



## 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

Interim Executive Director

Katya Lindsey

[www.qacha.org](http://www.qacha.org)

### Board Members

Tonya D. Brown

JoAnne N. Brice

Richard D. Cira

Robert Udoff

Courtney Billups

## BOARD OF COMMISSIONERS REGULAR MEETING

Foxtown Senior Center

605 Foxtown Drive, Sudlersville, MD 21668

### AGENDA

MARCH 9, 2020 4:00 p.m.

#### 1. CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Approval of Minutes from previous meeting

#### 2. OLD BUSINESS

- OMCB Compliant

#### 3. FINANCIAL UPDATE

#### 4. PUBLIC COMMENT

#### 5. CLOSED SESSION

- **3-305(b) 1:** The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction

#### 6. ADJOURNMENT



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## BOARD OF COMMISSIONERS REGULAR MEETING MINUTES MARCH 9, 2020 4:00 p.m.

### Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairman: Cira, Richard D.	X	
Brown, Tonya D.	X	
Brice, JoAnne N.	X	
Udoff, Robert	X	
Billups, Courtney	X	

### • CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Chairman Cira thanked everyone for coming to the meeting at Foxxtown. Mr. Cira introduced Ms. Lindsey as the Interim Executive Director. Mr. Cira then introduced himself and asked the board member to introduce themselves.
  - i. Commissioner Brice: stated she has been on the board for 1 year and is excited about things that are coming to past and if she can serve in anyway please let her know.
  - ii. Commissioner Brown: stated she is the Vice Chairperson. Commissioner Brown has been on the board for 20 years. She is excited to be at Foxxtown today and if she can serve in anyway please let her know.
  - iii. Commissioner Udoff: First thanked resident for having the board at Foxxtown. He stated it is their job to take care of your home as best we can. Over the last few month there has been some changes, positive changes and we will continue to make changes. We are here to serve you. If there anything he can do please feel free to reach out to him.
  - iv. Commissioner Billups: stated that many may know him as the former County Commissioner. Does his heart well to come up here to see Foxxtown. It was important for him to get this done and see where Foxxtown is now today is amazing. Mr. Billups said that he was the newest board member. He is here to help, and his door is always open. Looks forward to working with you.
  - v. Commissioner Cira: stated this is awesome. We as a board need to serve our residents. It is a new normal. We wanted to face you because you are the reason each one of us has a chance to serve. We have an exciting future and ladies and gentlemen we need to make this place you call home something you can be proud of. We also have Mr. Galler, legal counsel with us here tonight.
- Approval of Minutes from February 9, 2020
  - i. Commissioner Udoff had a question regarding meeting minutes under the Audit section of the meeting minutes that stated Emerge's audit looks at profit and losses balances them out. Mr. Udoff wasn't sure what the meant. Ms. Lindsey stated that in the last meeting he was explain what Emerge does when conducting the audit.

Commissioner Brown stated that sounds right. Mr. Cira asked if all members had a chance to review the minutes. Commissioner Udoff made a motion to approve the meeting minutes. Commissioner Brice seconded the motion. Commissioners Billups, Brown, Brice, Cira, and Udoff voted yes. The motion carried.

- **OLD BUSINESS**

- **OMCB Compliant**

- i. Mr. Cira explained to the residents that the Housing Authority had a violation because we did not follow proper procedure of the Open Meeting Act. He read the prepared statement regarding the issued opinion from The Open Meeting Compliance Board. Mr. Cira informed the resident that the meeting minutes and agenda could be found on QAC website. Commissioner Cira stated that if you have questions regarding the meeting minutes to please contact Ms. Lindsey. Ms. Brown asked the board members if they have taken the Open Meeting Training. Ms. Brice stated that she is almost done. Ms. Brown stated that she has suggested since June is approaching. Mr. Cira stated they would come up with a schedule to take it. He also asked if it was online training. Mr. Galler stated it could be done at any time. Mr. Cira said he would schedule as the board owes it to everyone to be in full compliance.

