

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

Wednesday, July 27, 2022
21155 Lexwood Drive, Suite C
Lexington Park, MD 20653

MINUTES

Roll Call:

Tina Dean, Chair
Michael Bellis, Vice Chair
Roy Alvey, Commissioner
Joshua Brewster, Commissioner - Absent
Erin Ramos, Commissioner - Absent
Natalie Weech, Commissioner
Alexis Zoss, Commissioner
Anita Jones
Tomica L. Scriber

Call to Order

Meeting was called to order at 5:17 PM.

Executive Director Transition

This will be discussed in the closed session of the meeting.

Serenity Place Proposal

This will be discussed in the closed session of the meeting.

HSMC 2022 Operating Budget

Operating budget was reviewed.

Information Technology Purchases

14 computers have been ordered to replace ones that were upgraded from Windows 7 to Windows 10 and are now running extremely slowly due to limited memory and less than optimal processors.

The current server is running Windows XP, which is no longer supported and therefore not receiving necessary security patches.

Wage Growth Increase

Based upon the Board's motion from the June Board Meeting, the increase is effective 08/08/2022. The overall budget increase represents a 12-month period: 7% - an overall budget increase of \$77,163.05 (\$6,430.25 per month).

ERAP (Emergency Rental Assistance Program)

St. Mary's County has been awarded \$1,400,000 for ERAP 2. As of July 25, 2022, we have received 1,617 applications and 621 applications have been processed. As of July 25, 2022, we have dispersed \$4,325,145 in ERAP funds.

Behavioral Health & COVID Services HUB

The June 27, 2022 media event was canceled due to inclement weather. The ribbon cutting is scheduled for September 8, 2022. A formal invitation via email was sent to Commissioners. Seats are limited; please RSVP not later than 08/31 to events.smchd@maryland.gov

Indian Bridge Update

Shawn & John Maneval spoke on July 22, 2022. This is currently out of our hands – we are waiting for CDA to make a decision regarding the subordination of their loan(s) to the BlueHub loan.

Fox Chase Village aka Admiral's Landing Apartments

The Agreement to Enter into Housing Assistance Payment Contract has been signed and the HAP contract was discussed.

Victory Woods, Phase II

There are no current updates. Victory Housing has submitted an appeal letter to METCOM regarding the \$1.3M capital contribution charge. Comments have been submitted regarding the proposed Equivalent Dwelling Unit table update, which would impact fees on Victory Woods I and II.

Valley Drive Estates

There are no current updates. Foundation Development Group, LLC and Pax Development submitted an LIHTC application to renovate 38 two- and three-bedroom townhomes which would be available for occupancy in early 2024. They have asked HASMC to refer qualified residents and to assist with marketing efforts

Villas at Lexwood

Per Shawn's discussion with Tom Ayd, we are unsure of whether we will receive award. On May 24, 2022, Greenstreet Housing submitted an application for new construction funding to DHCD for a 40-unit affordable, energy efficient and quality rental housing development on a 3.961-acre parcel of land located on Lexwood Drive across from Lexwood Apartments.

2023 HUD PHA Plan

We are beginning the initial steps related to the annual PHA process. HASMC must submit the Annual Plan no later than October 18 each year. Letters to the Resident Advisory Board have been sent informing them of the 2023 process.

Review and approve minutes from April 27, 2022 and June 22, 2022 meetings

A motion was made by Commissioner Tina Dean to approve the minutes from April 27, 2022 and June 22, 2022; seconded by Commissioner Natalie Weech; and passed by unanimous vote.

Financial Reports

The financial reports were reviewed.

Housing Choice Voucher Report

The Housing Choice Voucher Report is in progress.

Housing Choice Voucher Waitlist

A motion was made by Commissioner Michael Bellis to discuss the closing of the waitlist; seconded by Commissioner Natalie Weech; and passed by unanimous vote.

A motion was made by Commissioner Michael Bellis to close the waitlist; seconded by Commissioner Natalie Weech; and passed by unanimous vote.

MEA Grant No. 2022-21-331S1

HASMC received a \$115,000 Award to provide cost-effective energy efficiency upgrades in at least 10 households in St. Mary's County.

Community Legacy Grant No. SRP-CL-2019-HASStMarys-00331

HASMC received a \$100,000 Award for Greenspace next to Library. Work has been paused due to COVID-19 and weather-related issues. Regrading, seeding & installation of sidewalks remain.

