

## **BUSINESS AGENDA**

Chair Boyd moved on to the business agenda, Chief Executive Officer Report.

- Mr. Martin said Freetown Village is now complete and moving to final certification. At this time, we are now filling the vacant units and preparing for a Ribbon Cutting Day on site that will be September 24th at 10 am. Invitations will be sent. Ms. Gibson said the last building is approved for move-ins and hope to have fully occupied by end of September. Ms. Gibson said the ribbon cutting will include 2 staged units; one new unit and one renovated unit. Professional photos will be taken and refreshments will be served.
- Mr. Martin said Meade Village is now moving quickly toward a possible closing later this year. We have submitted the Financial Plan to HUD and have now submitted the 4% LIHTC application into DHCD. Closing will hopefully be around November 30<sup>th</sup>.
- Mr. Martin said 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. Currently, we are also looking to see if there is once again opportunity to increase the number of units on site at Pinewood Village or Glen Square.
- Mr. Martin said County Bill 55-19 is considered the Fair Housing Bill (finally) for our county. There were amendments approved on July 15, so the final vote is September 3rd at 7 pm.
- Mr. Martin said the Housing Choice Voucher waiting list was reopened on July 15th. We have been very busy accepting applications. As of the end of July 2,600 new applications have come in. Ms. Haislip added there are 5,323 applications on the Housing Choice Voucher waitlist.
- Ms. Gibson reiterated the Freetown ribbon cutting will include 2 staged units; one new unit and one renovated unit. Mr. Martin noted with the closing of Freetown, the finances appear to be coming back into line for all properties. Ms. Gibson said the storefront unit for rent at NAP has been leased. Mr. Martin added Community Action Agency is considering part-time offices at Meade Village, Freetown Village and Heritage Overlook. Ms. Gibson said the plan is moving forward.

## **REVIEW OF MONTHLY DASHBOARD**

Chair Boyd moved on to the Dashboard.

- Mr. Hadjis said we are in our first month of the fiscal year for some of the properties. Oakleaf is in a conservative fund doing well and we are doing very well with all other investments. Mr. Martin said we are looking at updating our units at Oakleaf Villas after doing a Capital Needs Assessment. Mr. Hadjis explained the auditors completed work outside the scope of work listed in their contract in order to complete the audit.
- Ms. Gibson stated we are holding vacancies as we get closer to the Meade RAD Project.

## **OLD BUSINESS**

Chair Boyd moved on to Old Business.

- Mr. Martin stated there are a number of news articles circulating. The Gazette and Capital are working on an article.
- Commissioner Utz stated old business as discussed at the Commissioners Retreat regarding the size of the Board Report needs to be addressed.
- Chair Boyd asked Commissioner to review the By-Laws.
- Commissioner Downs would like to schedule next year's retreat to reserve a date and time at the facility.

## **NEW BUSINESS/ANNOUNCEMENTS**

Chair Boyd moved on to New Business /Announcements.

- Mr. Martin stated the National NAHRO Exhibition will be in Texas Oct 10-12<sup>th</sup>, 2019.

## **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 Utz made the motion and the regular meeting was adjourned at 11:56 am