

HOUSING AUTHORITY OF CALVERT COUNTY
480 Main Street, P O Box 2509, Prince Frederick, Maryland 20678
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BOARD MEETING AGENDA
February 26, 2020

COMMISSIONERS

Judy Hooker, Chairperson
Harriet Gosset, Vice Chair
Maureen Hoffman
Leonard Winkler
Ricardo Piereck, Esq

STAFF

Shawn Kingston, Executive Director
Rick Cox, Director of Operations
Amy Crisp, Director of Rental Services
Joyce Garza, Director of Finance

1. Call to Order
2. Roll Call
3. Agenda Additions or Corrections
4. Minutes Corrections or Additions
January 22, 2020
5. Motion to Approve Minutes
6. Executive Briefing
7. Staff Reports
 - Finance Report
 - Rental Services Report
 - Operations Report
8. Public Comments
9. New Business
10. Adjournment
11. Executive Session

*Reasonable accommodation will be provided upon request.
Requests are encouraged to be submitted in advance of the meeting date.*

*This agenda is subject to change and the times listed are approximate.
If any items are added for consideration, they will be included on a revised agenda that will be issued prior to the closed session.*

The dates and times of the Board meetings are posted on the Calvert County Bulletin Board.

For more information contact Sharon Shifflett @ 410-535-5010 ext. 300

**BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF CALVERT COUNTY
BOARD MEETING MINUTES
January 22, 2020**

CALL TO ORDER: The meeting was called to order at 9:05 A.M., in the Conference Room of the Housing Authority.

ROLL CALL:

- **Commissioners Present:** Judy Hooker, Chairperson; Harriet Gosset, Vice Chair; Maureen Hoffman, Leonard Winkler and Ricardo Piereck, Esq.
- **Staff Present:** Shawn Kingston, Executive Director; Rick Cox, Director of Operations; Amy Crisp, Director of Rental Services and Joyce Garza, Director of Finance
- **Quorum Present:** Yes
- **Guest:** Jennifer Mooreland, Director of Community Resources

AGENDA ADDITIONS OR CORRECTIONS: None

MINUTES ADDITIONS OR CORRECTIONS:

- Commissioner Winkler motioned to approve the minutes, Commissioner Hoffman seconded. Motion carried 5 Ayes, 0 Nays

EXECUTIVE SUMMARY:

- **Calvert Pines I:**

Rent Comparability Study is complete. Applied to HUD to Mark to Market at \$1,125. If approved, the additional revenue yield would be \$12,588 per month.

Capital improvement past due: estimated just shy of \$2,000,000.

- **Calvert Pines II:**

Soil Conservation project is ongoing (Grand Canyon). County approved \$90,000 to get the project started. The County to split the cost of fixing this issue.

- **Southern Pines I:**

Met with Tom Ayd, Green Street Housing, regarding syndication. Housing Authority looking to receive a grant for capital improvements from the syndication.

- **811- Supportive Housing for Persons with Disabilities:**

The grant is to build a new building for families at Southern Pines where 25% of the units will go to families with disabilities.

The Housing Authority is not eligible to apply for this grant. CAHA is eligible and the Housing Authority is currently sponsoring CAHA.

Resolution HACC 2020-02 The Board of Commissioners for the Housing Authority affirm Shawn Kingston, Executive Director, is authorized to sign forms HUD-92042/92041 on behalf of the Housing Authority, for the purpose of applying for FR-6300-N-49

A motion made by Commissioner Piereck, Commissioner Gossett seconded, that the Board of Commissioners adopts the resolution. Motion carried: 5 Ayes, 0 Nays.

- **Maryland Affordable Housing Trust:**

Resolution HACC 2020-01 – The Board of Directors authorize Shawn Kingston, Executive Director, to : and accept assistance for the project located at 420 West Dares Beach Road, Prince Frederick MD 20 purpose of obtaining a grant to provide rehabilitation of the project, in an amount not to exceed \$75,000 MAHT.

Motion made by Commissioner Hoffman, seconded by Commissioner Winkler, that the Board of Comm adopts the resolution. Motion carried 5 Ayes, 0 Nays.

- **Computers:**

All PCs have been upgraded to Windows10 Professional

- **Certifications:**

To be signed by Chair:

Disclosure of Lobbying Activities – Form LLL

Civil Rights Certification – HUD 50077CR

Certification of Payments to influence Federal Transactions – HUD 50071

STAFF REPORTS:

- **Finance:** Joyce Garza presented written report.
- **Rental Services:** Amy Crisp presented written report. Southern Pines I had an end of year audit, for the Management Review and the Inspection we received an above average and there were no findings in the Management Review. We received 100% on our overall section 8 review.
- **Operations Report:** Rick Cox presented written report. Pest control - we are at zero

PUBLIC COMMENTS: None.

NEW BUSINESS: New State wide DHCD Housing study task force. Market studies for all the counties looking affordable housing issue.

ADJOURNMENT: Commissioner Winkler motioned to adjourn, Commissioner Piereck seconded. Motion carried 5 Ayes, 0 Nays. The meeting was adjourned at 10:15 A.M.

EXECUTIVE SESSION: No

Prepared By:


Shawn Kingston