Roll Call
Commissioner Carl O. Snowden, Chair
Commissioner Cynthia Carter, Vice Chair
Commissioner Richard Callahan, Treasurer
Commissioner Phyliss Gibbs
Commissioner Elizamae Robinson
Commissioner Deborah A. Johnson
Commissioner Jeffrey Henderson

Moment of Silent Reflection

Minutes
A motion to approve the minutes as written for the December 13, 2011 Board of Commissioners meeting was made by Commissioner Gibbs. Commissioner Carter seconded the motion. All approved.

Resolutions
Resolution No. Admin 011112-01: A Resolution Approving the Grievance Policy Panel for ACOP and HCV.

Action: Commissioner Carter moved to approve Admin 011112-01; Commissioner Johnson seconded the motion. The motion passed unanimously. All panel members must be vetted including a background check. All panel members must sign a confidentiality agreement. An orientation will be held with Lynn Happel as instructor.

City Officials Comments
Alderman Kenny Kirby of the City of Annapolis stated that on advice from his counsel, he will not make any comment about the recent drug raid and arrests at the Harbour House community.

Gail Smith of the Mayor’s office stated that the City will hold hearings on a transit fare increase on Thursday, January 12, 2012 at 6:30 p.m. in the City Council chambers. Another hearing will be held on February 9, 2012. Ms. Smith encouraged the audience to attend the hearings to learn more about the proposed 50 cent fare increase.

Ms. Smith also stated that Ms. Lee Ann Plummer, Director of Recreation and Parks, resigned her position. HACA Commissioner Richard Callahan is filling in as Interim Director until a successor to Ms. Plummer has been named.
Resident Council Comments

Ms. Jackie Wells, President of the Bloomsbury Square Resident Council brought New Year greetings. Ms. Wells stated that the Resident Council will be holding a fund raising dinner on Friday, February 3, 2012 from 11:00 a.m. until 6 p.m. and invited the Commissioners to attend. Funds raised will be used to promote events in the community.

Ms. Carolyn Keene, President of the Robinwood Resident Council, stated that Ms. Yvonne Lacy-Baskerville, the new employee who will oversee the ROSS Grant, will begin working on Tuesday, January 17, 2012.

Ms. Sandra Chapman, President of the Morris H. Blum Senior Apartments stated that there will be a Super Bowl party on February 5 and a possible field trip. Chairman Snowden advised Ms. Chapman that the no-smoking policy for the Morris Blum Senior Apartments would be discussed later in the meeting and he would like her input regarding the policy. The Chairman made it clear that the policy will impact all residents of public housing.

General Comments

Robert Eades encouraged the Commissioners to look into the rules regarding the RAB presidency. The Chairman stated that Ms. Wingate requested a response from HUD. Mr. Snowden also stated that he will address Mr. Eades requests for responses to his inquiries (from December 2011 Board Meeting) during the “Old Business” portion of the day’s Board meeting.

Additionally, Mr. Eades stated that he is advocating for Ms. Ruth Snyder again and stated that Ms. Snyder does not wish to accept the congregate housing meals but would like the cleaning service that congregate housing provides. Ms. Snyder stated that she must accept both. Chairman Snowden stated that Chief Johnson will look into whether or not cleaning services can be provided without the meals for Ms. Snyder. Chief’s response is to be provided privately to Mr. Eades and Ms. Snyder.

Ms. Margaret Leonard of Legal Aid stated that comments on the Grievance Policy will be forwarded to HACA for review by the March 1, 2012 deadline.

Executive Director’s Report

Vincent O. Leggett stated that the staff continues to work on the 5 remaining items on HUD’s performance Targets & Strategies. He stated that the December recipient of the Martha Wood Leadership award was the Arundel Lodge.

Mr. Leggett stated that demolition has been completed for Phase II of the Obery Court / College Creek Terrace redevelopment and that 5 residents have been hired by the local contractors. Also, the staff has developed an Advocacy form that can be used when a resident asks someone to advocate for them. A copy of the Advocacy form was included in the Commissioner's Board packet.

Mr Leggett stated he continues to work with Habitat for Humanity on a Renew and Repair program and that Dr. Randy Rowell will be speaking to the audience this evening regarding the No Smoking Policy at the Morris H. Blum Senior Apartments.
During December, Mr. Leggett stated that he worked with Mr. Michael Yeaky of the Anne Arundel Community College regarding training programs for HACA stewards. Mr. Leggett will keep the Board apprised of this important partnership.

