

BOARD MEETING MINUTES

May 21, 2020

12:00 PM

Present Virtual Meeting: Danny Boyd, Chair
Sandra Ervin, Vice Chair
Jerry Benoit, Commissioner
Beryle Downs, Commissioner
Tanya Hill-Brown, Commissioner
Carrie Blackburn Riley, Legal Counsel
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
Lanita Hillen, Director of Housing Services
Pam Walton, Director of Housing Resources
Carole Ann Brazeal, Agency Services Manager

Absent: William Utz, Commissioner
Pete Smith, Commissioner

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

Quorum: Yes

MEETING CALLED TO ORDER AT 12 PM –

****NOTE** - DUE TO THE COVID-19 PANDEMIC THE MEETING WAS HOSTED AT THE AGENCY AND COMMISSIONERS PARTICIPATED VIRTUALLY.**

APPROVAL OF PREVIOUS MEETING MINUTES

Chair Boyd asked if there are any comments regarding the March 2020 minutes. Mr. Martin noted for the record we will add Carrie Riley, Legal Counsel to the "Present" list of the March 2020 minutes. Legal Counsel Riley added a clarification to the minutes to change the statement "Reminder not to file failure to pay rent court forms" to "Reminder not to **send** failure to pay rent court forms". Chair Boyd asked for a motion to approve the January minutes. Commissioner Benoit made the motion, seconded by Vice Chair Ervin and the March minutes were approved.

BUSINESS AGENDA

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

Mr. Martin said we REMAIN IN BUSINESS CONTINUITY EMERGENCY PLAN - LEVEL 3. All administrative employees are telecommuting until further notice. Specific employees may report to office to collect information under extreme social distancing protocol. Things are progressing well, with a few small challenges, but we are mitigating them as they occur. We anticipate a slow phase in of staff on June 1, 2020.

Mr. Martin said we closed on April 27th and work has begun! Mr. Hale said the building permits are complete, work has begun on the ADA sidewalks, utilities done and hope to complete by August 2021. He added Whiting Turner has a Covid Plan in place with a team spraying disinfectant. Chair Boyd asked about publicity. Mr. Martin said HUD is planning a documentary or webinar showcasing Meade Village as one of the first RAD/Section 18 combination properties to add new units during the pandemic. He also said the County Executive will possibly do an event in July or August but will depend on

the current health crisis. Commissioner Benoit asked the target population for the 24 new units. Mr. Martin they will target 50% median income and below.

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. Chair Boyd asked when a preliminary site plan will be available to view. Mr. Martin said possibly next month. Mr. Martin added we have submitted the revised applications to HUD for these sites and awaiting approval and notification of our CHAP. He stated we are also looking in to obtaining a parking lot next to Glen Square.

Mr. Martin said we continue working on all of the other possible sites at this time. We just received a survey of the Attman lot and egress that we are reviewing. We now own the parcel in Severna Park. We are also looking at The Doll House Apartments with a broker.

Mr. Martin said we have been working with the county on sharing information pertaining to the Coronavirus. Our Resident Service Team has organized unit visits by nurses to educate, give out masks, provide information and talk to residents. We also have had food deliveries, and we have established pop up testing centers at Meade Village and Freetown Village. Ms. Gibson said management and maintenance staff is on site every day. We will install a drop box on the office doors and we are working on ways for tenants to make on-line rent payments. Ms. Haislip said we are looking into updating our software to be able to do everything online. Mr. Martin said we are looking at YARDI. Ms. Hnida added the tenants are doing well, we do wellness checks by phone and the Department of Aging delivers meals. Also families are helping out, pharmacies are delivering and reminders are put out to wear mask, use proper hygiene and remember social distancing. The Service Coordinators are guiding tenants who lost employment. She added in April and May, the Anne Arundel Medical Center workers along with management knocked on every door to deliver mask and answer questions. United Black Clergy helped residents with bags of food. Vice Chair Ervin asked if any residents had Covid. She added 1 resident was diagnosed with Covid but she was in a nursing home and has since passed away. Commissioner Benoit asked about the common areas. Ms. Hnida said common areas are not in use. Ms. Haislip added we removed all furniture from common areas to reduce congregating. Mr. Martin said we have been proactive and posted signs at sites early on. Legal Counsel Riley asked if we have had an increase in crime. Ms. Hnida said no, we have a lot of resources available. Mr. Martin said he has had weekly calls with the Chief of Police. Commissioner Benoit asked if we received Covid funds from HUD. Mr. Martin said we received \$200,000 but we cannot spend on any resident related issues. Commissioner Downs asked about e-learning for children in our communities. Ms. Hnida said the school system helped with laptops. Mr. Martin added we offer free internet for our communities. Commissioner Hill-Brown said she has noticed residents in her community are not wearing mask or using social distancing and disperse when employees are in the area. Commissioner Downs stated education is the key.

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. Mr. Martin said we do not want to be a homeless shelter provider but we may own the land. Chair Boyd agreed and we should investigate the options.

Mr. Martin asked Mr. Hadjis to speak about the audit. Mr. Hadjis said HUD extended the audit due date by 6 months with no penalty. He said it is 95% complete with the draft audit having few findings. Mr. Martin said the final audit will be available at the July meeting.

REVIEW OF MONTHLY DASHBOARD

Chair Boyd moved on to the Dashboard.

Mr. Martin said the HAP and Admin in reserves are resolved.

OLD BUSINESS

Chair Boyd moved on to Old Business.

Mr. Martin said we are watching our rent revenue stream daily Friday. Legal Counsel Rile suggested modifying our Admin Plan to allow residents to the ability to repay unpaid rent. Mr. Martin said HUD gave waivers. Ms. Haislip will look into it.

Legal Counsel Riley asked if we knew how many residents have lost their jobs. Ms. Gibson and Ms. Hillen both responded less than 20.

NEW BUSINESS

Chair Boyd moved on to New Business.

Mr. Martin said we working on our return to work plan with Directors returning on June 1, 2020 and will then work on a plan to introduce the rest of the staff back. Ms. Haislip said we will not return full time but will continue to telework.

Commissioner Downs asked if the MAHRA Conference still scheduled. Ms. Haislip said the MAHRA Conference is cancelled. Commissioner Downs said the Employee Retreat is moved to September 13th and 14th, 2020.

Mr. Martin and the Board stated they are extremely proud of the staff!

ADJOURNMENT

Chair Boyd moved to adjourn. Chair Boyd asked for a motion. Commissioner Downs made the motion, Commissioner Benoit seconded and the regular meeting was adjourned at 1:50 PM.