



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

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 citizens stay home and join the Board of Commissioner Regular Meeting by Zoom.

Join Zoom Meeting <https://zoom.us/j/99820982869?pwd=aGl2d2phZTJVYzRnTzM3Vmt0RWtmUT09>

Meeting ID: 998 2098 2869 Password: 925287_ Phone: 301-715-8592 99820982869, 925287

AGENDA

May 11, 2020 4:00 p.m.

1. CALL TO ORDER

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

2. CALL TO ORDER

- Slippery Village Phase II
Tom Ayd-Presentation to Commissioners

3. FINANCIAL UPDATE

- Audit-Barry Gaudette and Sedrick Blake
- Monthly Development Report
- March Financial Statements
- Forensic Audit

4. EMPLOYMENT CLAIM

5. PUBLIC COMMENT

6. 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

7. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

May 11, 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
- **APPROVAL OF MEETING MINTUES**
 - Approval of Minutes from May 11, 2020
 - i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Udoff stated that he wanted to change his vote from the closed session on March 9, 2020. He stated he did not vote yes on a 10% increase for the Interim Executive Director. Commissioner Brice stated that she took the meeting minutes and recorded a yes vote because Commissioner Udoff had asked a question before he voted. Commissioner Brown stated that she recalled Commissioner Udoff voting yes. Commissioner Cira wanted to take a vote to change Commissioner Udoff vote. Mr. Galler stated that we need to do parliamentary check and suggested we table the meeting minutes. Meeting minutes were tabled until next meeting. Foxxtown needs to be changed Fisher Manor.
- **NEW BUSINESS**
 - The Village of Slippery Hill- Phase II
 - i. Mr. Ayd gave a presentation to the Board of Commissioner regarding an opportunity for the Housing Authority to partner with Green Street Housing as part of the application process for the Phase II of The Village of Slippery Hill. This would give the Housing Authority 11% ownership in the project. Commissioner Cira asked about how the waiting list would work. Commissioner Udoff asked about potential cash flow. Application deadline is the in the Fall. Mr. Galler asked if the was an income guideline? Ms. Lindsey has the agreements and will send to board members. Mr. Galler asked what the deadline. Mr. Ayd stated he would need an answer in the next 60 days.
- **FINANCIAL UPDATE**
 - **Audit Fiscal Year 2019**
 - i. Ms. Lindsey invited Mr. Gaudette, Mr. Blake, and Ms. Bond to speak with the Board of Commissioners since there were some questions regarding the audit for fiscal year

2019. Mr. Cira asked the each of them to give an introduction of themselves. Mr. Gaudette stated that he had been doing audits with Housing Authorities for 40 year, but it was the first year he has work for the Housing Authority. The Board Members were given the opportunity to ask questions. Commissioner Cira asked what the auditor thought about the audit. Commissioner Udoff asked about bad debts and the security deposits. Mr. Gaudette stated that Financial Data Schedule combines all the properties together. Mr. Blake stated that we must follow general accepted accounting principles. The principles state we must present them in the format which is required by HUD. Mr. Blake continue that if the board wants Mr, Gaudette to break out each property that they would do that, but it is not required by HUD or the State. The discussion continues regarding the audit. Commissioner Udoff asked Mr. Gaudette if he was based in Michigan and how he connected with the Housing Authority. Mr. Blake stated that we responded to the RFP that was places. Commissioner Brown stated that we going to the trainings held for Housing Authorities there are vendors and software companies at the conventions to get connected. Every Housing Authority has an opportunity to attend and share information. Ms. Lindsey stated that when RFP's are submitted, we publish on organization website that we are member of such as NAHRO and PHADA. Vendors who work with Housing Authority know where to go for this industry to bid on jobs. Mr. Blake stated that he could tell the difference between the executive directors. He stated Ms. Lindsey gets the information they need to complete their jobs in a timely matter.