**Property Managers Report**

Mr. Corrie Flannigan, Property manager at the Morris H. Blum Senior Apartments, stated that the building is 97% occupied. Five units are in Repair-Make Ready and one unit is in MOD. Mr. Flannigan stated that the building has been quiet and that progress is being made with the hiring new Security Monitors. Mr. Flannigan continues to work with Mr. John Wade on security measures which include cameras.

Mr. Vincent Leggett introduced Ms. Melanie Herrera who is working with Congregate Housing at the Morris H. Blum building. Ms. Herrera stated that she is happy to provide hot or cold food to those residents who request congregate services and will work with those stewards who are not satisfied. Congregate Housing can provide housekeeping, personal care, and meals. Interested Morris H. Blum Senior Apartment Stewards should contact Ms. Herrera. Commissioner Gibbs stated that the boxed lunches are being thrown away. Ms. Herrera stated that she has not seen this and asked Ms. Gibbs to keep her informed if she sees more uneaten food in the trash.

Ms. Lisa Kopinetz, Property Manager at Eastport Terrace, stated that the community is 90% occupied. There are 9 vacancies, 6 of which are in MOD and 3 of which are in Repair-Make Ready. One unit will be leased next month. Two units at Harbour House will be ready for leasing next week. Ms. Kopinetz stated that members of the Annapolis Police delivered toys to the after-school children and that the Eastport Community Association provided a Holiday Dinner for the stewards. Ms. Kopinetz stated that she continues to work with Chief Johnson and John Wade on security issues. The APD cameras are working well. Ms. Kopinetz also stated that the Harbour House Community is 99% occupied has 4 units in Repair-Make Ready and 4 units in MOD. One Repair-Make Ready unit will be ready in January and other in February. Two MOD units will become available next week.

Chief Johnson stated that he and Demetria Hall have been working with Maintenance on unit turn-around. There are 26 units off line for a number of reasons, including several evictions, three deaths of stewards, and “right sizing” units to families.

Commissioner Johnson stated that she has received complaints that maintenance service calls are not being handled within a reasonable time period and that calls for repairs after a unit fails inspection are not being addressed. She asked how long a steward has to wait prior to receiving a service call response. Ms. Carol Morgan stated that the Maintenance Department is down one man and that there are only 3 mechanics for 790 HACA units. Ms. Morgan stated that HUD stipulates there should be a mechanic for each 50 units. Commissioner Henderson asked if the HUD stipulation is enforced. Ms. Morgan stated that it is HUD’s recommendation to have one mechanic for each 50 units. Chief stated that HACA is advertising for skilled workers. Chief Johnson stated that HACA went from 1104 units to 790 units and a reduction of maintenance staff from 28 to 21 was required. Additional staffing may be cut. Maintenance priority calls are handled first. Chief Johnson stated that stewards who make a maintenance service call should ask for a ticket number.

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Chairman Snowden was disappointed with the number of units off-line and stated that the ‘train is going in the wrong direction’. Chief explained that there have been a number of evictions and that some units are in very bad shape. Chief stated that stewards are notified as soon as possible after a police raid finds illegal substances in a unit that HACA will seek to gain the unit back within 14 days. HACA is a little more lenient with stewards who must be evicted for other reasons. All property managers are aware of the rules concerning how long a steward can remain in a unit once a violation has been discovered.

Chairman Snowden stated that he is not happy with how quickly return calls are being made to stewards. He stated that the rule is to return telephone calls within 48 hours and that there needs to be accountability within the staff. Chief Johnson stated that the staff strives to get back to all callers.

Demetria Hall, Property Manager at Bloomsbury Square, stated that the community is 96% occupied. There are two units in Repair-Make Ready. Ms. Hall stated that the Newtowne Twenty Communities is 81% occupied (95% adjusted). Two units will be ready for leasing next week. Four units are in Repair-Make Ready and 11 units are in MOD.

Ms. Hall stated that Robinwood is 94% occupied with 11 units in MOD and eight units in Repair-Make Ready. One unit is used as an office; 130 units are occupied.

Chief Johnson stated that he and Mr. Leggett are working diligently with Habitat for Humanity on a Repair /Renew program and that HACA has talked with other non-profit agencies in this regard. Currently there are 34 units in MOD and 26 units in Repair-Make Ready. Chief Johnson stated that he hopes to have 15 units on line by the next Board meeting.

