

HOUSING AUTHORITY OF CALVERT COUNTY
480 Main Street, P O Box 2509, Prince Frederick, Maryland 20678
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BOARD MEETING AGENDA
September 25, 2019

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
July 24, 2019 and August 28, 2019
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
August 28, 2019**

CALL TO ORDER: The meeting was called to order at 9:01 A.M., in the Conference Room of the Housing Authority.

ROLL CALL:

- **Commissioners Present:** Vice Chair; Harriet Gosset and Leonard Winkler
- **Staff Present:** Shawn Kingston, Executive Director; Amy Crisp, Director of Rental Services , Rick Cox, Director of Operations and Joyce Garza, Director of Finance

* Approximately 9:30 A.M. Commissioner Piereck joined the meeting

GUEST: Jennifer Moreland, Director of Community Resources

AGENDA ADDITIONS OR CORRECTIONS: None

MINUTES ADDITIONS OR CORRECTIONS:

- Quorum wasn't present; vote held for September meeting.

EXECUTIVE SUMMARY:

- **Fair Ground Property**

The property has been officially conveyed to the County.

- **Southern Pines II**

The backup pump station does not automatically come on when the primary pump fails. We won't authorize releasing the final payment until the pump station is working as designed and the storm water management system has been approved by the county.

- **Microsoft End of Life**

The estimate for replacing and updating our server and software is \$19,021.03. We will continue to obtain additional quotes.

- **341 Sachem Dr**

Per HUD, because it is a scattered site, even if we move the unit, it can't continue to be on the Project Based Voucher program.

- **Maryland Affordable Housing Trust (MAHT)**

Grant is ready to be sent, waiting for the County's letter.

- **Capital Fund Building and Unit Certification**

Submitted Certification with the removal 341 Sachem Dr.; closed account

- **Housing Task Force**

The first meeting was a planning meeting for the Housing Task Force looking for the key areas of focus. Organized three subcommittees that stood out - aging, opportunity youth and young families. The fourth category is regulations and land use policy. The next meeting is September 6, 2019.

- **Calvert Pines I**

Need to formulate redevelopment financial plan prior to October 6, 2019.

STAFF REPORTS:

- **Finance:** Joyce Garza presented written report.
- **Rental Services:** Amy Crisp presented written report. Received 14 Mainstream (non-elderly disabled) vouchers. Pinpointed the 14 applicants off the waiting list. Leased up seven for September and the balance should be leased up by October.
- **Operations Report:** Rick Cox presented written report.

PUBLIC COMMENTS: None.

NEW BUSINESS: None

ADJOURNMENT: Commissioner Winkler motioned to adjourn, Commissioner Piereck seconded. Motion carried 3 Ayes, 0 Nays. The meeting was adjourned at 10:03 A.M.

EXECUTIVE SESSION: Yes

Prepared By


Shawn Kingston