

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

Wednesday, January 25, 2023  
21155 Lexwood Drive, Suite C  
Lexington Park, MD 20653

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**MINUTES**

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**Roll Call**

Tina Dean, Chair  
Michael Bellis, Vice Chair  
Roy Alvey, Commissioner  
Joshua Brewster, Commissioner  
Natalie Weech, Commissioner  
Alexis Zoss, Commissioner  
Andrea Cummings, Commissioner  
Simone Ross, Executive Director  
Anita Jones  
Tomica L. Scriber

**Call to Order**

The meeting was called to order at 5:16 P.M.

**Minutes Corrections or Additions: November 16, 2022**

A motion was made by Commissioner Joshua Brewster to approve the minutes from November 16, 2022 and was seconded by Commissioner Roy Alvey; and passed by unanimous vote. Minutes to be publicly posted on website.

**2023 Schedule of Board Meetings**

The December 27, 2023 board meeting will be moved to December 20, 2023.

**2021 Audit**

Shad Ahmad of Ahmad Associates presented virtually. No findings in audit. Recommended that we include explanations in financial reports.

**ERAP (Emergency Rental Assistance Program) Update**

St. Mary's County has been awarded \$1,400,000 for ERAP 2. As of January 24, 2023 we have received 1,510 applications for the entire program. As of January 24, 2023 we have dispersed \$4,383,921 in ERAP 1 funds and \$593,998 in ERAP 2 funds. We have been given until 2025 to spend the ERAP money. Tomica will find out if any of the 10 families potentially facing eviction were evicted prior to receiving ERAP funds.

**HASMC 2022 Operating Budget**

The board has requested to see expenses broken down on a more specific level in order to understand Housing Authority expenses. The sundry expense account has been a point of interest as it has not been clearly defined in previous meetings. Executive Director stated that she will meet with Finance and provide a detailed reporting of this account at the next Board Meeting.

**Financial Reports**

Financial reports were discussed.

**Dennis Nicholson's Retirement Celebration**

Celebration was held on Friday, December 2, 2022. Total cost was approximately \$5,000.

**Information Technology Purchases**

New server has been received; working with vendor to coordinate installation.

**Behavioral Health & COVID Services HUB**

No update.

**Indian Bridge Update**

We have received a Purchase Agreement between Osprey and Conifer that has been executed.

**Victory Woods, Phase II**

No update.

**Villas at Lexwood**

No update.

**2023 HUD PHA Plan**

No update.

**HASMC By-Laws**

No update.

**MEA Grant No. 2022-21-331S1**

○ \$115,000 Award

- Provide cost-effective energy efficiency upgrades in at least 10 households in St. Mary's Count
- Working with Edge Energy (subcontractor) to leverage funds that they have access to in order to assist more residents
- We have identified at least 10 eligible homeowners; the contractor has been instructed to move forward

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

○ \$100,000 Award for Greenspace next to Library

- Work that can be completed has been completed thus far

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

- \$75,000 Award for Greenspace next to Library
  - Work should be completed by the end of October/beginning of November

**DOE Weatherization Assistance Program**

- 2019/2020 Program Year
  - Exit interview was completed on 07/07/2022, final report received on 12/16/2022 – HASMC to provide documents to DHCD within 30 days of receipt of report to close out monitoring
- 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
  - 18 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 2 units in Work Ordered status; 0 units in Measures Installed status; 6 units in Inspected status; 1 unit in Invoiced status
  - The average job cost is \$4,369
  - Current budget balance is \$368,443

Waiting on BIL funds to be distributed.

**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
  - 85 units have been completed; 0 units in Scheduled status; 6 units in Audited status; 18 units in Work Ordered status; 4 units in Measures Installed status; 12 units in Inspected status; 1 unit in Invoiced status
  - The average job cost is \$5,543
  - Current budget balance \$661,332

**Maryland Energy Efficiency Tune-Up**

- 2021 – 2023 Cycle
  - Performance Period is 07/01/2021 to 02/28/2024
  - Target is 20 units per month
  - 17 units have been completed; 0 units in Scheduled status; 1 unit in Audited status; 4 units in Work Ordered status; 0 units in Measures Installed status; 3 units in Inspected status; 0 units in Invoiced status
  - The average job cost is \$847
  - Current budget balance \$23,789

**Maryland Energy Assistance Program**

- 2021 – 2023 Cycle
  - 2023 funding was received

- 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 11/01/2022 to 03/31/2023
- Target is 4 units per month
- 2023 Funding Cycle - Crisis
  - 2 units have been completed; 0 units in Scheduled status; 2 units in Audited status; 1 unit in Work Ordered status; 0 units in Measures Installed status; 0 units in Inspected status; 1 unit in Invoiced status
  - The average job cost is \$15,643
  - Current budget balance \$139,004
- 2023 Funding Cycle – MEAP Wx
  - 2 units have been completed; 0 units in Scheduled status; 0 units in Audited status; 0 units in Work Ordered status; 0 units in Measures Installed status; 1 unit in Inspected status; 1 unit in Invoiced status
  - The average job cost is \$1,593
  - Current budget balance \$38,783

**Closed/Executive Session**

Commissioner Tina Dean made a motion to close the meeting and Commissioner Andrea Cummings seconded; and passed by unanimous vote.

**SUMMARY OF CLOSED SESSION HELD ON 01/25/2023**

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

Time of closed session: 6:27 P.M.

Place (location) of closed session: Gateways 1<sup>st</sup> Floor Conference Room

Purpose of the closed session: To discuss/ update Board on personnel matters

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

Names of members voting aye: No votes

Members opposed: N/A Abstaining: N/A

**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:***

| <b>Topic description</b> | <b>Persons present for discussion</b>   | <b>Action Taken/Each Recorded Vote</b>   |
|--------------------------|---|--|
| HR/ Personnel Matters    | Roy Alvey<br>Joshua Brewster<br>Tina Dean<br>Natalie Weech<br>Alexis Zoss<br>Michael Bellis<br>Andrea Cummings<br>Simone Ross | Executive Director will meet with HR to proceed with changes in staffing and continue with ongoing organizational restructuring. |

**Closed Session ended at 7:50pm**

Commissioner Tina Dean made a motion to close the meeting and Commissioner Joshua Brewster seconded; and passed by unanimous vote.

**Next Regular Meeting**

Scheduled for February 22, 2023.

**SUBMITTED:**

Simone Ross by 

Simone Ross  
Executive Director/Secretary

**ACCEPTED BY:**



Tina Dean, Chair