**Finance & Administration Report**

Richard Walton, Lead Accountant in Finance and Administration, stated that the staff assisted in the search for the Robinwood ROSS grant coordinator and is now currently working on the Annual & 5 Year Plan. W-2 forms and 1099 forms will be distributed in January. The staff are working with insurance groups to provide a Renter's Insurance forum. HACA showed a $5,000 surplus for the month of December and a $6,000 surplus to date.

**Family Self Sufficiency – Youth Services**

Leron Fisher stated that the Youth Services program is hoping to add more field trips for the children. Chairman Snowden asked how the tutoring program is being measured to check on program’s success. Rani Jenkins stated that she will meet with school officials to get information on grades at the end of the marking period in late January. Attendance and participation will be measured.

Mr. Leggett stated that he is working with Dr. Maxwell, Superintendent for Anne Arundel County Public Schools and Leron Fisher and Rani Jenkins of the Youth Services Program to align Pathways to Opportunities strategy in a more measurable way. A formal agreement will be drafted. More parental involvement is needed from those who live in public housing. Chairman Snowden suggested that stewards attend PTA meetings at their children’s schools and that Community Service Hours will be awarded for their attendance. The Chairman would like a report at the next meeting to see how everything connects and that education
is the key to the youth getting out of public housing. The Chairman feels that new applicants to public housing need to be civically engaged and that if they are unwilling to be civically engaged that HACA should move to the next person on the Wait List who is willing to be civically engaged. The Chairman asked Mr. Leggett to place an emphasis on Community Service. He has asked Property Managers to report on steward’s community service hours and how they are earning the hours. He wants to hear that stewards are working with existing public housing programs and encourages them to work with programs that support the children.

**Resident Services**

Ms. Mary Ellen Turner, Resident Services Manager, stated the Newtowne Twenty community held elections and that Glenda Smith was elected President. There is a vacancy for the Secretary position. An adult computer class is slated to begin in February. Information concerning Renter’s Insurance has been provided to stewards through their resident council meetings at Bloomsbury Square and Harbour House. Commissioner Johnson inquired about the Leadership Anne Arundel classes for weekends and evenings. Ms. Turner said that Mr. Edstrom is very flexible with class scheduling. Chairman Snowden stated that he is disappointed with the resident turn out for the class. Only one steward has signed up for the LAA class. He repeated his desire for more stewards to be actively involved in their communities and take advantage of such great programs such as the leadership academy offered by LAA. The Chairman stated that at future meetings discussion will enter on Community Service responsibilities.

**No Smoking Policy**

Dr. Randy Rowell addressed the Commissioners and audience and discussed the survey which was presented to the steward at the Morris H. Blum Senior Apartments with the help of HACA staff. Chairman Snowden stated that the Morris H. Blum Senior Apartments will be HACA’s first public housing community that will prohibit smoking in public housing units. The non-smoking policy is slated to take effect July 1, 2012. Smoking will be allowed in designated and marked areas outside of the building. Smoking cessation classes and resources may be found on line.

Mr. Leggett stated that there should be graduating sanctions for those stewards who violate the no smoking policy. Chairman Snowden stated that rules will be put in place with an opportunity for all stewards to review prior to implementation of the new policy. The Chairman also stated that the sanctions will become part of the lease and that the rules must be enforced. Stewards will be provided with time to express their feelings.

**Old Business:**

Due to a conflict, the Chairman asked for a motion to suspend the balance of the meeting until the February Board meeting. The February Board Meeting is set for February 16, 2012 at 4:30 p.m. at the David J. Harris Community Center in Robinwood.

Mr. Snowden congratulated Mr. Leggett on his first anniversary at HACA’s helm. He also commended Mr. Leggett for his leadership and stated that Mr. Leggett has the Authority moving in the right direction.
Mr. Snowden reminded the audience that 2012 is a Presidential election year and that Maryland’s Primary Election Day will be held in April. Anyone needing to register to vote should contact Sandra Chapman, President of the Morris H. Blum Senior Apartments Resident Council. Commissioner Carter stated that voter registration forms will be available at future board meetings. She suggested that the Property Managers look into the possibility of registering their stewards to vote.

The Public Board Meeting adjourned at 6:35 p.m.

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Carl Snowden, Chair