



Housing Authority of Queen Anne's County

205 East Water Street, Suite 100, P.O. Box 280

Centreville, MD 21617

Phone: (410)758-8634 Fax: (410)758-8635

Executive Director

Katya Lindsey

Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

www.qacha.org

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

May 8, 2023, 4:00 p.m.

Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairperson: Cira, Richard D.	X	
Billups, Courtney	X	
Arntz, Mike	X	
Kropfelder, Judy		X
Trice, Tina M.		X

- **CALL TO ORDER**

- Prayer
- Pledge of Allegiance

- **Approval of Minutes**

- **Approval of Minutes from April 10, 2023**

- i. Chairman Billups asked members of the board if they reviewed the previous meeting minutes. Commissioner Arntz made a motion to approve the meeting minutes. Commissioner Cira seconded the motion. Commissioners Billups, Arntz, and Cira voted yes. Commissioners Kropfelder and Trice were absent. The motion carried.

- **NEW BUSINESS**

- **Approval of Admin Plan**

- i. Commissioner Billups asked if this is a policy that needs to be updated regularly. He assumes we currently have one in place and wanted to know if this is an update. Ms. Lindsey states that this is an update. The current policy that the Housing Authority is operating from is 2012 and there have been many changes in the Code of Federal Regulations that the Housing Authority should be implementing. This would be a massive update for the agency. Commissioner Billups reiterated that the changes were a Code of Federal Regulations and asked if the changes that the agency made. Ms. Lindsey relayed that the Admin Plan guides the Housing Choice Voucher Program. As an agency our minimum rent will now be fifty dollars. Under the current plan if a participant has zero income, they would not be required to pay any portion of the rent. Housing Authority also change when a landlord can increase the rent for their tenant. Currently, landlords can request an increase at any time, but must give the Housing Authority and the tenant a 60-day notice. In the new policy we are limiting that request to at the time of recertification. Commissioner Billups asked if that would coincide with the end of the lease? Ms. Lindsey state yes. Commissioner Cira asked if the is by date or by year? Ms. Lindsey stated is by year as participants are recertified on an annual basis. Commissioner Arntz asked if this is by tenant? Ms. Lindsey stated yes, per

tenant. Commissioner Arntz asked what will happen if the tenant doesn't make the fifty-dollar minimum payment? Ms. Lindsey stated the fifty-dollar payment will be made to their landlord. If the tenant fails to make the payment to the landlord, the landlord can file the paperwork for eviction. If the landlord does evict the Housing Authority is required to terminate the voucher. Commissioner Arntz asked that they have the voucher, and the landlord is getting the voucher amount? Ms. Lindsey stated that the landlord received the approved rental amount that is affordable to the tenant. The tenant is required to pay 30 percent of their income and the Housing Authority subsidizes the remainder. When tenants have zero income, we must account for how they are buying essentials like clothing, cleaning products etc. Ms. Lindsey states the minimum rent gives the tenant the responsibility of paying a portion of the rent. Commissioner Cira ask does this happen a lot? Ms. Lindsey states that we have tenants that report zero income throughout the year. Commissioner Cira asked once a landlord evicts how long the landlord continue to receive the subsidy? Ms. Lindsey stated the payment must end immediately once the tenant is evicted. Commissioner Cira asked how you monitor? Ms. Lindsey stated that the landlord must provide notice of the eviction to the Housing Authority. If they fail to notify and continue to collect the payment the landlord will be required to repay the Housing Authority. If they do not the Housing Authority can have charges brought against the landlord as they would be in violation of Federal Law. Commissioner Cira asked if this has happened? Ms. Lindsey stated no, most landlord repay amount overpaid by the Housing Authority with no issue. Commissioner Billups asked if Board members have any questions regarding the Admin Plan. Commissioner Arntz asked if this pertains to scattered site housing. Commissioner Arntz made a motion to approve the meeting minutes. Ms. Lindsey stated that this policy covers a participant who has a section 8 voucher in Queen Anne's County. Commissioner Billups made a motion to approve the Admin Plan. Commissioner Arntz seconded the motion. Commissioners Billups, Arntz, and Cira voted yes. Commissioners Kropfelder and Trice were absent. The motion carried.

