

BOARD MEETING MINUTES

March 16, 2020

11:00 AM

Present: Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Dean Hadjis, Chief Financial Officer

Teleconference: Danny Boyd, Chair
Sandra Ervin, Vice Chair
Jerry Benoit, Commissioner
Pete Smith, Commissioner
Beryle Downs, Commissioner
Tanya Hill-Brown, Commissioner
Carrie Blackburn Riley, Legal Counsel

Absent: William Utz, Commissioner
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, Agency Services Manager

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

Quorum: Yes

MEETING CALLED TO ORDER AT 11:01 AM - **NOTE - DUE TO THE COVID-19 PANDEMIC THE MEETING WAS HOSTED AT THE AGENCY AND COMMISSIONERS PARTICIPATED VIRTUALLY.**

APPROVAL OF PREVIOUS MEETING MINUTES – January 2020 and February 2020

Chair Boyd asked if there are any comments regarding the January and February minutes. Mr. Martin noted the February meeting did

not constitute a quorum but minutes were taken. Chair Boyd asked for a motion to approve the January minutes. Vice Chair Ervin made the motion, seconded by Commissioner Downs and the January minutes were approved. Chair Boyd asked for a motion to approve the February minutes. Commissioner Hill-Brown made the motion, seconded by Commissioner Smith and the February minutes were approved. Legal Counsel Riley offered that she had a few grammatical edits that she would forward, but no substantive edits or comments.

BUSINESS AGENDA

Chair Boyd moved on to the first item on the Business Agenda: Approval of the revised Bylaws Resolution #667.

Chair Boyd noted we need to change the date for Resolution #667 to reflect today's date before signing. Mr. Martin said Chair Boyd, Commissioner Benoit, Legal Counsel Riley and himself made multiple revisions. Chair Boyd asked if there were any comments. No comments were made and Chair Boyd asked for a motion to approve Resolution #667 with amended date. Commissioner Hill-Brown made the motion, Commissioner Benoit seconded, all in favor, and Resolution #667 was approved.

Chair Boyd moved on to the second item on the Business Agenda: Approval of Collection Write-Offs Resolution #668.

Mr. Martin asked Mr. Hadjis, Chief Financial Officer to summarize. He explained most of the write-offs are due to the backup of the Sheriff's office of 3 to 4 months. Mr. Martin added the collection losses are relatively low compared to other quarters. Commissioner Benoit noted one property (Heritage Overlook) seemed especially high. Mr. Martin explained that with the uptick of the homeless population we were able to house many of them however; we believe they were not prepared for a regulated housing situation. Subsequently many were evicted and it can take 3 to 4 months to complete an eviction. Chair Boyd asked for a motion to approve the Resolution #668. Commissioner Benoit made the motion, Commissioner Downs seconded, all in favor, and Resolution #668 was approved.

Chair Boyd moved on to the third item on the business agenda, Agency Plan Public Hearing. Ms. Haislip provided a copy of the plan and a PowerPoint presentation outlining the Agency Plan sent by email to all Commissioners. Ms. Haislip also pointed out the Agency Plan draft has been available at all of our communities, in the Housing Resource Center and the Administrative Office. The plan was also emailed separately to the MD Legal Aide bureau for comments.

Ms. Haislip's PowerPoint Presentation addressed the following:

Ms. Haislip presented the Annual requirement.

Federal law 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 agency's fiscal year, which in our case is June 30th. The Plan must be submitted to HUD for final approval.

Ms. Haislip presented the Timeline for 2020.

Data collection began in December 2019. Draft of the Plan was distributed and the Public Hearing was announced January 22, 2020. Public comments were due March 6, 2020. The Public Hearing is March 16, 2020. We will submit the Plan to HUD by April 17, 2020 and should have it finalized by the end of June for July 1, 2020 start.

