



## 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

205 E. Water St. Suite 100  
Centreville, MD 21617

To comply with the Governor's proclamation declaring the state of emergency in Maryland, to minimize the person to person spread of COVID-19, we ask the citizen stay home and join the Board of Commissioner Regular Meeting by dialing **866-415-4341 Conference ID: 1650326491**

### AGENDA

APRIL 13, 2020 3:30 p.m.

#### 1. CALL TO ORDER

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

#### 2. FINANCIAL UPDATE

#### 3. PUBLIC COMMENT

#### 4. CLOSED SESSION

- **3-305(b) 7:** "To consult with counsel to obtain legal advice
- **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

#### 5. ADJOURNMENT



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## BOARD OF COMMISSIONERS REGULAR MEETING MINUTES APRIL 13, 2020 3:30 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
- **PUBLIC COMMENT**
  - Chairman, Mr. Cira open the floor for Public Comments.
    - i. Bonnie Walter-Terrapin Grove Resident
      - Thank the Housing Authority for putting in protective measure for senior housing. She stated that the property manager at Terrapin Grove experienced some push back from a delivery driver and handle the situation.
    - Mr. Cira thanked Ms. Walter for her feedback and stated Ms. Lindsey had been looking to see what other senior housing facilities were doing. He asked Mr. Mohn County Administrator what they were doing at the county's facilities
  - ii. Todd Mohn-County Administrator
    - Mr. Mohn stated that they have implemented the same measures at all the county facilities to ensure that the public and staff are safe. He stated they reached out to Ms. Lindsey to assist with getting measure put in place and he said it was good to hear that it has been taken care of.
  - iii. Linda Brady -Terrapin Grove Resident
    - Stated that the bike trail by Terrapin Grove is open. Per the Governors Order you need to practice social distancing.
    - Stated that there seem to be a lot of water coming from the building after a heavy rain. Overflow of water from gutters. Stated the gutters might need to be cleaned. Ms. Lindsey asked Ms. Brady to please report this issue to the main office so that we can put in a work order.
    - Asked if anyone had a pattern for mask?
- Commissioner Billups stated Personal Protective Equipment (PPE) is a big issue across the Nation. Mr. Billups suggested that the starting point for PPE is MEMA Maryland Emergency Management Association.

- **APPROVAL OF MEETING MINTUES**

- Approval of Minutes from March 9, 2020
  - i. Chairman Cira asked the board member if they reviewed the meeting minutes. Commissioner Udoff asked if someone from the county had reached out regarding the bonds. He also asked about the fence around the pond at Foxxtown. Commissioner Brice asked if we could have the motion for the approval of the minutes. Commissioner Billups agreed that we could take up with the questions after the motion. Commissioner Cira asked for a motion to approve the meeting minutes Commissioner Brown had a correction to the meeting minutes. Ms. Brown stated she gave the correct change of command, but the minutes reflected Mr. Cira stated that residents should contact Ms. Lindsey. Ms. Lindsey stated that she will correct minutes. Mr. Cira asked Ms. Lindsey to please state again the correct procedures. Ms. Lindsey stated all work order need to be called in the main office. If you feel like the response time is slow, please contact the property manager. If the property manager is not responsive, please contact Ms. Lindsey. If Ms. Lindsey does not give you a satisfactory response, please feel free to contact a board member. Mr. Cira stated that it is important residents follow proper procedure.
  - ii. Commissioner Brice made a motion to approve the minutes with the change. Commissioner Cira seconded the motion. Commissioners Brice, Brown, Billups, Cira, and Udoff all voted yes. The motion carried.

