

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

Wednesday, September 28, 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
Natalie Weech, Commissioner
Alexis Zoss, Commissioner
Shawn Kingston, Interim Executive Director (via Teams)
Anita Jones
Tomica L. Scriber

Call to Order

The meeting was called to order at 5:18 P.M.

Review and Approve Minutes from August 24, 2022 Meeting

A motion was made by Commissioner Alexis Zoss to approve the minutes from August 24, 2022 and was seconded by Commissioner Joshua Brewster; and passed by unanimous vote.

Executive Director Transition

Discussed in closed session.

HASMC 2022 Operating Budget

Operating budget was reviewed.

Voucher Program

HASMC has received another 6 vouchers.

Information Technology Purchases

14 computers have been delivered and are being configured for users. We are waiting for estimates from two different companies for the replacement of the server. HASMC is also getting estimates

for current IT professional and another IT Firm (Monarch Cyber Security). HASMC joined Sourcewell in order to look at contract bids, procurement, etc.

ERAP (Emergency Rental Assistance Program)

St. Mary's County has been awarded \$1,400,000 for ERAP 2. As of September 27, 2022, we have received 1,617 applications and as of September 27, 2022, we have dispersed \$4,619,122 in ERAP funds.

On September 21, 2022, staff from HASMC, DHCD and St. Mary's County had a conference call to discuss our need for ERAP 2 funds immediately. During the call, DHCD staff referenced the possibility of providing St. Mary's County with additional ERAP 1 funds in the meantime. DHCD was supposed to provide an update by 09/26; however, we received an update from C. Brown St. Mary's County:

"I received a call late Friday afternoon from Tracy Douglas stating she had a meeting with staff to determine the status of our funding and the best way to expedite payment to the county. I requested something in writing to document the outcome of that meeting. She's off today but said we can expect an email Tuesday. Hopefully, this will provide a specific date for when we'll be able to access the funds."

On September 27, 2022 we received the following update from DHCD staff:

"I just got off the phone without my ERAP team and we have figured out the address/W-9 issue (thank you!). Tracy is going to follow up, but I think we'll have an executed agreement for ERAP 2 to you shortly"

Behavioral Health & COVID Services HUB

The Ribbon Cutting Ceremony was held on September 8, 2022. Phase 2 work is nearing completion; Phase 3 is TBD.

Indian Bridge Update

Unanimous consent has been sent up. We would like to keep this out of brokers hands and Shawn has reached out to contacts in the industry that are interested in these properties.

Fox Chase Village aka Admiral's Landing Apartments

The financial statements still need to be submitted and we have asked to submit them post-closing. Osprey is scheduled to go into closing on September 29, 2022.

Victory Woods, Phase II

As of September 22, 2022: They are currently in discussions with the Archdiocese and the local parish regarding site control and will be preparing their CDA application once they have an agreement in place. Victory Housing has submitted an appeal letter to METCOM regarding the \$1.3M capital contribution charge. Comments have also been submitted regarding the proposed

Equivalent Dwelling Unit table update, which would impact fees on Victory Woods I and II. On September 27, 2022, Sara Asgari from Victory Housing requested a meeting with Shawn Kingston & Anita Jones to discuss; they have been working on this for quite some time with Dennis and have been moving forward based on those discussions.

Valley Drive Estates

On September 27, 2022 it was announced by DHCD that Pax Development, LLC received a 9% Tax Credit Award. They have asked HASMC to refer qualified residents and to assist with marketing efforts.

Villas at Lexwood

On September 27, 2022, it was announced by DHCD that Green Street Housing received twinned 9% & 4% Tax Credit Awards.

2023 HUD PHA Plan

On September 27, 2022, mandatory public discussion was held.

- HUD Form 50077-SL – Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan has been sent to DHCD for Secretary Holt's signature – this is a mandatory form required by HUD.
- HUD Form 50077-ST-HCV-HP – Certifications of Compliance with PHA Plan and Related Regulations must be signed by both HASMC Executive Director and Chair – this is also a mandatory form required by HUD.

Letters to the Resident Advisory Board have been sent informing them of the 2023 process. The Annual Plan is due by no later than October 18, 2022.

Financial Reports

Financial reports were reviewed.

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. HASMC is working with Edge Energy (subcontractor) to leverage funds that they have access to in order to assist more residents. We are continuing to receive applications.

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

HASMC received a \$100,000 Award for Greenspace next to Library. Work had been paused due to COVID-19 and weather-related issues but has resumed and should be complete by the end of October. Regrading, seeding & installation of sidewalks remain.

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

HASMC received a \$75,000 Award for the Greenspace next to Library. Work had been paused due to COVID-19 and weather-related issues but has resumed and should be complete by the end of October. 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

- 1) 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 07/07/2022, waiting for final report
 - 2023 Program Year
 - Fully executed grant agreement received 07/07/2022
 - Performance Period is 07/07/2022 to 06/30/2025
 - \$482,872
 - Target is 50 units per program year
 - 0 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 3 units in Work Ordered status; 0 units in Measures Installed status; 1 unit in Inspected status; 4 units in Invoiced status
 - The average job cost is TBD
 - Current budget balance is \$430,786
- 2) 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
 - 67 units have been completed; 0 units in Scheduled status; 8 units in Audited status; 12 units in Work Ordered status; 4 units in Measures Installed status; 8 units in Inspected status; 6 units in Invoiced status
 - The average job cost is \$5,142
 - Current budget balance \$597,490
- 3) 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 \$27,090

4) 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
 - 23 units have been completed; 0 units in Scheduled status; 1 unit in Audited status; 2 units in Work Ordered status; 0 units in Measures Installed status; 5 units in Inspected status; 3 units in Invoiced status
 - The average job cost is \$339.65
 - Current budget balance \$78,282

Closed/Executive Session

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

SUMMARY OF CLOSED SESSION HELD ON 09/28/2022

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

Time of closed session: 6:09

Place (location) of closed session: Teams Meeting

Purpose of the closed session: To discuss a personnel matter

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

Names of members voting aye: Roy Alvey, Joshua Brewster, Tina Dean, Natalie Weech,

Alexis Zoss, Michael Bellis, Shawn Kingston

Members opposed: _____ Abstaining: _____

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) (7)

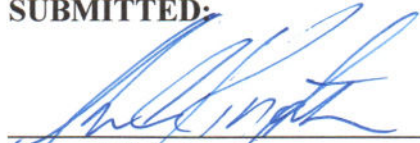
Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
Executive Director Position	Roy Alvey Joshua Brewster Tina Dean Natalie Weech Alexis Zoss Michael Bellis Shawn Kingston	

Next Regular Meeting

Scheduled for October 26, 2022.

SUBMITTED:


Shawn Kingston
Executive Director/Secretary

ACCEPTED BY:


Tina Dean, Chair