

**HOUSING AUTHORITY OF CALVERT COUNTY**  
480 Main Street, P O Box 2509, Prince Frederick, Maryland 20678  
410-535-5010 301-855-1350 [mail@calverthousing.org](mailto:mail@calverthousing.org) fax 410-535-4286

**ANNUAL GENERAL  
BOARD MEETING AGENDA  
October 24, 2018**

**COMMISSIONERS**

Judy Hooker, Chairperson  
Maureen Hoffman, Vice Chair  
Barry P. Grier  
Harriet Gosset  
Leonard Winkler

**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  
*September 26, 2018*
5. Executive Briefing
6. Staff Reports
  - Finance Report
  - Rental Services Report
  - Operations Report
7. Public Comments
8. New Business
9. Adjournment
10. 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  
September 26, 2018**

**CALL TO ORDER:** The meeting was called to order at 9:00 am, in the Conference Room of the Housing Authority.

**ROLL CALL:**

- **Commissioners Present:** Maureen Hoffman Vice Chair; Barry Grier, Harriet Gossett and Leonard Winkler
- **Guest:** Jennifer Moreland, Director of Community Services
- **Staff Present:** Shawn Kingston, Executive Director; Amy Crisp, Director of Rental Services and Rick Cox, Director of Operations.

**AGENDA ADDITIONS OR CORRECTIONS:** None

**MINUTES ADDITIONS OR CORRECTIONS:** Commissioner Winkler motioned to approve the minutes and Commissioner Gossett seconded. Motion carried 4 Ayes and 0 Nays.

**EXECUTIVE SUMMARY:**

- **Southern Pines II**

Thirty Eight apartments leased, 16 applications approved, 22 applications pending approval. Issue with stove top vent hoods not lining up with the stoves, contractor and architect have been notified. Some dripping of water inside the apartment building.

The Grand Opening needs to be scheduled. Discussed and agreed to schedule the Opening approximately two weeks after the Linda Kelly Animal Shelter's Opening.

- **Community Development Block Grant**

Pump station construction has been delayed due to the weather. An increase of \$1,929.00 was needed for an interior coating of the wet well.

**Mainstream MS-811 Vouchers**

MS-811 has been awarded; \$138,659 to support 14 vouchers effective November 1, 2018. We have been arguing with HUD over our shortfall for our project based vouchers situation for a year.

- **Maryland Affordable Housing Trust**

We will wrap up by the end of this year. The project for insulation under the houses has brought to our attention issues, such as a sewage leak we wouldn't have known existed.

**VASH**

Awarded an additional \$43,418 to support leasing VASH vouchers.

- **Issue-**

Rain is still an issue. The staff has done a great job preparing and mitigating damage.

Replacing PCs around the office, and putting together a schedule for upgrading.

**STAFF REPORTS:**

- **Finance:** Special Loans were discussed
- **Rental Services:** Completed a breakdown of the VASH vouchers.
- **Operations Report:** Continuing working on vacant houses.

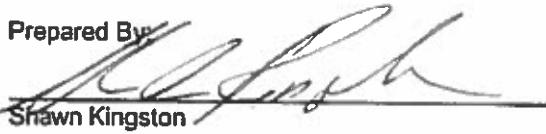
**PUBLIC COMMENTS:** No

**NEW BUSINESS:** No

**ADJOURNMENT:** Commissioner Gosset motioned to adjourn, Commissioner Winkler seconded. Motion carried 4 Ayes, 0 Nays. The meeting was adjourned at 9:46 am.

**EXECUTIVE SESSION:** No

Prepared By

  
Shawn Kingston

**Executive Summary**  
**October 2018**

**The HA is fiscally strong and fully staffed. Executive summary short, to ensure time for an executive session.**