- **FINANCIAL UPDATE**

- i. Commissioner Cira stated that the Audit report for 2019. The number are what they are. Mr. Cira referenced the audit finding on the management representation letter that stated method had not change from one year to the next. Ms. Lindsey asked Mr. Cira to direct everyone on the board to what page he was referencing. Mr. Cira stated page 2. He brings this up because he feels that the board has improved its ability to provided financial oversight. Ms. Brice stated that after speaking to Scotts Accounting, she had a good feeling as thing are being done differently, they are getting the information they need. I am waiting on that as the chain of command has changed. I do not have any comments currently. Mr. Cira stated that Ms. Brice and Mr. Udoff are on a committee to review each site to see where each dollar went. Ms. Brown stated that at this time she did not have any comments as she would like to hear from the committee after speaking with the fee accountant. Mr. Udoff stated that one of his concerns is the Fisher Manor should have an on-going concern regarding is ability to operate. In speaking with SACS for the last couple of years they have had a frustration of getting information. Any information they received was not accurate. SACS has stated that they have been getting the information they need over that last few months. Fisher Manor is a real problem the Housing Authority is losing revenue at this property. Mr. Billups asked if Fisher Manor is an outlier compared to the other properties. Ms. Lindsey stated that Fisher Manor vacancy is much more severe. Fisher Manor is not able to meets all of it expenditures with the rent that comes in. Mr. Billups stated that we should be able to come up with a strategic plan to address the issue of the properties. Ms. Brice asked if the Issue with Fisher Manor is that it was subsidies housing and now, we need to switch it back because a voucher. Ms. Lindsey stated that is part of the issue. The other issue is some of the crime. At the end of fiscal year 2019 Fisher Manor was relatively full. I believe we had 3 vacant units. A lot of the resident moved because they felt the housing authority was not do anything regarding the crime. Mr. Udoff stated that was the reason he was hoping we had money in the

account to get cameras. Mr. Billups stated what he would like to see a strategic plan for each development. He stated that money for cameras and police may not be the root of the problems. You need to deal with the root crime. He would like to get an overview of each property to see what they major critical issues and how to address them. Mr. Cira asked Ms. Brice and Mr. Udoff what it would take to assess each property. Ms. Brice stated that Mr. Udoff was on the spreadsheet and money. She has looked at them to that. As far as the issue that may come from the residents. Mr. Udoff stated that if all the board member wanted to join the process that Ms. Brice and he can take half and other member take half. It a time-consuming process. Mr. Billups stated he would like to see a snapshot. Ms. Lindsey could pull together in short order. Mr. Udoff stated it going to take some time. He felt like we made headway with SACS and they are working to clear old data up. They had issue getting the information needed to complete monthly work. Ms. Brice stated they were trying to piece information together. Mr. Udoff stated that he sent of Fisher Manor forecast and the next one we look at is Foxxtown. The next steps are to talk with DHCD and HUD regarding some of the projects. Ms. Brice are we going to need a report on the reserve account and if they are underfunded. Mr. Udoff asked if the audit should be sent to DHCD and they county. Ms. Lindsey stated that the report is submitted to HUD and the State but was uncertain if we gave the county the copy. Mr. Galler stated that if the county asks for certain reports, they can receive them, but I do not believe the regulatory agreements have specific reporting to the county. Part of the issue some of the property the county owns, and the Housing Authority administers do have a governing agreement. That is something can be corrected, part of that is a lack of direction for information flow. Mr. Udoff stated that he assumes everyone is still on board with getting the forensic audit. Mr. Billups said that the memorandum of understanding has been on the table for some time and we are working on it. He stated the right and responsibilities need to be clearly outlined. That needs to be our top priority. Mr. Billups continued that he does not see the downside of the forensic audit only a benefit. He stated Queen Anne's County does not have the same resourced they did 90 days ago. Mr. Udoff stated to Ms. Lindsey that he asked for an electronic version of the 2019 Audit to send out. Ms. Lindsey stated to procure service we would need to put out an RFP. Mr. Udoff stated no we do not. No, we do not. Mr. Cira stated we need to find the best source and RFP might not determine that since it is a specific need. He stated that if we go back to policies that we do not address something like a forensic audit. This is an emergency when funds are available. Mr. Billups stated in a perfect world you would want to do an RFP to address the issue we are not required to do an RFP. We can hire whoever we want at any time. If we determine there is a firm that has the capabilities that meets our budget, we do not have to solicit RFP. There is continued discussion regarding the forensic audit. Mr. Udoff stated that the forensic audit was to review the improper handling of the agency under the former executive director. Mr. Billups stated that he was not willing to spend more money when things are moving in a better direction. Mr. Udoff states how do you hold someone accountable to the county and taxpayer of the county. Mr. Billups stated he is not willing to spend to more pennies on a clown, If it benefits the housing authority then that not a problem, but he does not want the former executive director to be the driver for a forensic audit. We are paying for professional services and we should be looking to those professionals. Ms. Brice stated she does not agree with the forensic audit right now not because she does not have the best interest of the Housing Authority its simply, we cannot afford it. We are a path to getting things