Community Legacy Grant No. SRP-SDF-2020-HASStMarys-00426

HASMC received a \$75,000 Award for Greenspace next to Library. Work has been paused due to COVID-19 and weather-related issues. Regrading, seeding & installation of sidewalks remain.

Community Legacy Grant No. CL-2021-HASStMarys-00269

Work complete; waiting for payment of \$50,000; then Final Report to be submitted.

DOE Weatherization Assistance Program

- 2019/2020 Program Year

- Virtual fiscal/programmatic monitoring was completed on 06/22/2022-6/23/2022
- Exit interview was completed on 7/7/2022, waiting for final report
- 2021 Program Year
 - Fully executed grant agreement received 08/13/2021
 - Performance Period is 07/01/2021 to 06/30/2022
 - \$788,125
 - Target is 79 units in program year
 - 30 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 4 units in Work Ordered status; 4 unit in Measures Installed status; 11 units in Inspected status; 0 units in Invoiced status
 - The average job cost is \$8,949
 - Current budget balance is \$340,135

EmPOWER Program

- 2021 – 2023 Cycle
 - Performance Period is 07/01/2021 to 02/28/2024
 - \$1,383,780 (3-year period)
 - Target is 20 units per month
 - 48 units have been completed; 0 units in Scheduled status; 8 units in Audited status; 8 units in Work Ordered status; 3 units in Measures Installed status; 22 units in Inspected status; 0 units in Invoiced status
 - The average job cost is \$6,578
 - Current budget balance \$525,407

Maryland Energy Efficiency Tune-Up

- 2021 – 2023 Cycle
 - Performance Period is 07/01/2021 to 02/28/2024
 - Target is 20 units per month
 - 14 units have been completed; 1 unit in Scheduled status; 1 unit in Audited status; 4 units in Work Ordered status; 0 units in Measures Installed status; 6 units in Inspected status; 0 units in Invoiced status
 - The average job cost is \$822
 - Current budget balance \$30,563

Maryland Energy Assistance Program

- 2021 – 2023 Cycle
 - Fully executed grant agreement received 11/02/2021
 - Performance Period is 11/02/2021 to 11/30/2024
 - \$752,000 (3-year period)
 - Expedited crisis service is 11/01/2021 to 03/31/2022
 - Target is 4 units per month

- 17 units have been completed; 0 units in Scheduled status; 1 unit in Audited status; 2 units in Work Ordered status; 4 units in Measures Installed status; 4 units in Inspected status; 0 units in Invoiced status
- The average job cost is \$252
- Current budget balance \$128,922

Closed/Executive Session

A motion was made by Commissioner Natalie Weech to close the meeting; seconded by Commissioner Josh Bellis; and passed by unanimous vote.

SUMMARY OF CLOSED SESSION HELD ON 07/27/2022

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 6:43 PM

Place (location) of closed session: Teams Meeting

Purpose of the closed session: To discuss a personnel matter – Executive Director vacancy

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Roy Alvey, Michael Bellis, Tina Dean, Shawn Kingston,

Natalie Weech, Alexis Zoss

Members opposed: None Abstaining: None

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

Topic #1: § 3-305(b) (1)

Listing of each topic actually discussed, persons present, and each action taken in the session:

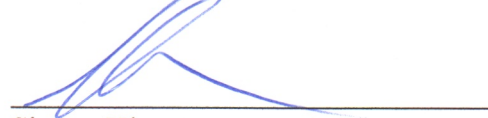
Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
Executive Director Vacancy	Roy Alvey Michael Bellis Tina Dean Shawn Kingston Natalie Weech Alexis Zoss	No action taken

Adjournment at 6:55 p.m.

Commissioner Tina Dean made a motion to adjourn, and it was seconded by Commissioner Alexis Zoss. Passed by unanimous vote.

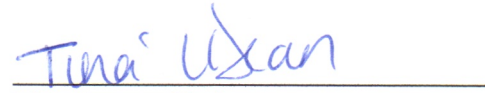
NEXT MEETING SCHEDULED: *August 24, 2022*

SUBMITTED:



Shawn Kingston
Executive Director/Secretary

ACCEPTED BY:



Tina Dean, Chair