



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

www.qacha.org

Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

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/93647905305?pwd=a2tmZHJjOFZDZkF5WHNYakM3a2Nodz09>

Meeting ID: 936 4790 5305 Password: 219779 _Phone: 301-715-8592

AGENDA

March 8, 2021 4:00 p.m.

1. CALL TO ORDER

- Prayer
- Pledge of Allegiance
- Approval of Meeting Minutes

2. OLD BUSINESS

- Financial/Monthly Development Reports

3. NEW BUSINESS

- Fiscal Year 2020 Audit
- Funding Strategies for PHA

4. CLOSED SESSION

- 3-305(b) 8:” To consult with staff, consultants, or other individuals about pending or potential litigation.”

5. ADJOURNMENT



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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

March 8, 2021 4:00 p.m.

Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairman: 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 February 8, 2021**

- i. Chairman Cira asked members of the board if they reviewed the previous meeting minutes. Commissioner Billups stated he saw a spelling error of HIPAA regarding Commissioner Kropfelder made a motion to approve the minutes with change with change in spelling of HIPAA. Commissioner Arntz seconded. Commissioners Cira, Arntz, Billups, Kropfelder, Trice voted yes. The motion carried.

- **OLD BUSINESS**

- **Financial/Monthly Development Reports**

- i. Commissioner Cira asked the members of the board if they have any questions or comments for the Financial/Monthly development reports. Commissioner Cira asked if we could focus on where we stand overall. Ms. Lindsey stated that the Board Operating Statement is how the agency is doing overall. Ms. Lindsey stated we are pacing behind where we should be. Riverside Estates and Fisher Manor is where we have the highest vacancy. Riverside Estates renovation project has been happening since December 2019. There are nine vacant units, and we are waiting to have units released to the Housing Authority from the County so that we can fill them. We are currently sending packets out for Fisher Manor to applicants that have applied. Commissioner Cira asked how many tenants are not paying their rent. Ms. Lindsey stated this is not a line in the board report, but we have several tenants that are not paid their rent due to COVID-19. Once the moratorium is lifted, we will be going through the court to file the evictions. Commissioner Arntz asked tenants are not paying but could pay the rent because of COVID-19. Ms. Lindsey stated that she believes that some residents are taking advantage of not paying because of the moratorium. Commissioner Trice asked Do we send out a notice to the tenants. Ms. Lindsey stated that we send out a late rent notice by the 8th of every month to anyone who has an outstanding balance in the system. Commissioner Trice stated that the receive eviction notices where she lives. Ms.

Lindsey states we must give 30-days notices under COVID-19 before we can file for an eviction. Currently, there CDC eviction moratorium is still in effect until March 31, 2021. Commissioner Arntz asked if there something that lets tenants know that once the moratorium has ended that you not going to be able to stay or pay up the rent to stop the eviction process. Ms. Lindsey stated that an adverse action is stated in the monthly let we send every month. Commissioner Cira asked Commissioner Trice if those who receive notices where she live made any comments. Commissioner Trice stated that the landlord encourages the tenants to pay but most do not. She stated that when the pandemic is over that people are going to be seeking help to pay their rent. The churches and agency are going to be hit. She encourages people to seek help now so that this is funding to assist. Ms. Lindsey stated that we encourage those who are behind to reach out to community services and the churches for financial assistance with their rent. Unfortunately, those who need the assistance have exhausted those resources for help. Commissioner Arntz asked if we are running a credit check on incoming tenants? Ms. Lindsey stated that we do not run a credit report on new tenants. Commissioner Trice stated that we must realize that the people in low-income housing and section 8 vouchers do not have credit. We must realize the types of families we are dealing with they have not been taught how to get credit, learn how to get anything. This why when the pandemic is over, we need to setup a program that teaches them how to get good job, about credit, etc. I just wanted to share that. Ms. Lindsey stated that Commissioner Trice make a valid point that there a generation of people on the system and our job to help them put it not free housing. Commissioner Arntz stated he thinks we should have a minimum credit reporting and if someone does not have the credit require them to take a course. Ms. Lindsey stated the credit report is a great idea, but we are focusing on landlord verifications as well. Commissioner Cira asked if they are any program provided by the housing authority that help coach people. Ms. Lindsey stated that the Housing Authority would need to partner with someone as that is outside of the Housing Authority mission. The Housing Authority does not have the resources to take on a program for counseling for the services needed. Commissioner Cira asked if Haven Ministries has a program that we could tap into. Ms. Lindsey stated that she knows that Haven Ministries does renal assistance but is sure what other assistance is provided by them. Commissioner Arntz stated that if we put together a program and he sure we could get volunteers to commit to provide that kind of coaching. Commissioner Trice stated that she did not think it should be optional if they continue to receive help. Ms. Lindsey stated that she does not know if we can make it mandatory. Commissioner Arntz stated that we legally can make mandatory, but we can certainly offer it to those who are delinquent. Ms. Lindsey stated we could do some community days. Commissioner Kropfelder asked about those failure to pay on the development. Ms. Lindsey state we must file with the courts. Commissioner Arntz asked about the percentage of tenants not payments. Is it 50%? Ms. Lindsey stated it not that high. It about two to three families in its mainly within our family properties. Commissioner Cira made a statement about the Housing Authority regarding our financial state. He stated that we need to figure out how to cover our shortfall. We need to migrate forward, and we need to look at rent increases and be pragmatic about it since we have not had one in three years. Commissioner Cira asked Ms. Lindsey if she had any comment. Ms. Lindsey stated that Commissioner Cira summed it up quite well. We need to be thinking about our future and recover from 2020. Commissioner Kropfelder stated she would like to see a separate budget for scattered sites. She wanted to know