- **Approval of ACOP**

- i. Commissioner Billups asked if there are any substantive changes to the ACOP policy. Ms. Lindsey stated that this policy covers all the properties we managed and that all changes are in the Code of Federal Regulations. Commissioner Billups asked the board members if they had questions. Commissioner Billups made a motion to approve the ACOP. Commissioner Cira seconded the motion. Commissioners Billups, Arntz, and Cira voted yes. Commissioners Kropfelder and Trice were absent. The motion carried.

- **Audit Report**

- i. Commissioner Billups asked regarding expenses increase. Ms. Lindsey started electricity, water/sewer for vacant units. Ms. Lindsey explained that the units in the Housing Authority name must still have electricity to cool and heat the unit during the year. Water and Sewer costs increase on an annual basis. Commissioner Billups also asked regarding the HUD grant increase. Ms. Lindsey stated that we do receive an increase in our ACC every year, but the agency received additional funding for COVID-19. Commissioner Arntz asked if we keep utilities on for vacant units no matter the season. Ms. Lindsey stated yes, utility remains on in the vacant units in the housing authority's name. Commissioner Billups stated that in the future budget he doesn't want to see a line item for bank overdraft fees. He stated that he not suggesting that is don't it doesn't occur, but we should be able to work

with our financial institution. He notes that we are showing a decrease in overdraft fees and stated that \$600 is unacceptable and glad to see we are decreasing Ms. Lindsey stated that overdraft can occur because a tenant's payment returns non-sufficient funds. If a tenant payment NSF we get hit with a \$35.00 bank fee per the lease, we only can collect \$10.00 of the fee. Commissioner Arntz asked if we can notify the tenants that is the NSF check payments, they will be responsible for the full amount of the fee. Ms. Lindsey stated we must have State approval of lease changes. There is more discussion regarding the audit for FY2022.

- **OLD BUSINESS**

- **Financial/Monthly Update**

- i. Commissioner Billups asked the board if they had questions regarding the monthly development report. Ms. Lindsey went through each property's reports. Commissioner Billups stated that the Board report with respect to the vacant units and work order has significantly improved over the last two years and congratulates the Housing Authority. Commissioner Cira noted that the progress has significantly improved over the last few months. Ms. Lindsey thanked her team.

- **PUBLIC COMMENTS**

- i. Mickey Pirrone-Foxxtown
 - Meeting at Grasonville and asked if other sites would be scheduled?
 - One of the Commissioner told him that they would be Zoomed for in person.
 - First time he has seen 100% occupancy in 7 ½ years. Doing a good job. Wanted to give a positive comment.
- ii. Phyllis Keating-Terrapin Grove
 - Where do you have the right to come in and make changes to things, they have been told they can do. Took away chairs. Don't understand why you have the right. Unable to hear comments clearly.
- iii. Bonnie Walter-Terrapin Grove
 - Wanted to clarify what Ms. Keating stated about chairs that were removed from the grounds. They had a meeting and property management came in and stated the chair re being removed if not claimed.
 - Stated that she believes that all members of the board received the 20th anniversary invitation and was disappointed the Board had not RSVP. Wanted to make sure the board sees the building.
- iv. Linda Brady-Terrapin Grove
 - Been coming to meetings since she moved into the property. Covid is over. When are getting back to in person meetings. The meetings are haphazard and inconsistent, and I would not call them professional.

Commissioner Billups stated that Commissioner Cira had met with residents at Terrapin Grove. Commissioner Cira stated that he was concerned about inspections and asked if we understood the process. Commissioner Billups as who Commissioner Cira was asking. Ms. Lindsey stated that has a right to inspect any of the units if they give 48-hour notice. Before Covid 19 the Housing Authority was doing inspections. This is a way for the Housing Authority to address any concerns regarding the unit. This is a preventative measure. It is not to invade privacy. It's the way the Housing Authority can get a

view of what these units look like on a year-to-year basis. There is more discussion regarding inspections. Commissioner Billups as the inspection be placed on the agenda for next meeting.

Ms. Lindsey wanted to make sure all the Board of Commissioners received the invitation for the Grand Reopening of the Little Library at Fisher Manor.

Chairman Billups thanked all those who attended the meeting.

- **ADJORNMENT**

Commissioner Cira made a motion to adjourn the meeting at 5:01 PM. Commissioner Arntz seconded. Commissioners Cira, Billups, Arntz, voted yes. Commissioners Trice and Kropfelder were absent. The motion carried.