

BOARD MEETING MINUTES

March 15, 2021

11 am

Present: Danny Boyd, Chair
Sandra Ervin, Vice Chair
Jerry Benoit, Commissioner
Beryle Downs, Commissioner
Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Gina Gibson, Director of Asset 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: William Utz, Commissioner
Pete Smith, Commissioner
Tanya Hill, Commissioner
Dean Hadjis, Chief Financial Officer

Guests: None

Location: Housing Commission of Anne Arundel County - HCAAC.com
VIRTUAL ZOOM PLATFORM**

**NOTE - Due to the ongoing Covid-19 pandemic Commissioners participated and employees participated virtually and/or from the HCAAC NAP office while social distancing.

Quorum: Yes

MEETING CALLED TO ORDER

Chair Boyd called the meeting to order at 11:03am

ACKNOWLEDGEMENT OF GUESTS AND VISITORS

Chair Boyd noted there are no guests or visitors present.

APPROVAL OF PREVIOUS MEETING MINUTES

Chair Boyd asked if there are any comments regarding the minutes of the Board Meeting held on February 22, 2021. Chair Boyd asked for clarification regarding the last sentence under Business Agenda and it was corrected to read "HCAAC has distributed flyers at Meade". Chair Boyd asked for a motion to approve the minutes. Vice Chair Ervin made the motion, seconded by Commissioner Downs, all in favor and the February 22, 2021 minutes were approved.

BUSINESS AGENDA

Chair Boyd moved on to the first item on the Business Agenda.

PUBLIC HEARING ON AGENCY PLAN - RESOLUTION #681

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 2021.

Data collection began in December 2020. Draft of the Plan was distributed and the Public Hearing was announced January 20, 2020. Public comments were due March 5, 2020. The Public Hearing is March 15, 2020. We will submit the Plan to HUD by April 16, 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.

Rename communities with Heritage brand.

Continue to focus on Asset Management and Finance in the development of staff trainings.

Analyze properties in the Agency's portfolio to assess possibilities for other uses.

Investigate and act on acquisitions and/or development of property.

Inform landlords, program participants and legislators to ensure awareness of Anne Arundel County's Source of Income Law.

Provide training opportunities to help alleviate Fair Housing issues within the county.

Evaluate electronic formats for more effective services and efficient operations.

Ms. Haislip presented the Updates in FY2021

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

Adopt policies to support equity and fairness, helping underserved and minority populations to acquire better access to housing, health, education and career resources.

Maintain housing that is designated for elderly occupants.

Continue support with other local housing and service providers to sustain units that would otherwise be lost.

Apply for additional vouchers if they become available.

Continue communications with partners/landlords.

Pursue housing resources other than public housing or HCV tenant-based assistance.

Leverage affordable housing resources in the community through mixed finance housing.

Effective outreach to Hispanic/Latino/Korean families to increase awareness of resources.

Maintain focus on improving quality of life for families through exceptional customer service, website updates, staff training, unit improvements, self-sufficiency and much more. Establishing new partnerships with organizations to help residents create community synergy and improve the sense of neighborhood.

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

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

No significant amendments.

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.

Continue to participate in Fair Housing Choice in the Baltimore Region and Affirmatively Furthering Fair Housing practices.

Adopt COVID-19 Statutory & Regulatory Waivers.

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.

Meade Village

Renovations and new construction began in March 2020.

Expected completion in October 2021.

There will be 24 new workforce units at Meade.

Glen Square & Stoney Hill

Closing estimated by end of 2021.

There is a plan for 5 new units.

Pinewood Village & Pinewood East

Conversions estimated to begin in 2022.

There may be additional units added.

Ms. Haislip described Service Coordination Programs to assist our families.

COVID-19 Pandemic

Our Team made calls and sent emails, gathered health professionals, and other providers to acquire donations of masks, sanitizers and medical information. Nurses joined the team, going door-to-door, to demonstrate to residents how to wear a mask, clean hands and answer any and all questions.

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.

Chair Boyd asked for a motion to approve the Agency Plan Resolution #681. Vice Chair Ervin made the motion, seconded by Chair Boyd and Resolution #681 was approved.

Chair Boyd moved on to the second item on the Business Agenda.