Ms. Haislip presented information about Refining Our Vision and Goals

- In conjunction with the conversion of RAD, rebrand Commission's portfolio to diminish the negative perception of properties being formerly associated with public housing.
- Reorganize agency to make the best use of funding streams and professional talent.
- Continue to increase the level of expertise among staff by completing targeted training.
- Establish funding opportunities that will allow HCAAC to investigate and act on acquisitions and/or development of property.
- Analyze other properties in the Agency's portfolio to assess the possibilities for the best future use.
- Work with landlords and program participants to ensure awareness of Anne Arundel County's Source of Income Law.
- Work closely with Anne Arundel County's Human Relations Commission to provide training to help alleviate Fair Housing issues within the county.

Ms. Haislip presented the Updates in FY2020

The Housing Commission continues to maximize the number of units available to underserved populations and families at or below 30%-50% of median income through leveraging resources/funding.

- Reinforce and Initiate communications with partners/landlords that are beneficial to the Commission and the Clients.
- Maintain focus on improving quality of life for families through exceptional customer service, website updates, staff training, unit improvements, self-sufficiency and much more.
- Continue support with other local housing and service providers to sustain units that would otherwise be lost.
- The participation with county departments has helped to integrate services to ensure equal opportunity and affirmatively furthering fair housing.

- Progress through the conversion of all public housing communities to Project Based Vouchers (PBV) using the Rental Assistance Demonstration (RAD).

Ms. Haislip shared critical information about Affirmatively Furthering Fair Housing.

The Fair Housing Act prohibits discrimination in housing based on your 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.

As part of the AFFH process the agency participated in the 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 furthers 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.

Ms. Haislip referenced the updates for the Admissions and Continued Occupancy Plan (ACOP) & Administrative Plan.

- No significant amendments.
- Site based waiting lists are assigned a position based on date & time.
- Continue evaluating methods and means to improve mobility and access to opportunity areas such as payment standards, landlord outreach and other services.
- Small Area FMR's by zip codes instead of Payment Standards by census tracks.

Ms. Haislip talked about the Rental Assistance Demonstration (RAD), Converting from public housing to tax credits and rental assistance via RAD.

The agency will completely renovate units at all sites and establishing 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 have been beneficial in our effort to develop and manage our own properties.

- Freetown Village
Renovations and new construction complete.
There are 36 new workforce units.
- Meade Village
Conversions estimated to begin in March 2020.
There will be 24 new workforce units at Meade.
- Pinewood Village, Pinewood East, Glen Square and Stoney Hill
Conversions estimated to begin in 2021.
There may be additional units added.

Ms. Haislip described 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.
- Career Centers: Partnership to bridge between understanding what businesses need and preparing individuals for employment.
- Boys & Girls Clubs: Partnership to provide a safe place for children to go after school and during the summer. Various programs address most pressing youth issues, computer labs, book clubs, homework assistance and social activities.
- Head Start Centers: Partnership to provide support for preparing parents and children for the school years.

Commissioner Downs asked how attendance was at the Resident Advisory Board meeting? Ms Haislip said representatives from Glen Square, Stoney Hill, Pinewood Village and Pinewood East attended.

Commissioner Downs asked how our Workforce Development Centers are doing? Ms. Haislip stated they are operational and doing well at our

Freetown, Meade and Heritage Overlook communities even though they are temporarily closed due to the coronavirus.

Commissioner Downs asked

if we could track their services? Ms. Haislip said that we cannot, but we can reach out to AAWDC for a report.

Commissioner Benoit asked several questions regarding the mechanics of the many waitlists now for the converted properties using Project Based Vouchers as site based waitlists? Mr. Martin stated that on the surface this is confusing, but HUD via RAD requires site based waiting lists for RAD properties and they are not considered PBV lists, rather LIHTC lists. It just co-occurs that the resident will be housed in a PBV unit. Commissioner Benoit also shared that he made some contacts at HUD and did some research in an attempt to better understand this and could not get much clarity and believes HUD needs to provide more guidance to protect families on PBV waitlists. Ms. Haislip and Mr. Martin both clarified and requested that Commissioner Benoit submit his comments in an email quickly so they can be included in the plan.

