

**BOARD MEETING AGENDA  
NOVEMBER 16, 2020  
AT 11 AM**

**Present:** Danny Boyd, Chair  
Sandra Ervin, Vice Chair  
William Utz, Commissioner  
Jerry Benoit, Commissioner  
Beryle Downs, 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  
Alex Sankov, Development Manager  
Carole Ann Brazeal, Agency Services Manager

**Absent:** Tanya Hill-Brown, Commissioner  
Pete Smith, 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 minutes of the Special Board Meeting held on September 3, 2020. Chair Boyd asked for a motion to approve the minutes. Commissioner Downs made the motion, seconded by Vice Chair Ervin, all in favor and the September Special Meeting minutes were approved.

Chair Boyd asked if there are any comments regarding the minutes of the Board Meeting held on September 21, 2020. Chair Boyd asked for a motion to approve the minutes. Commissioner Downs made the motion, seconded by Vice Chair Ervin, all in favor and the September minutes were approved

## **BUSINESS AGENDA**

Chair Boyd moved on to the first item on the business agenda, Resolution #678 Authorization to issue purchase agreement.

Mr. Martin said the Commission has recently received an offer to purchase a development site in Pasadena, MD adjacent to Freetown Village and owned by Freetown Investments LLC and now desires to explore possible development opportunities on this parcel. The Commission anticipates that after execution of the Purchase Agreement, the agency will commence a Feasibility Period of analysis of the site and its development potential conducting engineering, percolation, soil compaction tests, appraisals, surveys, water and sewer availability tests and any and all other surveys and tests required to determine the gross potential developable land for affordable unit development. Approval of Resolution 678 states that either Clifton Martin or Diane Haislip, as the Commission's Chief Executive Officer and Deputy Chief Executive Officer, are each individually authorized, empowered and directed to take any and all steps necessary to execute, deliver and accept the delivery of such documents, agreements, certificates and instruments as he or she deems necessary, advisable, convenient or proper in order to effectuate the purpose and intent of this Resolution, on such terms and conditions as set forth determined by the Chief Executive Officer or Deputy Chief Executive Officer, in consultation with the Commission's legal counsel, to be in the best interests of the Commission.

Chair Boyd asked for a motion to approve Resolution #678. Commissioner Downs made the motion, seconded by Commissioner Utz, all in favor and Resolution #678 was approved.

Chair Boyd moved on to the second item on the business agenda Heritage Brand - Update on 2021 Launch.

CEO Martin stated we are moving forward with the Heritage Brand renaming our properties along with Heritage Crest and Heritage Overlook as follows:

Meade Village will be Heritage at Freetown with a December completion date.

Glen Square will be Heritage at Town Center

Stoney Hill will be Heritage at Odenton

Pinewood Village and Pinewood East will be Heritage at Sun Valley

Mr. Martin stated we would like to have an official launch with a press release in the Spring of 2021.

## **CHIEF EXECUTIVE OFFICER REPORT**

CEO Martin reported:

RAD UPDATE- MEADE VILLAGE: Progress continues at the community and we have now completed 26 townhomes to date. HUD has finished their documentary video of the site in early November and will share with me a final draft of the product soon.

RAD UPDATE - ALL OTHERS: Moseley Architects have reviewed the site at Glen Square and are proposing now to add units in the existing building. We have advertised for a new General Contractor for Glen Square and Stoney Hill so that we can put together the financing plan and application for funding to MD DHCD. Once we do that, the project will quickly begin to move down the path to closing in late 2021.

NEW VENTURE: HOUSING ENTERPRISES has placed the deposit on the parcel of land on New Freetown Road and is in the 90-day feasibility review. We will update at the December meeting.

TAFT MILLS AND GREEN STREET HOUSING: These projects remain under review by the State and will hopefully receive notification of possible awards of tax credits in December.

COVID UPDATE: CEO Martin stated we are back to the beginning have teleworking in place. Our communities have stayed on lockdown with our resident Services Team working with tenants.

Deputy CEO Haislip stated we are currently having our benefits Open Enrollment for Staff.

### **DASHBOARD**

Chair Boyd held a brief discussion with Commissioners. No pertinent issues found.

### **NEW BUSINESS/ OLD BUSINESS**

Legal Counsel Riley reminded the Board CEO Martins review is due in December.

CEO Martin noted the Board Report Calendar is updated for 2021.

Deputy CEO Haislip added there is still time to register for the NAHRO Virtual Conference.

CEO Martin said the 1 mil Developer Fee for Freetown will be received soon.

Deputy CEO Haislip stated we are working on the 2017 Capital Fund closure and we are waiting on HUD to do the drawdown.

Commissioner Downs attended the Commissioners Fundamentals Training and found it enlightening.

CEO Martin added we will not hold a Holiday Gathering this year due to COVID.

CEO Martin said we were showcased in a National article, nominated by HUD and included in a video showcasing RAD coming out in January. One of our residents in in it.

### **ADJOURNMENT**

Chair Boyd moved to adjourn. Chair Boyd asked for a motion. Commissioner Benoit made the motion and the regular meeting was adjourned at 12:40 PM.

