

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

Wednesday, June 26, 2019
21155 Lexwood Drive, Suite C
Lexington Park, MD 20653

MINUTES

Present:

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

Call To Order:

The meeting was called to order at 5:33 p.m.

Commissioner Terms:

Commissioner	Term	Effective Dates
Darlene Johnson	Second	July 1, 2014 to June 30, 2019
Agnes Butler	Second	July 1, 2014 to June 30, 2019
Joshua Brewster	First	July 1, 2014 to June 30, 2019
Michelle Armsworthy	Second	July 1, 2015 to June 30, 2020
Tina Dean	Second	January 1, 2016 to December 31, 2020
Erin Ramos	Partial	January 1, 2018 to December 31, 2020
Alexis Zoss	First	July 1, 2018 to June 30, 2023

Appointments/Vacancies:

Two Commissioners are on their second terms, ending effective June 30, 2019. We have been notified by the County Attorney's Office that one new Commissioner has been appointed to our board: Michael Bellis. One Commissioner's first term is ending effective June 30, 2019 and has accepted reappointment to the board for a second term.

Community Legacy Application:

On June 12, 2019, a Community Legacy application was submitted. This application is seeking additional funding for “Grading Completion, Pedestrian Accessibility, Lighting and Walkway Design for the South Shangri-La Drive Parcel.”

Minutes – May 2019:

Motion made by Commissioner Alexis Zoss to approve the May 2019 minutes; seconded by Commissioner Tina Dean 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 \$94,933. \$7,933 is currently allocated to Scheduled units; \$41,956 is currently allocated to Audited units; \$35,036 is currently allocated to Work Ordered units; \$9,212 is currently allocated to Measures Installed units; \$20,813 is currently allocated to Invoiced units; average cost per job is \$2,895. The Performance Period began July 1, 2018 and ends June 30, 2019. The target is 29 units in this program year. To date, 37 units have been completed; 1 unit in Scheduled status; 1 unit in Audited status; 8 units in Work Ordered status; 3 units in Measures Installed status; 5 units in Inspected status.

EmPOWER Program:

2018 budget balance is \$1,002,708 which can be leveraged with DOE funds under the Weatherization Assistance Program. \$35,872 is currently allocated to Audited units; \$96,239 is currently allocated to Work Ordered units; \$19,231 is currently allocated to Measures Installed units; \$10,467 is currently allocated to Inspected units; average job cost is \$4,245. The Performance Period began July 1, 2018 and ends February 28, 2021. The target is 20 units per month. Currently 112 units have been completed; 6 units in Audited status; 20 units in Work Ordered status; 5 units in Measures Installed status; 3 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. 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.

RGGI/SEIF Program:

The current RGGI/SEIF budget balance is \$98,527. \$4,400 is currently allocated to Scheduled units; \$6,250 is currently allocated to Audited units; \$2,850 is currently allocated to Measures Installed units; \$1,805 is currently allocated to Inspected units;

\$2,938 is currently allocated to Invoiced units; average job cost is \$1,900. The Performance Period began July 1, 2018 and ends June 30, 2019. Expedited crisis service is from November 1, 2018 to March 31, 2019. 4 units have been completed; 1 unit in Scheduled status; 2 units in Audited status; 1 unit in Measures Installed status; 2 units in Inspected status; 3 units in Invoiced status.

TRACS Update:

June's voucher was submitted and payment received (\$11,856); July's voucher has been submitted (\$10,103), payment is expected on or about July 1, 2019.


July Meeting

We will reach out to Brian Crosby to see if he would be willing and able to attend our July meeting.

The next meeting is July 24, 2019 at 5:15 pm.


Motion to adjourn at 6:19 p.m. was made by Commissioner Alexis Zoss. The motion was seconded by Commissioner Tina Dean and passed by unanimous vote.

SUBMITTED:


Dennis L. Nicholson
Executive Director

ACCEPTED BY:


Michelle Armsworthy, Co-Chair


Darlene Johnson, Co-Chair