

BOARD MEETING MINUTES

July 20, 2020

11:00 AM

Present: Danny Boyd, Chair
Sandra Ervin, Vice Chair
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: William Utz, Commissioner
Tanya Hill-Brown, Commissioner

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

Quorum: Yes

MEETING CALLED TO ORDER AT 11 AM

****NOTE** - DUE TO THE ONGOING COVID-19 PANDEMIC COMMISSIONERS PARTICIPATED VIRTUALLY AND EMPLOYEES PARTICIPATED VIRTUALLY AND FROM THE NAP OFFICE WHILE SOCIAL DISTANCING.**

APPROVAL OF PREVIOUS MEETING MINUTES

Chair Boyd asked if there are any comments regarding the June 2020 minutes. Vice Chair Ervin asked for a correction to be made to the third slide of the minutes where the comment states: "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." Mr. Martin said we will correct to read "Vice-Chair Ervin asked on page 1 Central Office, other Income listed is \$344,000, where did it come from? She added Comcast and others are listed as the source but that cannot be right. Mr. Hadjis said he would look into it but believes it occurred during the 7/1/19 to 4/30/20 time period when insurance monies were received back for property damages". Chair Boyd asked for a motion to approve the June minutes with edits. Vice Chair Ervin made the motion, seconded by Commissioner Downs and the June 2020 minutes were approved.

BUSINESS AGENDA

Chair Boyd moved on to the first item on the Business Agenda: Update on Meade Village Renovation.

Mr. Martin said Meade Village is off to a robust start. We had a small issue with the first group of Hospitality Homes. Ms. Gibson added we have 24 units for residents to move into as Hospitality Homes that are being renovated first. Mr. Hale said we discovered a breach in fire code whereby holes were cut for wiring which does not pass code now. We will need to fireproof the block wall in 38 units that are impacted. The ADA sidewalks are 75% complete and windows are installed.

Mr. Martin said there was a death on July 4th due to a domestic situation and before that gunshots were fired over the wall wounding a person. He added crime in the area is largely outside our community. HUD has identified the Severn area as a high risk crime area. We have expanded security within our community and we are working with the local police. We have installed more security cameras. Mr. Martin said HUD feels crime impacts our financial health and ability to lease so they look at policies and procedures used by an agency and allegedly seeks to partner and help you through those impediments. In some cases, if the owner does cooperate HUD can foreclose. Ms. Haislip added the courts have been closed so the data we report on activity can not be verified. Ms. Gibson said our Security Manager receives regular reports from the Police Department but domestic violence episode can be private and protected and often are not shared or revealed to us. Ms. Haislip said we had a committee review our Security Contracts' scope and through analysis and discussion with staff, commissioners and the police department, it was determined that our security officers are to be present, be visible, observe and report to police as their eyes and ears, they are not to take action and they are not armed. There were a series of questions about the specific incident, which falls under the Privacy Act. After continued discussion of the situation by the board, Commissioner Downs stated she is very concerned about the crime and it's impact on our families. Chair Boyd offered support and stated he would take this into consideration after the regular meeting and would even consider a subcommittee. Commissioner Smith said he would offer to reach out to the Police Chief and will be the point of contact for the subcommittee.

Chair Boyd moved on to the second item on the business agenda: Chief Executive Officer Report.

Mr. Martin said we in a modified return to work policy now. All administrative employees are telecommuting and in the office on individual schedules determined by their supervisors. Everyone is now back in the office at least 2 days per week. We continue to require masks, sanitizing work areas, and distancing where possible. We have not had any Covid 19 cases reported among employees. Mr. Martin relayed the news of a recent death of one of our employees (not Covid related) and that we very sad about the loss.

Mr. Martin said we have been awarded the CHAP for 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 there are several impediments to include the setback, parking issue and legislation for a new Glen Burnie Towne Center renaissance that will impact the Glen Square project.

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. Mr. Martin added we found that a stream bisects the property at 920 Ritchie Highway and will likely cause issues but the parcel next to it may help. Mr. Martin said we have land adjacent to Freetown that has been offered by Attman in partnership and we will need the county to provide land at Freetown Park to give us an easement to be approved by the state. Mr. Martin added we are looking at a new development on Solley Road with NPR, Inc. We will look into it and present to the board in the future. NPR also has 2 other development opportunities and Attman has a property on Hospital Drive.

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 asked for an update on the Dollhouse Apartments. Mr. Hadjis said they sold 2 parcels and we are hoping to hear about our offer on the Doll House Apartments by the second week of August.

REVIEW OF MONTHLY DASHBOARD

Chair Boyd moved on to the Dashboard. Vice Chair Ervin said the accounts receivable seems high for Heritage and Freetown. Mr. Hadjis said we have given tenants additional time to pay their rents with no late fees. We are monitoring it. Ms. Haislip added we have set up an electronic payment system for tenants to pay their rent online but there has been a delay in receiving the payments. Reminders are sent monthly about the electronic payment along with instructions. Mr. Martin said the state and federal eviction moratorium ends this week but we will extend it to the end of October for our residents. We only have about 5% in arrears. Starting in August we will start one on one counseling. We also advised tenants to let us know if they lost their jobs, we can update their rent.

Commissioner Downs asked why we write 3 separate checks to Zavos for the same thing. Mr. Martin noted the checks are for the same company but are invoiced separately and cannot be combined. Mr. Hadjis added the payments are for 3 different contracts.

Vice Chair Ervin asked about the Bank of America card purchases. Mr. Hadjis said we have had the card a long time but do not use it a lot. We purchased Covid items (masks, sanitizer, and computer equipment for teleworkers) and will pay off with our Cares Act money. This was the cleanest method to track directly COVID expenses for HUD.

OLD BUSINESS

Chair Boyd moved on to Old Business. Mr. Martin said there was a rumor that the Meade Village Boys and Girls Club is closing. It is not closing however the funding is being subverted to the new Intergenerational Center being built in Severn that will house a new Boys and Girls Club. We will have to find other funding sources for our Meade Village club. Commissioner Smith added he believes it was never the intent to close our club and the money from the Casino should have the ability to fund Meade Village Boys and Girls Club. Vice Chair Ervin asked if we will lose the ACDS funding. Mr. Martin said yes. Chair Boyd asked how much it cost to run the club. Mr. Martin said for a small club he would guess approximately \$20 to \$50,000 a year. Commissioner Smith added he will fight for that money for Meade Village Boys and Girls Club.

NEW BUSINESS

Chair Boyd moved on to New Business. No new business.

ADJOURNMENT

Chair Boyd moved to adjourn. Chair Boyd asked for a motion. Commissioner Benoit made the motion and the regular meeting was adjourned at 12:13 PM.