**Present:** Sandra Ervin, Vice Chair  
William Utz, Commissioner  
Tanya Hill-Brown, Commissioner  
Jerry Benoit, Commissioner  
Beryle Downs, 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  
Carole Ann Brazeal, Agency Services Manager

**Absent:** Danny Boyd, Chair  
Pete Smith, Commissioner  
Pam Walton, Director of Housing Resources

**Location:** HCAAC, 7477 Baltimore-Annapolis Blvd, Third Floor  
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**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 August 2020 minutes. Legal Counsel Riley was present at the meeting and asked to update minutes. Chair Boyd asked for a motion to approve the August minutes with update. Commissioner Downs made the motion, seconded by Vice Chair Ervin, all in favor and the August 2020 minutes were approved.

**BUSINESS AGENDA:**

**AUDIT PRESENTATION AND RESOLUTION #672**

Mandy Merchant and Karen Greiner of Clifton Larsen Allen presented the 6/30/19 audit of the Housing Commission to the Board for approval. They discussed the current findings with the Board along with the Finance Department's Corrective Action Plan. The audit rendered an Unqualified Opinion. Vice Chair Ervin asked for a motion to approve submission of the Audited Financials and accompanying documents for the period ending June 30, 2019. Commissioner Hill-Brown made the motion, seconded by Commissioner Benoit, all in favor and Resolution #672 was approved.

### **PROCUREMENT POLICY RESOLUTION #675**

HUD published a series of notices requiring agencies to review and revise the procurement policy of their agency. During our most recent audit, the firm completing the audit recommended the agency update the current policy to reflect the recent changes to keep the policy up to date. The administration at the Housing Commission of Anne Arundel County strongly believes these changes are important and critical to the agency's procurement functions, and that a series of changes and updates were required to the adopted Procurement Policy to remain compliant under the new protocol, and an internal team of staff and auditors reviewed the new requirements and updated and amended the policy and proposed a final draft for review and adoption. A copy of the revised policy was issued to Commissioners prior to ratification of this resolution, and after review and consideration of the proposed federal changes and to insure the Housing Commission procurement policy remain compliant. Vice Chair Ervin asked for a motion to approve the revised Procurement Policy on this date, September 21<sup>st</sup>, 2020. Commissioner Benoit made the motion, Commissioner Hill-Brown seconded by, all in favor and Resolution #675 was approved

### **REGIONAL MOBILITY DEMONSTRATION RESOLUTION #676**

This Resolution requests authorization for the Housing Commission of Anne Arundel County to apply for the Housing Choice Voucher Mobility Demonstration available from the U.S. Department of Housing and Urban Development as published in *Federal Register*/Vol. 85, No. 136/July 15, 2020/Notices [Docket No. FR-6191-N-01] (the "Notice"). The primary purposes of the Demonstration are to provide voucher assistance and mobility-related services to families with children to encourage such families to move to lower-poverty areas, to expand their access to opportunity areas, and to evaluate the effectiveness of the strategies pursued under the Demonstration. If authorized by the Board of Commissioners, the Commission intends to apply for the Demonstration jointly with the following other public housing agencies: Baltimore County, Harford County, Housing Authority of the City of Annapolis, Housing Authority of Baltimore City, and the Howard County Housing Commission. This Resolution requests the Board to authorize HCAAC to apply, jointly with the above-named PHAs, to HUD for the Demonstration. If awarded MDVs, as defined herein, authorize HCAAC to create a preference for children aged 13 and under when pulling from its waiting list for new admissions to the HCV program, authorizes the Chief Executive Officer, or designee, to execute any and all appropriate documents necessary to apply for the Demonstration and authorizes the Chief Executive Officer, or designee, to perform all appropriate acts to carry out the Resolution consistent with its terms. After much discussion, Vice Chair Ervin asked for a motion to approve the revised Procurement Policy Commissioner Downs made the motion, Commissioner Benoit seconded by, all in favor and Resolution #676 was approved.

### **COLLECTIONS WRITE OFF RESOLUTION #677**

The Board was asked to approve the write-off of Collection Losses for the Period Ended March 31, 2020, in the amount of \$15,527.95 for Public Housing, and \$8,206.87 for Non-Public Housing for a total amount of \$23,734.82. Vice Chair Ervin asked for a motion to approve the write-off of Collection Losses Resolution #675 Commissioner Downs made the motion, Commissioner Benoit seconded by, all in favor and Resolution #677 was approved.

### **CHIEF EXECUTIVE OFFICER REPORT**

CEO Martin reported:

Rad Update- Meade Village project continues and we are now moving families and working in occupied homes.

Rad Update - all others: 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 in the existing building. We have submitted the revised applications to HUD for these sites and awaiting approval and notification of our CHAP.

Development Future: 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. The parcel at 920 Ritchie Highway has a wetland issue that is being surveyed now. We are waiting for those results also.

New Venture: We have been approached about purchasing a 5.3-acre parcel near Freetown Village for development of family units. We are analyzing the agreement now for board discussion and approval.

Taft Mills and Green Street Housing: Pursuant to the approved resolutions for earlier in September, we have executed the MOU's with these developers and they submitted their applications to the State for 9% LIHTC funds. More news later. NRP decided not to move forward at this time.

### **OLD BUSINESS**

Chair Boyd moved on to Old Business. The Board of Commissioners Retreat planned for September 2020 was cancelled by the venue. Other venues are being discussed.

Discussion was had regarding the amount of money we spend on security. The CEO and Deputy CEO added we have had and will continue to have several discussions on the future of Security Services for the properties.

Discussion regarding the Boys and Girls Clubs. The CEO will be updated during the next Boys and Girls Clubs Board Meeting and will share with the Commissioners at our next Board Meeting.

### **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 1:10 PM.