cleaned up. If we put policies and procedure in place like we are supposed to as a board whatever happened in the past will not be able take place. We already know what happened, we have been compensated for. We are in the middle of a pandemic and we need to be holding on to money. We do not have time and energy. Mr. Cira stated that Ms. Brice remarks are the sentiment of the board but what he hears is that do we need to know the cost. Ms. Brice stated we do not have time for that. We have already spent an hour not getting anything accomplished to move the agency forward. The board has been engaged in a conversation for 20 minutes and we are still in the same spot. Mr. Cira stated to close this portion to have a motion put forth on the table. Ms. Brice ask what the motion for. Mr. Cira stated the Mr. Udoff asked for a document to seek proposals. Ms. Brice stated that not how we go about it. We do not have one person from the board seeking out jobs for people. Ms. Billups stated in the perfect world we need to do an RFP and we should, but the County is not going to be able to assist in paying the bill. The Housing Authority cannot afford a forensic audit. Ms. Brown commented that we should be paying a firm and we cannot get the answer we need so there is no reason we can get on the conference call with them. The discussion continues. Mr. Udoff asked for an electronic copy. Ms. Lindsey stated she could provide one. Mr. Brown stated we need to follow the procurement policy. Mr. Billups stated again that the county may not help us pay for the forensic audit, but we do not have to do an RFP we can do a sole source. Mr. Cira asked that we can review the finances monthly. Mr. Udoff stated the problem is that the information is not accurate. Ms. Lindsey stated that there is existing information from prior years that needs to be sorted through. It needs board approval, but we need to work through the auditor and SACS to identify prior year. Mr. Cira states that we must move forward and work on the financials. He stated that we should divided the properties up. He also stated that Ms. Brown and he can work on the MOU. Mr. Billups said that he sees the progression that has taken place in short time of being on the board. He commends all of you.

- **PUBLIC COMMENT**

- i. Linda Brady -Terrapin Grove Resident
  - Asked if public comments were going to be allowed. Asked who the accounting and auditor is and were they are located.

### **CLOSED SESSION**

Commissioner Billups made a motion to enter closed session at 4:56 PM. Commissioner Brown seconded. Commissioners Billups, Brown, Brice, Cira, Udoff voted yes. The motion carried. The Housing Authority proceeded to closed session

- **Statement of Closed Session: March 9, 2020**

- i. **Time 5:43PM Location:** Foxxtown Senior Center
- ii. Commissioner Brice made the motion to enter a closed session. Commissioner Brown 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.
  - a) Hiring Executive Director process
- iv. **Person Present:** Commissioners Billups, Brice, Brown, Cira, Udoff, and HA General Counsel Mr. Galler
- v. **Action Taken:**

- a) Upon the motion of Commissioner Brice, and the second of Commissioner Brown, the Commissioners voted not to make a hiring decision at this meeting by a vote of 3-2.
  - b) Upon the motion of Commissioner Billups and the second of Commissioner Brown, the Commissioners voted to decide on hiring an executive director at the next meeting by a vote of 3-2.
  - c) Upon the motion of Commissioner Cira and the second of Commissioner Brice, the Commissioners vote 4-1 to give a 10% raise to the Interim Executive Director.
- vi. **Each recorded vote:**
- a) the Commissioners voted not to make a hiring decision at this meeting by a vote of 3-2, with Commissioners Brown, Brice and Billups voting yes, and Commissioners Cira and Udoff voting no.
  - b) the Commissioners voted to decide on hiring an executive director at the next meeting by a vote of 3-2, with Commissioners Brown, Brice and Billups voting yes and Commissioners Cira and Udoff voting no.
  - c) the Commissioners vote 4-1 to give a 10% raise to the Interim Executive Director, with Commissioners Cira, Brown, Brice and Udoff voting yes and Commissioner Billups voting no.

Commissioner Brice made a motion to End Closed Session at 6:35PM. Commissioner Udoff 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.