

BOARD MEETING MINUTES

June 15, 2020

11:00 AM

Present Virtual Meeting: Sandra Ervin, Vice Chair
William Utz, Commissioner
Pete Smith, Commissioner
Jerry Benoit, Commissioner
Beryle Downs, 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
Lanita Hillen, Director of Housing Services
Pam Walton, Director of Housing Resources
Carole Ann Brazeal, Agency Services Manager

Absent: Danny Boyd, Chair
Tanya Hill-Brown, Commissioner
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 AM –

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

APPROVAL OF PREVIOUS MEETING MINUTES

Vice Chair Ervin asked if there are any comments regarding the May 2020 minutes. Vice Chair Ervin asked for a motion to approve the May minutes. Commissioner Downs made the motion, seconded by Commissioner Benoit and the May 2020 minutes were approved.

BUSINESS AGENDA

Vice Chair Ervin moved on to the second item on the Business Agenda: Approval of Collection Write-Offs Resolution #670.

Mr. Martin asked Mr. Hadjis, Chief Financial Officer to summarize. Ms. Gibson said during Covid there have not been any evictions. Mr. Martin explained most of the write-offs are due to the backup of the Sheriff's office of 3 to 4 months. Commissioner Benoit asked why so long. Mr. Martin said a warrant isn't served until the middle of the second month and the weather can affect when the Sheriff can do an eviction. Vice Chair Ervin asked for a motion to approve the Resolution #670. Commissioner Downs made the motion, Commissioner Benoit seconded, all in favor, and Resolution #670 was approved.

Vice Chair Ervin moved on to the second item on the business agenda, BUDGET REVIEW AND APPROVAL OF RESOLUTION #671.

Mr. Hadjis presented the budget to the Board noting the following...

- Each property/division of the Commission is in good position with positive cash flow, some small losses.
- We are working with 6 month budgets until we can convert to a calendar year from the current fiscal year July to June. Public Housing will remain on the Fiscal Year calendar. Commissioner Benoit asked what is causing the change. Mr. Martin said RAD is on the IRS platform using the calendar year.
- Commissioner Downs discussed the Boys & Girls Club contributions. Mr. Martin said we bought 2 tables for the YOY dinner and we will also contribute to the Summer Camp Program.
- Commissioner Downs asked about the consultant fees. Mr. Martin said the fees cover the Agency Plan and Utility Studies.
- Commissioner Downs asked about the Sundry Admin expenses. Mr. Martin said it covered covid masks, sanitizers and other expenses that we cannot plan for.
- Commissioner Downs asked about the resident services salaries. Mr. Martin said our service coordinators help residents with the FSS program and the Choices Program. Ms. Haislip added they were a big help with the pandemic, the recent fires, contacting the Red Cross and finding temporary lodging. They are our biggest liaison for community resources.
- Vice Chair Ervin asked what we budget for employee salaries. Mr. Martin said we are back on the merit system with raises based on performance. Mr. Hadjis added the average yearly increase is 3.4%. Ms. Haislip added our HR consultant advised us to move to a calendar year employee performance review to make it easier to budget for the next year. Mr. Martin said we are looking for a full time Human Resources Manager. Ms. Haislip said we are conducting interviews.
- Vice Chair Ervin asked on page 1 Central Office, Other Income listed is \$344,000, what is the source. Mr. Hadjis said we had a Comcast refund.

Vice Chair Ervin asked for a motion to accept Resolution #671 as presented. Commissioner Downs made the motion, Commissioner Smith seconded and all in favor.

Vice Chair Ervin moved on to the third 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 started senior level staff back in the office already.

Mr. Martin said the Meade Village project is underway!

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. We have submitted the revised applications to HUD for these sites and awaiting approval and notification of our CHAP.

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 and the

owners of the adjacent parcel are trying to sell that to us. Commissioner Benoit asked how large is the property. Mr. Hadjis said about 2.5 acres.

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. We are waiting to hear about our tentative offer to Dollhouse Apartments.

Mr. Martin said our Resident Service Team continues amazing services on site and recently had food provided by the Clergy and Police at Freetown Village. New reception areas are being established so that there is no face to face contact for services. Commissioner Smith will send information regarding Bishop Thomas and I5 Church (non-denominational) regarding installing a center nearby.

REVIEW OF MONTHLY DASHBOARD

Vice Chair Ervin moved on to the Dashboard. No comments

OLD BUSINESS

Vice Chair Ervin moved on to Old Business. Mr. Martin said the final audit will be available at the July meeting. Ms. Haislip added MAHRA elections are taking place and announcements will be made June 17th. HCAAC will take on 2 summer interns for grounds keeping, one at Freetown and one at Heritage Crest/Overlook.

NEW BUSINESS

Vice Chair Ervin moved on to New Business.

Mr. Martin said Commissioner Smith and Pam Walton, Director of Housing Resources, are working on Veterans Programs acting as liaison for VASH through the VA office.

Commissioner Downs announced the Board Retreat is scheduled for September 13 & 14, 2020 at Kent Manor Inn.

ADJOURNMENT

Vice Chair Ervin moved to adjourn. Vice Chair Ervin asked for a motion. Commissioner Downs made the motion, Commissioner Benoit seconded and the regular meeting was adjourned at 12:29 PM.