UPDATE ON TUNNEL VISION PARTNERSHIP

CEO Martin met with Rodell Wright to discuss a "Memorandum of Agreement" regarding what his organization and team plan to complete in Meade Village. Planning documents have been received and will be discussed. They have met with the County Executive Grant Planning Committee and will apply for a grant. More news to come.

Chair Boyd moved on to the third item on the Business Agenda.

RAD AND DEVELOPMENT PROJECT UPDATES - RESOLUTION #682

The Board of Commissioners was asked to approve the Section 18 RAD and Demolition/Disposition Applications for the sites and authorize the Chief Executive Officer to submit the application, plan and required documents. HUD requires that a Public Housing Agency obtains its written approval before undertaking any transaction involving the demolition or disposition of Public Housing Authority owned property under the Annual Contribution Contract. The Housing Commission is required to prepare and submit an application with required certification and supporting documentation to HUD in order to receive written approval; and as part of the approved RAD redevelopment plan for the remainder of the public housing portfolio, the Housing Commission plans to dispose certain property that is under an Annual Contribution Contract. The Housing Commission intends to prepare as supplement to the RAD conversion approvals an application for Demolition/Disposition for sixty (60%) of the units at Glen Square, Stoney Hill, Pinewood Village & Pinewood East; or in the alternative prepare an application for up to 100% of the units at said sites. The Board of Commissioners has received and reviewed the conversion plans and supports the submission of the application to HUD.

Chair Boyd asked for a motion to approve the Agency Plan Resolution #681. Vice Chair Ervin made the motion, seconded by Commissioner Benoit and Resolution #682 was approved.

Chair Boyd moved on to the fourth item on the Business Agenda.

CEO COMMUNICATION

RAD UPDATE- MEADE VILLAGE: Progress continues at the community and we have now completed over 85 townhomes to date. Now that winter is largely behind us, the pace will increase on site and we are eager to see this move into the next phase - the apartments!

SEVERN AREA TOWN HALL WITH STEUART PITTMAN: During the Town Hall there were many residents of Meade Village present, and they spoke up largely about needing more activities for the children to participate in, Tunnel Vision, and parking. One resident wanted to put in work orders for her townhouse, and told a story about how her 2-year-old twins spent an evening eating insulation and other interesting objects out of ventilation duct that they removed. Not one resident mentioned anything about safety, crime or fear. Even when provoked to talk about it, no one stated it was a concern. This is baffling.

RAD UPDATE - ALL OTHERS: Moseley Architects have reviewed the site at Glen Square and are proposing now to add 5 new units in the existing building. We have selected Whiting-Turner as the General Contractor after a competitive application process. We have already submitted our 4% LIHTC application for funding to MD DHCD. The project has now begun.

DEVELOPMENT FUTURE - NEW VENTURES: We are reviewing and analyzing the possibility of using one of the sites that were blocked due to APF for a Veterans Housing Community. The Commissioners discussed and brought up several issues that need to be addressed before moving forward.

VACCINATION CLINICS: We started vaccination clinics at our elderly and disabled sites in early February. To date, we have vaccinated about 300 residents, but we have many more clinics scheduled.

REVIEW OF MONTHLY DASHBOARD

CEO Martin stated our YTD delinquent rents is high but relatively low compared to other agencies and the industry. The State will repay us from a fund set up for some LIHTC units. We monitor our residents on a case by case basis and provide counseling and campaigns for financial wellness. Ms. Gibson, Director of Property Management added we have reviewed our repayment agreement to help tenants repay. She added we are not able to release units available due to deceased tenants because of the pandemics closure of the court system.

CEO Martin said we were awarded 1.2 million 2021 Capital Funds for the renovation of Glen Square, Stoney Hill, Pinewood Village and Pinewood East.

Ms. Gibson, Director of Property Management answered questions regarding crimes in our communities and stated most of the crimes were instigated by outsiders coming in to the area. One incident was a domestic dispute.

OLD BUSINESS/NEW BUSINESS/ANNOUNCEMENTS

None

ADJOURNMENT

Chair Boyd asked for a motion to close the meeting. Commissioner Benoit made the motion and the regular meeting was adjourned at 12:47pm.