- **FINANCIAL UPDATE**

- i. Ms. Lindsey stated that she would like to put together a committee of two board members to work through the finances with our fee accountant to have some of the concerns addressed. Ms. Lindsey stated she has asked Mr. Udoff and Ms. Brice to be a part of that committee. We are trying to figure the best way to go about it. Ms. Lindsey asked if there were any question about the finances. Mr. Udoff asked how many vacant units. Donna Walls, Foxxtown property manager stated 2. That packets have been mailed. Mr. Udoff asked if the unit are ready Ms. Walls answered yes. Mr. Udoff asked if there is a waiting list. Ms. Wall answered yes. All waiting list are open except Housing Choice Voucher. Mr. Udoff asked how many do you turn over in a year? Ms. Walls stated at the most 6 units per year. Mr. Cira asked if vacant units are in there. Ms. Lindsey said yes as a loss. Mr. Udoff stated we need a vacancy line. Mr. Udoff stated it looked like we had something very specific in other income because we are \$6100 off. Ms. Lindsey stated she would need to get back with Mr. Udoff. Mr. Udoff stated that contract cost and water are highest expenses. He asked Ms. Lindsey if the county got back with a response. Mr. Cira explained that this is exercise that being performed on every property to make sure it can stand on its own. Mr. Udoff asked if the short-term bond was for the water tower. Ms. Lindsey stated no, bonds is what Foxxtown pays out to the County. Ms. Brown asked do you know why? Ms. Lindsey stated that is information she is trying to sort. Mr. Udoff asked if it a one-time payment. Ms. Lindsey states no, she believes it is paid quarterly. Mr. Udoff asked Mr. Mohn if he knew anything regarding the bonds. Mr. Mohn stated he would follow-up. Mr. Udoff state we have a real issue with the water here. Mr. Cira stated to the audience that therefore we are convening a board committee so that we can have better reporting of our finances. The discussion continued regarding the Foxxtown balance sheets. Mr. Cira stated that we had a meeting with HUD, and he asked them to be perfectly honest in terms of our agency. Tell us ground zero where we are at. Everything we do will make our job clearer. Ms. Brown asked who had a meeting with HUD this morning? Mr. Cira stated that he and Ms. Lindsey had the meeting with HUD. Ms. Brown stated that the rest of the board was not informed you were having a meeting with HUD. Mr. Cira stated that we could not because of Open

Meeting Act. Mr. Cira continued to say there was a meeting in September. He stated there we conversation were had, and the board was unaware of the issue that where discussed. Ms. Brown stated the board was made aware of the meeting in September. However, she felt a way as Vice Chair that there was a meeting and she has no knowledge of it. Mr. Cira stated he called the meeting and he apologized for it. He wanted to see where HUD thought about where we are. Ms. Brown said that fine she would like to be made aware of meetings. Mr. Udoff asked what HUD had to say. Mr. Cira stated that HUD acknowledge they had a meeting with the former Executive Director in October. Also, there were some issues were brought to light that need to be resolved. In January, HUD representative came to train Ms. Lindsey on proper reporting and proper mechanics of the reporting. Ms. Lindsey is on board. Mr. Cira stated Ms. Lindsey had no unawareness of the past issues. So, he wanted to get to ground zero. Ms. Lindsey and the Housing Authority's HUD representative work well together and we need to maximize that. Ms. Lindsey wanted to add that while there were outstanding items that need to be cleared up with HUD. The only outstanding item to resolve it to hire an HCV administrator. Mr. Udoff asked is Foxxtown subsidy based? Ms. Walls answered Foxxtown, Grasonville Terrace, and Terrapin Grove can have a certain percentage. Mr. Cira apologized for not informing the board. Ms. Brown accepted the apology, but stated the board needs to work as a team. Ms. Brown asked if the committee will have completed by next month all the correct data. Mr. Udoff stated it won't be correct by next month. Ms. Lindsey stated will at least have started. Mr. Udoff stated he was wanted to work with whomever enters the data. Mr. Udoff isn't sure we need to involve Scotts Accounting. Mr. Udoff asked if we have a contract for Scotts Accounting? Ms. Brice stated that we need to speak with Scotts accounting so they can specifically tell us how they are basing the number. The contract helps us source where they get the numbers.

- **PUBLIC COMMENT**

- Mr. Cira asked residents to make sure contact Ms. Lindsey. Ms. Brown state that we must be clear about the procedures. She stated that residents need to go to property manager first. If not handle in a timely manner, please contact the Executive Director. If the issue is not resolved by the Executive Director, please contact the Board of Commissioners.

- i. Mickey Pirrone – Foxxtown Resident

- Thank the Board Member for coming to Foxxtown. Mr. Pirrone like having the meeting here. Asked if the board could have quarterly meetings here.
- Housing Authority Communication with the residents. He stated the monthly newsletter which he thinks is a good idea to keep them informed.
- Has concerns with smoking in the building. HUD forced a rule for non-smoking buildings.
- In October, we receive a report card and is asking if board received them?

- ii. Richard Cooper – Commission on Aging member

- Part of the solution with lack of participation is being exemplified today. The fact that more transparency and collaboration. I am very confident that people are going to be more interested. They are going to feel free enough to voice they opinions. I feel great about what going on. It takes the whole community. The housing commission can't do it all.
- Commission on Aging perhaps we can be a catalyst to bring people together.

