



# 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

Jeremy R. White

[www.qacha.org](http://www.qacha.org)

## Board Members

James L. Hynson

James W. Holley

Tonya D. Brown

Lareese Cathey

Richard D. Cira

## **BOARD OF COMMISSIONERS REGULAR MEETING**

**205 E. Water St. Suite 100**

**Centreville, MD 21617**

### **AGENDA**

**February 12, 2018 4:00 p.m.**

#### **1. CALL TO ORDER**

- Prayer
- Pledge of Allegiance
- Approval of Minutes from previous meeting

#### **2. OLD BUSINESS**

- Direct Deposit – Housing Choice Voucher Program

#### **3. NEW BUSINESS**

- What Home Means to Me
- Resident Satisfaction Survey
- Board Resolution – Organizational Chart
- Financial Update
- Board Resolution - Administrative Contract
- Board Resolution - Property Conveyance Contract
- Board Resolution - Fisher Manor Revitalization Plan

#### **4. Closed Session**

#### **5. ADJOURNMENT**



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## **BOARD OF COMMISSIONERS REGULAR MEETING MINUTES**

**February 12, 2018 4:00 p.m.**

### **Present:**

<b><u>Board Member</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Chairman: Hynson, James L.	X	
Vice Chairman: Holley, James W.		X
Brown-Johnson, Tonya D.	X	
Cathey, Lareese	X	
Cira, Richard D.	X	

**Legal Counsel:** Adams and Reese LLP - Raymond L. Bell, Jr.

**Staff:** Jeremy R. White and Lorraine Richardson

**County Commissioners' Public Housing Authority Liaison:** Mark Anderson

### **1. CALL TO ORDER**

- Invocation: Commissioner Holley
- Pledge of Allegiance
- Approval of Minutes from October 23, 2017 and October 30, 2017
  - i. Commissioner Brown-Johnson made a motion to approve minutes with typing errors corrected. Commissioner Cathey seconded the motion.

### **2. OLD BUSINESS**

- Direct Deposit
  - i. Mr. White provided an update that the Housing Choice Voucher Program will process live checks on housing authority owned units via ACH transfer on March 1, 2018.

### **3. NEW BUSINESS**

- What Home Means to Me
  - i. Mr. White presented the 2018 MAHRA (Maryland Association of Housing and Redevelopment Agencies) What Home Means to Me calendar which features a drawing submitted by a Fisher Manor resident. What Home Means to Me is a poster contest in which youth who dwell in affordable housing communities may submit a drawing along with an essay expressing what their home means to them. Mr. White shared that Commissioner Lareese Cathey volunteered to take on this initiative after being inspired by poster submitted by residents at a Commissioner's Conference she attended. Commissioner Cathey worked with the youth and their



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parents to obtain permission slips, essays as to provide tools to complete the posters.

- Resident Satisfaction Survey
  - i. Mr. White presented statistics from the Resident Satisfaction surveys completed by residents. The surveys show an average score of ninety percent satisfaction. The survey indicated room for additional growth on maintenance concerns.
- Board Resolution – Organizational Chart
  - i. Mr. White presented a resolution authorizing the Housing Authority of Queen Anne's County to modify the organizational chart to include a Compliance/Analyst position.
- Financial Update
  - i. Mr. White presented a financial update to show year-to-date versus budgeted expenses.
- Board Resolution – Property Conveyance Contract
  - i. Mr. White presented a resolution authorizing the Housing Authority of Queen Anne's County execute a contract with an agency to analyze conveyance of property.
- Board Resolution – Administrative Contract
  - i. Mr. White presented a resolution authorizing the Housing Authority of Queen Anne's County to execute a contract for a part-time administrative consultant.
- Board Resolution – Fisher Manor Revitalization Plan
  - i. Mr. White presented a resolution authorizing the Housing Authority of Queen Anne's County execute contracts with vendors to complete a revitalization of the Fisher Manor community.

#### **4. Executive Session**

- a made a motion to enter Executive Session

#### **5. ADJOURNMENT**

- Commissioner Holley made a motion to adjourn
- Commissioner Cathey seconded the motion.