

**HOUSING AUTHORITY OF  
ST. MARY'S COUNTY, MARYLAND (HASMCM)  
BOARD OF COMMISSIONERS MEETING**

August 23, 2017  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Present:**

Michelle Armsworthy, Co-Chair, Commissioner  
Darlene Johnson, Co-Chair, Commissioner  
Tina Dean, Vice Chair, Commissioner  
Agnes Butler, Commissioner  
Joshua Brewster, Commissioner  
Daniel Raley, Commissioner  
Dennis Nicholson, Secretary  
Anita Jones, Recorder

**Call To Order:**

The meeting was called to order at 5:25 p.m.

**Maryland Affordable Housing Trust Resolution (MAHT):**

Draft resolutions were sent to the Commissioners via email for their review/comment. Resolution 2017-02 is in support of a MAHT application to replace roofs, gutters and downspouts at Holland Forrest Landing (\$75,000). Resolution 2017-03 is in support of a MAHT application to fund Self-Sufficiency activities (\$75,000). Finalized resolutions were presented to the Commissioners for their consideration. A motion to approve & sign Resolution 2017-02 was made by Dan Raley and seconded by Joshua Brewster. The motion passed by a unanimous vote. A motion to approve & sign Resolution 2017-03 was made by Joshua Brewster and seconded by Tina Dean. The motion passed by unanimous vote.

**Administrative Function – Recess**

A motion to recess the meeting to discuss administrative functions was made by Joshua Brewster and seconded by Darlene Johnson. The meeting was recessed from 5:36 pm to 6:20 pm.

**Minutes – July 2017:**

Commissioners received meeting minutes via email for review and comment. At the beginning of the meeting, Commissioners made a motion to approve minutes for July 2017

as written. The motion was made by Tina Dean, seconded by Joshua Brewster and passed by unanimous vote.

**Finance Reports**

Finance Reports were reviewed.

**HCV HUD Monthly Funding:**

We petitioned for and received \$55,800 in additional funds from HUD for October 2017.

**Community Legacy Grant:**

HASMC received the \$150,000 Community Legacy grant check. It was disbursed as follows: \$33,087.27 sent to BB&T to pay off loan; approximately \$33,000 advanced/deposited into Gateways Checking Account to pay for Gateways renovation work not covered by FHLBA grant; approximately \$80,000 deposited into BB&T Savings Account.

**COLA**

The 1% COLA that was voted on by the Commissioners during the July meeting will go into effect as of the first pay period in September 2017.

**Weatherization Assistance Program Update:**

The current WAP budget balance is \$292,262. DOE 2016 program year ended June 30, 2017 and any completed jobs were invoiced by August 15<sup>th</sup> in order to be included under last year's program funding. As of today: 123 units have been weatherized; 18 units have work ordered; 0 units are scheduled for audit; 3 units have been audited; 10 units have had measures installed; 4 units have been inspected. The tentative budget for July 1, 2017 to June 30, 2018 is \$200,922 to complete 24 units (DOE 2017 funding has not yet been updated in Hancock system). Still pending payment by DHCD are approximately \$14,000 in Administrative Fund requests; additional Administrative Fund requests are in the pipeline for processing. During the month of July DHCD did not process any payments due to their end of fiscal year auditing process. HASMC recently went through DOE monitoring/audit process: there are some technical/training/oversight issues that need to be addressed.

**TRACS Update:**

August's voucher was submitted and payment received (\$13,865); September's voucher has been submitted and payment is anticipated by September 1<sup>st</sup> (\$12,404).

**Gateways Renovation/FHLBA/AHP:**

Work on the courtyard continues and Pathways began occupying the 4<sup>th</sup> floor space as of August 15<sup>th</sup>. The anticipated project completion date is September 29, 2017.

**Patuxent Woods Renovations:**

The Final Closing Statement Form has been completed and submitted to DHCD; waiting for their final review and release of remaining funds (\$140,785)

**Continuum of Care – Shelter Plus Care:**

The Sub-Recipient Agreement has been finalized.

**2016 Audit:**

We are still waiting to hear from the Auditors as to when they will be here to present and discuss the 2016 Audit with the Board.

The next meeting is September 27<sup>th</sup> at 5:15 pm.

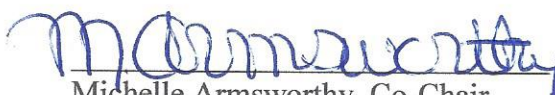
Motion to adjourn at 6:38 p.m. was made by Commissioner Joshua Brewster. The motion was seconded by Darlene Johnson and passed by unanimous vote.

**SUBMITTED:**



Dennis L. Nicholson  
Executive Director

**ACCEPTED BY:**



Michelle Armsworthy, Co-Chair



Darlene Johnson, Co-Chair