

**HOUSING AUTHORITY OF  
ST. MARY'S COUNTY, MARYLAND (HSMC)  
BOARD OF COMMISSIONERS MEETING**  
Wednesday, May 22, 2019  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Present:**

Michelle Armsworthy, Co-Chair, Commissioner – Absent  
Darlene Johnson, Co-Chair, Commissioner  
Joshua Brewster, Commissioner  
Agnes Butler, Commissioner – Absent  
Tina Dean, Commissioner – Absent  
Erin Ramos, Commissioner  
Alexis Zoss, Commissioner  
Dennis Nicholson, Secretary  
Anita Jones, Recorder

**Call To Order:**

The meeting was called to order at 5:30 p.m.

**Housing Choice Voucher Budget CY 2019 & Special Funding Categories:**

The total number of vouchers currently issued according to Housing Data Systems is 1,351; this is not necessarily what is reported to HUD via Voucher Management System. 6 months into 2019 and approximately \$1.2M is being spent per month on the program. In March we were notified by HUD about a potential funding shortfall and possibly joining the Shortfall Prevention Team. We were subsequently notified by HUD that we are currently not in jeopardy of a funding shortfall; however, staff is looking at the spending on a monthly basis.

**Kairos/Landex & HASMC Partnership:**

No update as of yet; may not hear back from them because it takes a fair amount of work to put together an application; the application for 9% LIHTC tax credit was due May 11, 2019. They are pursuing the non-competitive 4% LIHTC program.

**Lex Woods Apartments:**

Tom Ayd, representative of Lex Woods Apartments, appeared before the BOCC on May 14, 2019 to request a PILOT, which was granted. Commissioner Colvin wanted to know about designating more units for individuals with disabilities. The current designation is meeting the State's requirement of 5%; the renovation is almost finished so it is not possible

to add more accessible units at this time; however, every time there is a vacancy there is a preference that 20% of units assist disabled persons. Commissioner Morgan questioned whether or not these deals assist local contractors as opposed to investors. Tom Ayd contacted Harkins Construction (the company that did the renovation work at Lex Woods) who stated that as part of the renovation work at Lex Woods, they worked with the following local contractors: AB&H Earthwork; Atlas Concrete; Tri-County Maintenance. Harkins also held a "Meet & Greet" geared towards meeting new and local subcontractors way before the contract ever started, which was also advertised in the local newspapers. This information was provided to Commissioner Morgan and Dr. Bridgett.

**HUD 5-Year PHA Plan (2020-2024) Draft Outline:**

This is a HUD document which we are required to make available for public comment and then submit to HUD. It also has to conform to the State's Consolidated Plan. We can make projections but some projects that we have done in the past were not foreseeable in advance.

**COLA:**

A 2% COLA was discussed. This would equate to an approximate \$.34 increase for employees. There are some employees, approximately 4, who fall in the wage/salary compression situation where their wages are not competitive with newer employees who have been brought in at a higher wage rate. This increase in salary will not affect the 97% spending because that is directly related to voucher program deployment. We receive an administrative fee from the voucher program to cover associated salaries, etc.

Motion made by Commissioner Alexis Zoss to provide equitable pay for same job positions of 4 existing staff members that are below wage rates of similar job positions of new staff; seconded by Commissioner Erin Ramos and passed by unanimous vote.

Motion made by Commissioner Alexis Zoss to approve a 2% COLA effective July 1, 2019 for all employees; seconded by Commissioner Erin Ramos and passed by unanimous vote.

**Minutes – March 2019:**

Motion made by Commissioner Joshua Brewster to approve the March 2019 minutes; seconded by Commissioner Erin Ramos and passed by unanimous vote.

**Review Financial Reports:**

Financial reports were reviewed and discussed.

**Weatherization Assistance Program Update:**

The current DOE 2018 funding balance is \$145,253. \$7,933 is currently allocated to Scheduled units; \$40,987 is currently allocated to Audited units; \$94,897 is currently allocated to Work Ordered units; \$3,302 is currently allocated to Measures Installed units; \$27 is currently allocated to Invoiced units; average cost per job is \$3,100. The Performance Period began July 1, 2018 and ends June 30, 2019. The target is 30 units in

this program year. To date, 18 units have been completed; 1 unit in Scheduled status; 8 units in Audited status; 23 units in Work Ordered status; 1 unit in Measures Installed status; 1 unit in Inspected status.

**EmPOWER Program:**

2018 budget balance is \$1,115,620 which can be leveraged with DOE funds under the Weatherization Assistance Program. \$56,206 is currently allocated to Audited units; \$153,372 is currently allocated to Work Ordered units; \$8086 is currently allocated to Inspected units; \$2,121 is currently allocated to Invoiced units; average job cost is \$3,863. The Performance Period began July 1, 2018 and ends February 28, 2021. The target is 20 units per month. Currently 42 units have been completed; 18 units in Audited status; 29 units in Work Ordered status; 3 units in Measures Installed status; 32 units in Inspected status.

**Maryland Energy Assistance Program (“No Heat”):**

The current MEAP 2019 budget balance is \$7,729. \$800 is currently allocated to Inspected units; \$2,100 is currently allocated to Invoiced units. The Performance Period began October 1, 2018 and ends September 30, 2019. Expedited crisis service is from November 1, 2018 until March 31, 2019. Currently 7 units have been completed; 1 unit in Inspected status; 1 unit in Invoiced status.

**RGGI/SEIF Program:**

The current RGGI/SEIF budget balance is \$101,465. \$4,400 is currently allocated to Scheduled units; \$6,250 is currently allocated to Audited units; \$2,410 is currently allocated to Measures Installed units; average job cost is \$7,600. The Performance Period began July 1, 2018 and ends June 30, 2019. Expedited crisis service is from November 1, 2018 to March 31, 2019. 1 unit has been completed; 1 unit in Scheduled status; 3 units in Audited status; 2 units in Work Ordered status; 1 unit in Measures Installed status.

**TRACS Update:**

April & May’s vouchers were submitted and payment received (\$12,744 and \$11,236); June’s voucher has been submitted (\$11,856), payment is expected on or about June 1, 2019.

**Gateways Renovation/FHLBA/AHP:**

HASMC staff has submitted the necessary close out documentation. Next step will be an Initial Monitoring within the next 6 months.

The next meeting is June 26, 2019 at 5:15 pm.

Motion to adjourn at 6:33 p.m. was made by Commissioner Darlene Johnson. The motion was seconded by Commissioner Joshua Brewster and passed by unanimous vote.

**SUBMITTED:**

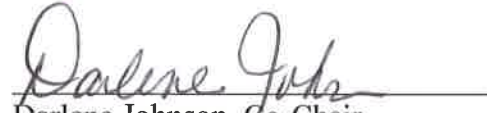


Dennis L. Nicholson  
Executive Director

**ACCEPTED BY:**



Michelle Armsworthy, Co-Chair

  
Darlene Johnson, Co-Chair