- **Forensic Audit**

- i. Commissioner Cira stated that we need to have a forensic audit. He stated that when you look at the audit report and the March reports they do not line up. He thinks we owe the county to have the forensic audit. He continued stating we need to send a letter to the County Commissioner to subsidize the audit. Commissioner Brown stated that she believes we need a forensic audit starting from the beginning as she believes we will find some answers to the question so that we can better understand. Commissioner Billups stated that absolutely no downside to doing a forensic audit at the very least. He states it will be beneficial to all our key stakeholders his only issue is how to we pay for it. He stated that he has believe he has seen two quotes and let us get a third per the procurement guidelines. He stated the County is willing to contribute funding. The Housing Authority is not able to pay for it. Commissioner Cira stated we should prepare a letter tomorrow morning. We need to decide right now. Commissioner Brown asked do we need to look at budget first. Commissioner Brice asked if someone from the County was on the call to tell us what they would need. Mr. Billups stated we cannot spend anything on the audit we just have to. Commissioner Billups states he was not speaking on behalf of the county. Housing Authority Liaison County Commissioner stated that if the Board voted and sent a letter for County Commissioners they could get before at the meeting. Commissioner Udoff made a motion to engage with Hertzbach and Associates to conduct forensic audit with the Housing Authority committing \$5,000 to the cost and request a grant of loan covering the remain \$25,000 not to exceed \$50,000. Ms. Lindsey stated for that amount of money we need to do and RFP and get quotes. Commissioner Brice stated we do not need another loan. Commissioner Billups stated that his understanding is the we can get three quotes for small purchases under \$100,000. That does not require the RFP. Who is going to draft the RFP the Housing Authority, or do we pay someone for that? Commissioner Brown asked if that the procedure in our procurement policy. Ms. Lindsey stated that we must have three written quotes. Commissioner Cira asked if we have time to get three quotes. Commissioner Billups stated that under the circumstance this could fall under the emergency provision under the procurement

policy. Commissioner Brown asked can you explain why it is emergency. Commissioner Billups stated that he does not recommend using the emergency provision. Ms. Lindsey asked who has the two quotes as she has not solicited for a forensic audit. Commissioner Cira stated the Commissioner Udoff has the quotes and that it would be short sighted if we put on hold to get the third quote, we have an option to decide the vendor. Commissioner Brice commented on not following policy and does not understand the emergency. Commissioner Billups stated that we get a consultant to perform a forensic audit and get three quotes but not exceed \$30,000 for the procurement policy. Mr. Galler stated state that it seems there is two tracks. One we submit to the County we would like to explore forensic audit and two get the three written quotes with budget specifications for the forensic audit. Commissioner Brown asked where the housing authority is getting the money to pay for the audit. Commissioner Billups stated with get the county commissioner to commit to funding for audit. There is more discussion on forensic audit. Commissioner Billups made a motion the Housing Authority commit to a forensic audit that does not exceed \$30,000. Commissioner Cira second the motion. Commissioners Billups, Udoff, Cira voted yes. Commissioners Brown and Brice abstained. The motion carried Commissioner Udoff stated that we should go with the one of the two firm and he would contact Mr. Gaudette. Ms. Lindsey stated that it her role to contact vendors to get proposals. Commissioner Billups stated we should continue to follow the procurement policy and that the Executive Director role to solicit vendors. Ms. Lindsey stated she will send a letter to County Commissioners.

- **Development Reports**

- i. Ms. Lindsey gave the board an update on the work she is conducting with SACS. We have gone through the entire fiscal year to review and fix any mistake. Ms. Lindsey is also working on separating out the security deposit accounts. The board asked question regarding the monthly development reports.

- **EMPLOYMENT CLAIMS**

- i. Ms. Lindsey states we have an unemployment claim and EEOC claim against the Housing Authority. General Counsel Mr. Galler is representing the Housing Authority in Unemployment claim. For EEOC claim we have retained an attorney to handle the claim on behalf of the Housing Authority.

- **PUBLIC COMMENT**

- i. Bonnie Walter -Terrapin Grove Resident
 - Asked about the income guidelines for senior housing.
 - Terrapin Grove had two trees that are downs in the back of the building and pothole is back between the senior center side and housing side.
 - Will follow-up once everything opens will send an email regarding outside organization donating items.

CLOSED SESSION

Commissioner Billups made a motion to enter closed session at 6:10 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: April 13, 2020**

- i. **Time 4:56 PM Location: HAQAC Offices**

- 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) Decide to retain an Executive Director
- iv. **Person Present:** Commissioners Billups, Brice, Brown, Cira, Udoff
- v. **Action Taken:**
 - a) Upon the motion of Commissioner Brice, and the second of Commissioner Brown, the Commissioners voted to appoint Katya Lindsey the Executive Director at this meeting by a vote of 5-0.
- vi. **Each recorded vote:**
 - a) The Commissioners voted to appoint Katya Lindsey by a vote of 5-0, with Commissioners Brown, Brice, Billups, Cira and Udoff voting yes.

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.