

BOARD MEETING MINUTES

June 21, 2021

Present: Danny Boyd, Chair
Sandra Ervin, Vice Chair
Beryle Downs, Commissioner
Tanya Hill, Commissioner
Pete Smith, Commissioner
Clifton C. Martin, Chief Executive Officer
Diane Haislip, Deputy Chief Executive Officer
Gina Gibson, Director of Asset Management
Dean Hadjis, Chief Financial Officer
Lanita Hillen, Director of Housing Services
Alex Sankov, Development Manager
Pam Walton, Director of Housing Resources
Carole Ann Brazeal, Agency Services Manager

Absent: William Utz, Commissioner
Jerry Benoit, Commissioner
Michael Hale, Director of Modernization
Christopher Ostovitz, Director of Information Technology

Guests: Karen Greiner from Clifton Larson Allen

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

**NOTE - Due to the ongoing Covid-19 pandemic Commissioners, employees and guests participated virtually.

Quorum: Yes

MEETING CALLED TO ORDER

Chair Boyd called the meeting to order at 11:00 am

ACKNOWLEDGEMENT OF GUESTS AND VISITORS

Chair Boyd noted there are guests in attendance Karen Greiner and Mandy Merchant from Our auditing firm Clifton Allen Larson LLP.

APPROVAL OF PREVIOUS MEETING MINUTES

Chair Boyd asked if there are any comments regarding the minutes of the Board Meeting held on April 19, 2021 and May 24, 2021. Chair Boyd asked for a motion to approve the April minutes. Vice Chair Ervin made the motion, seconded by Commissioner Utz, all in favor and the April 19, 2021 minutes were approved. Chair Boyd asked for a motion to approve the May minutes. Commissioner Benoit made the motion, seconded by Commissioner Utz, all in favor and the May 24, 2021 minutes were approved.

BUSINESS AGENDA

Chair Boyd moved on to the first item on the Business Agenda - **RESOLUTION TO APPROVE AUDIT** - Presented by Karen Greiner from CLA.

Karen Greiner of Clifton Larson Allen LLP presented the 6/30/2021 Audit of the Housing Commission to the Board. The Audit rendered an Unqualified Opinion, meaning the auditor has concluded that the financial statements present fairly the results of the company's operations and its financial position according to generally accepted accounting principles. The following points were discussed: Statement of Net Position – Significant Changes to Capital Assets decreased by \$1.4 million due to closing of Severn Homes recorded as revenue which paid pre development cost. They discussed the current findings

with the Board along with the Finance Department's Corrective Action Plan. Chair Boyd asked for a motion to approve submission of the Audited Financials and accompanying documents for the period ending June 30, 2020. Commissioner Smith made the motion, seconded by Commissioner Benoit, all in favor and Resolution #685 was approved.

Chair Boyd moved on to the second item on the Business Agenda - **ELECTION OF CHAIR AND VICE CHAIR**

Mr. Martin, acting as Pro Tem, opened the nominations for Chair and Vice Chair for a term of 2 years. Commissioner Downs nominated Danny Boyd as Chair, Danny Boyd accepted. All Commissioners seconded and were unanimous in decision to elect Danny Boyd as Chair of the Board of Commissioners. Commissioner Downs nominated Sandra Ervin as Vice Chair, Sandra Ervin accepted. All Commissioners seconded and were unanimous in decision to elect Sandra Ervin as Vice Chair of the Board of Commissioners.

Chair Boyd moved on to the third item on the Business Agenda. - **CEO COMMUNICATION**

CEO Martin reported:

RAD UPDATE- MEADE VILLAGE: Progress continues at the community and we have now completed over 110 units 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 final phase. We are now in the home stretch. The second new apartment building is now under construction.

RAD UPDATE - GLEN SQUARE AND STONEY HILL: We are now moving into the next phase of conversion with Glen Square and Stoney Hill, completing the Viability Package for DHCD. This should be completed and submitted in June. Once this is reviewed by DHCD, and approved, we can move to the next phase. This final phase is the Commitment Package and starts the clock ticking for closing.

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. Our engineering firm has identified a clear access point into the parcel from Huff Court. I have already reached out to the broker for the parcel and they are interested in meeting and discussing this project and acquisition. Also, we are preparing a new offer to purchase the Doll House Apartments and may seek funds from the County for acquisition.

2003 SECURITIZATION BONDS - We are currently in the process of paying down the final \$255,000 of our \$5.5 MM dollar bond deal that we completed in 2003 with the state. We have now completed all of the paperwork and the transaction is being completed effective July 1, 2021.

RESIDENT SERVICES UPDATES:

- a. We have executed the Memorandum of Agreement with Tunnel Vision and they have begun their programs in Meade Village. The summer leagues kicked off on June 5 and the Arts Events will begin in late June. We are eagerly awaiting the results of our application for additional funds for these programs from the Local Development Council who awards grants from Casino Revenues at Maryland Live. Also, we will be reviewing new budgets in July to potentially add new funds to this MOA.
- b. We are awaiting word on grant funding from the LDC to launch a Women's Support and Empowerment Program at Meade Village.
- c. We are working with the County and multiple departments and agencies to possibly launch a Youth Healing Initiative at Meade Village, which will be an offshoot of a highly successful program in Baltimore City for youth experiencing social and family trauma who need support.
- d. Staff is in the final stage of our 2021 Resident Marketing Initiative for all residents that will include a Swag Bag of HCAAC goodies and marketing materials to be used in their home. This will include a QR code that will provide them access to their own community home page, which is loaded with information they need on a daily, weekly and monthly basis.

REVIEW OF MONTHLY DASHBOARD

Chair Boyd moved on to Monthly Dashboard. No new comments.

OLD BUSINESS

Chair Boyd moved on to Old Business. Commissioner Smith spoke further on the issue and added the Veterans Affairs Commission has actively pursued adding more housing opportunities for veterans in Anne Arundel County with the addition of a veteran's service phone line that will serve as a one-stop-shop for veterans seeking assistance with county services. Veterans and their families can call the new

line now at 410-222-3500. The County is documenting information, educating its employees and adding point of contact employees that are more knowledgeable.

NEW BUSINESS

Chair Boyd moved on to New Business. Chair Boyd opened discussion for the return to in person Board Meetings. The Commissioners decided to keep the meetings virtually and possibly meet in person one time a year. CEO Martin added we need to find out if the By-Laws may need to be amended.

ADJOURNMENT

Chair Boyd asked for a motion to close the regular meeting and move to open the Housing Corporation Annual meeting. Commissioner Downs made the motion and the regular meeting was adjourned at 1:36pm.