

**BOARD MEETING AGENDA
SEPTEMBER 21, 2020
AT 11 AM**

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
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 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 21st, 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.