



Housing Authority of Queen Anne's County

205 East Water Street, Suite 100, P.O. Box 280

Centreville, MD 21617

Phone: (410)758-8634 Fax: (410)758-8635

Executive Director

Katya Lindsey

Board Members

Richard D. Cira

Courtney Billups

Mike Arntz

Judy Kropfelder

Tina M. Trice

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BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

January 09, 2023, 4:04 p.m.

Present:

<u>Board Member</u>	<u>Present</u>	<u>Absent</u>
Chairperson: Cira, Richard D.	X	
Billups, Courtney	X	
Arntz, Mike	X	
Kropfelder, Judy	X	
Trice, Tina M.		X

- **CALL TO ORDER**

- Prayer
- Pledge of Allegiance

- **Approval of Minutes**

- **Approval of Minutes from November 14, 2022**

- i. Chairman Billups asked members of the board if they reviewed the previous meeting minutes. Commissioner Billups stated there were a couple of changes that needed to be made in the meeting minutes. Thank needed to be changed to thanked and in the closed session there were former board members' names. Ms. Lindsey asked the board what time the closed session took place. Commissioner Kropfelder stated she would email Ms. Lindsey the details. Commissioner Cira made a motion to approve the meeting minutes with the corrections. Commissioner Kropfelder seconded the motion. Commissioners Cira, Billups, and Kropfelder voted yes. Commissioner Arntz and Commissioner Trice absent. The motion carried.

- **NEW BUSINESS**

- i. Ms. Lindsey stated that there was no new business and asked the board if there was anything that they wanted to discuss. Commissioner Cira asked about the budget process and if we prepared the budget last quarter. Ms. Lindsey stated yes, and that Budget 2024 will be prepared in March. Ms. Lindsey stated that she intended to get the Board updated numbers. The current vendor, Scott Accounting, is undergoing some internal changes and currently is behind on the work as their staff is retiring and they are hiring new fee accountants and training. Commissioner Cira asked if Ms. Lindsey saw any major changes to the budget. Ms. Lindsey stated that she doesn't foresee any major changes. We are working to cut spending on outside vendors and have maintenance take care of the work orders unless it requires a vendor. The Housing Authority has relied on contractors in the past and now that we have three maintenance personnel we can put the tasks back in their hands. Commissioner Cira asked if the Housing Authority is fully staffed. Ms. Lindsey stated that the Compliance/Analysis Manager is the only

vacant position. The position isn't posted as the job description needs to be revamped. Commissioner Billups asked if that requires a full-time position. Ms. Lindsey stated yes, because someone in that role would serve as second in command if the ED is unavailable. Commissioner Billups asked if Ms. Lindsey would provide the board with a copy of the job description once it has been revamped.

- **OLD BUSINESS**

- **Financial/Monthly Update**

- i. The is a brief discussion on the monthly development reports. Ms. Lindsey went through each report with the Board. We discussed the opening of Section 8 waitlist. The Housing Authority received 100 applications. Commissioner Cira asked how many families we will be able to assist. Ms. Lindsey stated we hope to help another 10-15 families through the program. Commissioner Billups asked about the vacant units at Fisher Manor and Grasonville Terrace not being ready. Ms. Lindsey stated that the units at Grasonville Terrace because we had tenants pass away and the units needed quite bit of work. Maintenance is turning the unit. Fisher Manor had a recent move out and the other unit needs a lot of floorwork which requires a vendor. Maintenance is working to turn the units. Ms. Lindsey stated Terrapin Grove has three units move outs coming up at the end of month. Ms. Lindsey informed the board that the Housing Authority has experienced a lot of tenants passing in the last 60-90 days. Commissioner Arntz asked if the is an average time for the Housing Authority to turn unit. Ms. Lindsey stated 7-14 days under normal conditions for a unit. 30 days for units that are in worse condition. Commissioner Cira stated that this seems to be an improvement. Ms. Lindsey said that it seems like a revolving door, but we are improving. Commissioner Arntz asked if we get information on if someone passes in the unit. Ms. Lindsey stated no, that in the past she tried to get information and the deputy would give any information. Commissioner Arntz asked if incoming tenants asked if someone died in the unit. Ms. Lindsey stated not the she is aware of. But the tenants that have passed were not in their units at the time. Commissioner Kropfelder asked regarding the failure to pay for Scattered Sites. We haven't seen this before. Ms. Lindsey stated that the tenant could not have presented an income change to have rent adjusted and now they can't pay the current rent. Anyone on Section 8 must report changes to income in 10 days too so an interim recertification can be done.

- **PUBLIC COMMENT**

- i. Mickey Pirrone-Foxxtown
 - No Comment
- ii. Florence Bolyard-Foxxtown
 - Stated that Property Manager Lisa and ED Lindsey are working hard to get the unit down. Foxxtown has two and they deserve the credit.
- iii. Polly Turner-Foxxtown
 - Has question regarding toilet. Called 800 number for emergency maintenance. The husband was hung up and she felt it was unprofessional.

Ms. Lindsey asked Mrs. Turner to contact her at the office with the time and date the incident occurred because she would like to discuss it with the call center.

Chairman Billups thanked all those who attended the meeting.

- **CLOSED SESSION**

Commissioner Billups made a motion to go into closed session. Commissioner Cira seconded. Commissioner Billups, Cira, Artz and Kropfelder voted Yes. Commissioner Trice absent. The Motion carried.

- **ADJORNMENT**

Commissioner Billups made a motion to adjourn the meeting at 4:47 PM. Commissioner Cira seconded. Commissioners Cira, Billups, Kropfelder, Arntz voted yes. Commissioner Trice absent. The motion carried.