Chair Boyd asked for a motion to approve the Agency Plan Resolution #669. Commissioner Benoit made the motion, seconded by Commissioner Downs and Resolution #669 was approved.

Chair Boyd moved on to the fourth item on the Business Agenda: Chief Executive Officer Report

- Mr. Martin said we have basically wrapped up all of the RAD related tasks with Meade now. The final payments for developer fees and other reimbursements are streaming in this month.
- Mr. Martin said HUD has issued the RCC (right to close) for Meade. Residents in over housed units are being moved, 24 corporate units set aside for relocation. Closing is any time now. We are awaiting the closing date from CDA.
- Mr. Martin said we have decided now to start work on Glen Square and Stoney Hill as the first of the remaining 4 sites to move forward. Moseley Architects have reviewed the site at Glen Square and are proposing now to add units on the site. More news on this will come later. We hope to have a plan for Glen Square to view at the next meeting. Parking is the biggest issue.
- Mr. Martin said we continue working on all of the other possible development sites at this time. We have contracted with Oculus Consulting and Advisory Services, owned by John Maneval, formerly of MDHCD

- for the parcel in Severna Park, the land adjacent to Freetown and possible the Doll House Apartments if we decide to make an offer. Mr. Martin said the Hogan Company has contacted us regarding another parcel of land near Old Mill. Mr. Martin said we are looking at partnering with the County on a transitional housing community to significantly reduce the number of homeless persons using a Single Room Occupancy concept with Tiny Houses at a location we may purchase in Glen Burnie but will be on hold for now. More news later.
- Mr. Martin said we have been working with the county on sharing information pertaining to the Coronavirus. Bulletins have been posted on all properties and Commission common areas. We have decided to set up employees to work from home for two weeks and it may be extended. The Resource Center is using outside drop boxes to drop off and pick up information, no face to face meetings. Inspections are on hold except vacant units or emergencies. Offices located inside buildings will be closed. Offices located independently will be open with one employee at a time. Only emergency work orders will be completed. Technicians will still be on grounds cleaning. We have to do what is best for the protection of everyone. We have instituted level 3 for the first time under the BCO. Legal Counsel Riley said well done. Reminder not to send failure to pay rent court forms. Mr. Martin said we will not under the level 3 BCO. Commissioner Hill-Brown complimented that all residents received COVID-19 Critical Notices on doors. Residents are well informed but not taking seriously. Commissioner Downs stated she is concerned about mobile units for schools and asked if our communities are covered. Mr. Martin said the Nutrition Program is giving a week's worth of food to the elderly and the School Board will be opening up the schools for their nutrition program. Commissioner Downs asked Mr. Martin to please look into the transportation system to get the children to the schools for meals.

REVIEW OF MONTHLY DASHBOARD

Chair Boyd moved on to the Dashboard.

Chair Boyd had a question on page 31 about the Brightview charges, which is a lot of money for trees and shrubs. Mr. Martin said the cost is for the preparation for work to start at Meade Village, many shrubs and bushes had to be removed to begin work.

Commissioner Benoit had a question regarding the balance in the funding for HCV balances, Mr. Martin stated that staff had a final call about reserve balances and HUD informed them they are completely unsure as to what our final balance in reserves should be. We will decide internally with our auditors.

Commissioner Benoit asked about the Central Office running in the red. Mr. Hadjis said the Central Office fronted the payroll for RAD development and will be offset by money we receive from development fees. We have received 1.2 million, expect another \$500,000 in April, and after the closing for Meade we will get back about a million.

OLD BUSINESS

Chair Boyd moved on to Old Business.

Legal Counsel Riley said she emailed a few changes to the agenda and minutes that were typos.

Mr. Martin stated the NAHRO Conference is cancelled. Also the B&G Club Youth of the Year is also cancelled.

Commissioner Downs added the B&G Club has asked contributors to still make contributions through a virtual event.

ADJOURNMENT

Chair Boyd moved to adjourn. Chair Boyd asked for a motion. Chair Boyd made the motion, Commissioner Downs seconded and the regular meeting was adjourned at 12:34 PM