- iii. Leon Demby – Foxxtown

- Ground maintenance. The pond grows over and can see pond. The grass gets cut, but the hedges are trimmed. They don't cut around curb.
- iv. Todd Mohn – County Administrator
  - Mr. Mohn stated it is a joint venture between the county and the Housing Authority. We are going to try to improve that. We removed the fence from around the pond. We are going to work with the Housing Authority with one contractor. It's an ongoing maintenance thing and we are going to take of that.
- v. Donna Walls – Foxxtown Property Manager
  - Would like to see the fence put back up. Some residents may have dementia and we can all watch them. If someone falls in, we might find them.
  - Mr. Mohn responded we can address with the Housing Authority, but it does interfere with maintenance
- vi. Pat Condit – Foxxtown
  - Safety is more important than maintenance of landscape. We have a senior in here and it's not right we have to worry about them.
  - Todd responded that he would work with the Housing Authority. We will balance everyone's interest.
- vii. Pandora Hatten – Foxxtown
  - Concerned with Furniture in the lobby. State she addressed the concern with Ms. Walls and then the former Executive Director. We have been told the furniture is coming they just have to pick it up. We still don't have furniture. We don't have anything decent to sit down on when we have people come sit and enjoy themselves. I have don't it the proper way so where do I go from here?
  - Ms. Lindsey responded that we have a bed bug issues to address before we can bring in new furniture.
- viii. Joyce Horney – Terrapin Grove
  - 18 years ago, we got new furniture. Nothing has been cleaned nothing has changed.
- ix. Bonnie Walter – Terrapin Grove
  - What the board position on agencies in the county that must donate back in the county. They are more than willing to donate. If they are buying new. Will the board allow us to do so?
  - Ms. Lindsey asked Ms. Walter to send her an email so that she can research the information.
- x. Linda Brady – Terrapin Grove
  - Been a resident for 18 months. She has been attending meeting for a while now. The demeanor of the meeting from when she first started coming is like black and white. I applaud the new board I truly believe they are working to make thing better for all of us.
  - We used to get communication from former executive director, and I was appalled by those newsletters. They were negative and threatening. We seniors in low income housing don't need those kinds of communications. Upbeat communications, letting us know someone has moved on. Communication is key. Treat us like adults and you customer.
  - Ms. Lindsey is a positive person that I have seen, Mr. Udoff is a great person on the board, I applaud Mr. Cira for hanging in there, Mr. Billups I am glad to see you have step up and these two ladies that feel they have done a good job. Turn over a new leaf and starting over.

- xi. Kay Lochery – Foxxtown
    - Asked about the canopy for the entry of Foxxtown apartment
  - xii. Shelly Williams–Foxxtown Senior Center
    - Know residents and friends that have complained about the water bills. They have been way over charged. Charges had to be disputed.
  - xiii. Judy Kropfelder – citizen
    - My understanding from the report is when you go into closed session you will read a statement and when you come out of closed session you will read another statement correct.
    - Mr. Galler responded, No, there is a statement that is read before going into closed session, closed session is held. Once closed session is complete you go back into open session. If there are item left for open session, they do them and then adjourns.
    - I have been asked does transportation to medical visits something you can subtract out.
    - Donna responded there are unreimbursed medical expenses deduction for expenses that come \$3,000 annually. Documentation must be provided.
  - xiv. Linda Brady – Terrapin Grove
    - My lease of 18 months isn't like someone's who moved in 18 years ago. In my lease though it states that when there are updates to a yearly lease everyone is supposed to get an update, I don't think that has ever happened.
    - Mr. Galler stated the issue with the leases is something that has surfaced since the transition of management and it be addressed. You are correct that there is a lease that must be approved by DHCD and everyone must sign a new lease every year.
  - xv. Bonnie Walter – Terrapin Grove
    - Recertification paperwork. One that we found that has the rent for the year and \$75.00 Utility allowance. What is it? Who get it? Nobody has answered the question.
- The Board of Commissioners Thanked everyone for coming out.

## CLOSED SESSION

Commissioner Brice made a motion to enter closed session at 5:43 PM. Commissioner Udoff seconded. Commissioners Billups, Brown, Brice, Cira, Udoff voted yes. The motion carried. The Housing Authority proceeded to closed session

- **Statement of Closed Session: February 10, 2020**
  - i. **Time 6:17 PM Location:** HAQAC Administrative offices
  - ii. Commissioner Brice made the motion to enter a closed session. Commissioner Udoff seconded. Commissioners Billups, Brice, Brown, Cira, And Udoff voted yes. The motion carried.
  - iii. **3-305(b) 1:** to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.
    - Hiring Executive Director process
  - iv. **Person Present:** Commissioners Billups, Brice, Brown, Cira, Udoff, and Lindsey
  - v. **Action Taken:** None
  - vi. **Each recorded vote:** None

Commissioner Udoff made a motion to End Closed Session at 6:34PM. Commissioner Brice Seconded

Commissioners Billups, Brown, Brice, Cira, Udoff voted Yes. The motion was carried.

**ADJOURNMENT**

Commissioner Brice made a motion at 6:35 PM to adjourn the meeting. Commissioner Cira Seconded. Commissioners Billups, Brown, Brice, Udoff, and Cira voted yes. The motion carried.