

**BOARD MEETING MINUTES**  
**SEPTEMBER 16, 2019**  
**11 AM**

Present: Danny Boyd, Chair  
William Utz, Commissioner  
Sandra Ervin, Commissioner  
Beryle Downs, Commissioner  
Jerry Benoit, Commissioner  
Carrie Blackburn Riley, Legal Counsel  
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  
Lanita Hillen, Director of Housing Services  
Pam Walton, Director of Housing Resources  
Carole Ann Brazeal, Executive Services Administrator

Teleconference:

Absent: Tanya Hill-Brown, Commissioner  
Pete Smith, Commissioner  
Clifton C. Martin, Chief Executive Officer

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.

**APPROVAL OF PREVIOUS MEETING MINUTES - AUGUST 2019**

Chair Boyd opened the discussion of the August 2019 minutes.

- Chair Boyd asked for a motion to approve the minutes. Motion made by Commissioner Utz, seconded by Commissioner Ervin and all in favor.

**BUSINESS AGENDA**

Chair Boyd moved on to the first item on the business agenda, Chief Executive Officer Report presented by Diane Haislip, Deputy Chief Executive Officer.

- Ms. Haislip 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 have been sent. We are expecting the County Executive, County Council members and a representative from DHCD. Ms. Gibson said the last building is approved for move-ins and hope to have 90% occupied by September 30th. 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.
- Ms. Haislip said Meade Village is now moving quickly toward a possible closing later this year. We have submitted the Financial Plan to HUD and the 4% LIHTC application into DHCD. Closing is expected to be around November 30th.
- Ms. Haislip said preliminary work continues on the remaining 4 communities. The architectural firm for these projects is now completing pricing for the financing plans to be submitted. 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.

- Ms. Haislip said County Bill 55-19, considered the Fair Housing Bill finally passed. We hosted the signing on September 12th at Heritage Overlook at 4 PM. The County Executive along with 3 Council members, ACT Team and other delegates attended with over 40 total in attendance.
- Ms. Haislip said Mental Health First-Aid Training took place on September 12th for staff and will be offered to residents to participate on September 24th. We received a positive response from those who participated and we feel it is definitely beneficial. There is still time if any board members are interested in attending.

Chair Boyd moved on to the second item on the business agenda. Ms. Haislip introduced Alex Sankov, our new Development Manager. She stated Mr. Sankov is handling the RAD conversion. It is helpful to have one employee as the contact person for information with our partners. Mr. Sankov said Meade Village is moving quickly toward a possible closing by the end of November. We are in final stages and awaiting approval from Planning and Zoning. Preliminary work continues on the remaining 4 communities. The architectural firm for these projects is reviewing drawings and completing pricing for the financing plans to be submitted early next year. We are also still evaluating if there is an opportunity to increase the number of units on site at Pinewood Village or Glen Square.

Chair Boyd moved on to the third item on the business agenda. Ms. Haislip introduced Lennie Mungo, Community Safety Manager, to give an update on community safety and security. Mr. Mungo stated our new security company has been a success. He added an emergency hotline was created to take issues away from the 911 line. He added our security officers' relationship with the local police is improving since we ended our contract with them causing them to lose extra income. He stated our security officers change their hours periodically to create more of a presence in the communities.

### **REVIEW OF MONTHLY DASHBOARD**

Chair Boyd moved on to the Dashboard.

- Commissioner Utz and Commissioner Benoit submitted some organized thoughts for discussion regarding minimizing the size of the Board reports. Ms. Haislip said the committee of commissioner will be meeting today to review each page. Commissioners Utz, Ervin and Benoit are the Commissioners on the Committee. Commissioner Hill-Brown was also included but not in attendance to participate.

### **OLD BUSINESS**

Chair Boyd moved on to Old Business.

- Ms. Haislip stated there was a fire at Meade Village that affected 3 units. The fire was reported to start at a living room outlet and thanks to the fire detectors the families got out safely. Ms. Haislip said Whiting Turner is providing pricing for the renovations. Ms. Gibson added all 3 families were immediately moved to a hotel and that all families were relocated back to permanent units in the community within 4 days of the fire. Local organizations including the Red Cross, Community Action and Meade Village residents are all pitching in to help the families. Chair Boyd suggested a letter of thanks to all those who helped.
- Legal Counsel Riley stated on page 26 of the board report the court granted a motion to dismiss on the existing claim. She noted on page 51 the vacancies are bad because of the RAD transition. Ms. Haislip agreed stating the holding of units for RAD allowed us to re-house the families of the fire. Legal Counsel Riley pointed out the PHAS indicators on page 51 are no longer valid and do not make sense.

### **NEW BUSINESS/ANNOUNCEMENTS**

Chair Boyd moved on to New Business /Announcements.

- Commissioner Downs said the Commissioners Retreat has been moved to June 7<sup>th</sup> and 8<sup>th</sup>, 2020.
- Chair Boyd said we would add discussion of the By-Laws to the November meeting agenda.
- Ms. Haislip stated the National NAHRO Exhibition will be in San Antonio, 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