what the increases are on those properties. Ms. Lindsey stated that we can increase the scattered sites more frequently because they house Housing Choice Voucher client. We can increase based on HUD fair market rent standards and affordability of the tenants. Those property are closer to HUD standard than our state owned and county owned properties. Commissioner Cira asked what are the rents for Scattered Sites? Ms. Lindsey stated between \$1000.00-\$1400.00 based on bedroom size. Commissioner Arntz asked how many Scattered site to we have? Ms. Lindsey stated we have 10 properties. There is also land that we could development more housing. Commissioner Kropfelder stated that she would like to see the line items broken down. Commissioner Cira asked if we can change some of the line items and account code. Ms. Lindsey stated she would work with the Fee accountant to have those items change in the future, so they match the budget. There is more discussion regarding the budget and line items. Ms. Lindsey stated that in April she will be working on the budget for Fiscal Year 2022. Ms. Lindsey stated she would like to update quite a few policies and get Board approval in the next fiscal year. Commissioner Kropfelder asked regarding the MOU, the forensic audit, and the sale of 106 Charles St.

- **NEW BUSINESS**

- **Fiscal Year 2020 Audit**

- i. Ms. Lindsey informed the Board that we are working to finalize the Fiscal year 2020 audit by March 31, 2021. We are still providing HCV files for the auditor to test that have been randomly selected. The auditor needed more information regarding tenant receivable accounts to review and verify. That information has been provided. One of our findings could be potentially the fact we have not raise rent and our financials are not on par where they should be. Once we have audit report, we will setup time in the next meeting to have them attend the meeting so that question can be answered.

- **Funding Strategies for PHA**

- i. Ms. Lindsey informed the Board that she attended a meeting with County Commissioner Corchiarino, County Administrator Todd Mohn, Mike Clark, and Tom Ayd with Green Street Housing. This meeting was to propose funding strategies for some of our properties. These properties would be Grasonville Terrace, Foxxtown, Terrapin Grove and Riverside Estates. This opportunity would allow Green Street Housing to rehab the properties and have a private management company come in and manage the facility. Ms. Lindsey stated that we are in the exploratory phase. The first step for the Housing Authority is to send a letter to Maryland DHCD for Green Street Housing to receive the development documents. Ms. Lindsey did state that we are interested in see what can happen but unsure what role the Housing Authority will have with the properties if we move forward. Commissioner Arntz asked the County brought the opportunity to me. Ms. Lindsey stated yes. There is more discussion regarding the private management company. Commissioner Arntz asked is the County was bringing money into this project. Ms. Lindsey stated that this was a way does not use County or Housing Authority funds.

PUBLIC COMMENT

- i. Bonnie Walter- Terrapin Grove

- We always hear about the budget concerns and seems as if the senior properties get penalized for the other properties not doing well. Please keep in mind where the deficit is before raise the rent on seniors.
- ii. Linda Brady-Terrapin Grove Resident
 - Ms. Brady asked if she could have the financial for Terrapin Grove?
 - I am sure we know how much people are behind in the rent. Also, comment about grant money to help with rent and website.
 - We are aware that some people are not aware that there is help. Do you send them letter to let them know that there is help?
 - It concerning when we here rent increases especially when we are on a fixed income.
 - Do you have the same audit?
- iii. Mickey Pirrone-Foxxtown Resident
 - Stated that Foxxtown has a dryer that is \$1.00, and the price is increasing.
- iv. Florence Bolyard-Foxxtown Resident
 - State that she knows for a fact that the cleaning people are not sanitizing the stairways. She states the clean the elevators buttons.

- **CLOSED SESSION**

- i. Commissioner Arntz made a motion to go into the closed session at 5:15. Commissioner Trice seconded. Commissioner Cira, Billups, Arntz, Kropfelder, and Trice voted yes. The motion carried.

- **ADJORNMENT**

Commissioner Cira made a motion to adjourn the meeting at 5:36 PM. Commissioner Arntz seconded. Commissioners Arntz, Cira, Kropfelder, Trice, and Billups voted yes. motion carried.