

RENTAL ASSISTANCE PROGRAM STATISTICS

ACTIVITY	8/2011	9/2011	10/2011	11/2011
Applications	56	49	30	47
Walk-in/Appointments	312	287	292	281

WAIT LIST	7/2011	8/2011	9/2011	10/2011	11/2011
Section 8 Vouchers (498)*	1,180/1,072	1,203/1,093	1,244/1,130	1,223/1,115	1,099/992
Parkview Knoll (28)	98	101	98	99	99
Blue Mountain Estates (28)	58	60	62	62	62
Scattered Sites (24)	64	69	74	75	64
Schoolhouse Manor (32)	49	48	46	46	47
Monterey House (24)	14	17	17	17	16
Francis Murphy Apartments (120)	78	79	81	83	86
Springfield Manor (36)	92	93	89	88	88

* The first number for Section 8 Vouchers is total applications and the second is persons free of debts or criminal records that would bar them from participation. We serve the 2nd set of applicants.

Vouchers	8/2011	9/2011	10/2011	11/2011	12/2011	YTD Proj
Target	482	482	482	482	482	5,784
Utilized	466	464	458	456	462	5,686
Occupancy	96.68%	96.27%	95.02%	94.61%	95.85%	98.31%

Even though we fell short of leasing 498 units each month, the cumulative amount spent came within \$289 of the funding we received in 2011 !

PUBLIC HOUSING	9/2011	10/2011	11/2011	Vacancy	Occupancy	Move In	Move Out
PVK	28	28	28	0	100%	0	0
BME	28	27	27	1	96%	0	0
Scattered	20	21	22	2	92%	2	1

OTHER	9/2011	10/2011	11/2011	Vacancy	Occupancy	Move In	Move Out
SHM	31	31	32	0	100%	1	0
Monterey	24	24	24	0	100%	0	0
Francis Murphy	120	120	120	0	100%	0	0
Springfield Manor	35	35	36	0	100%	1	0
NCI	3	3	4	0	100%	1	0
RTO	5	5	5	1	83%	0	0

I. Reports

- A. Conversion - We sent our application for 80 Vouchers to the Baltimore HUD office on 11/10/11. We waited a bit to ask specific questions about how the Conversion would be handled before sending them the following questions on 11/23/11:
1. Operating Fund – If we are to return all unexpended operating reserves to HUD when we wrap up the conversion, we will not have any cash to meet ongoing operating expenses, such as the payments for utilities, insurance coverage, maintenance and repairs. In our State financed communities we annually compute “excess cash” to mean cash over and above two months of operating expenses plus the current accounts payable balances. Can you research this aspect of the Conversion transaction and explain it to us more fully?
 2. Capital Fund – As of November 8th we had several jobs out to bid. Technically “jobs out to bid” does not constitute a “contract obligation” in the words of the approval letter. Is it in your purview to grant us permission to award contracts that were out to bid and to go ahead and complete the budgeted Capital Fund work items in our 2010 and 2011 grants that call for the replacement of roofs since these are health related expenditures?
 3. Equipment – Our plan for disposal of maintenance equipment is to keep it. Most of our equipment is fully depreciated. Will this disposal proposal be approvable?
 4. Restriction on conveyance of property – 24 of our 80 units are 3 and 4-bedroom scattered site family units, formerly part of our 5h homeownership program. While we would anticipate that approval to sell one of these family units to its tenant-occupant would not be withheld when the time comes, would it make sense to recognize the status of these units in the deed restriction? Our intent would be to sell the unit and use the proceeds to purchase a replacement unit, which in turn could be brought under the deed restriction protection. Just thinking that having to get the attorneys involved each time this comes around might be something worth thinking through at this stage.

As of today, Baltimore HUD staff are still trying to determine who in HUD Central will be processing our application.

- B. Monterey Refrigerators -Our inventory of the shorter refrigerators placed at Blue Mountain Estates revealed that 4 of the 5 that got the mini-models do not like them and one tenant loves it! At Monterey 6 of the 24 new units were of the shorter variety. On the one hand this PE program to provide free replacement refrigerators to save energy was a deal between the tenants and the utility company - each tenant had to apply. On the other hand, we facilitated the process by distributing the applications, getting them back to PE and on delivery-day, our staff helped coordinate the massive effort to do all of the refrigerator switching and I think they signed for the delivery. It is unfortunate that our staff did not notice that some of the units were 5-6 inches shorter. It is unfortunate that the tenants involved did not realize or speak up at the time. One of the program rules was that the vendors had to remove the working standard units - they couldn't leave some behind for us to use as spares, even though they were “our property.” The staff at PE in charge of this program were hard to reach, slow to follow up on the applications and non-responsive when vendors had delivery issues (several of the delivery dates were canceled without advance notice to our staff, causing a waste of valuable time on our part), so pursuing

some kind of remedy through PE at this point doesn't seem very feasible. Consequently we will use operating funds to purchase 8 replacement units and attempt to sell our brand new used refrigerators - not sure if it makes sense to keep any for replacement purposes!

C. Snow removal - A few days after our November board meeting, Mrs. Schnebly and Mr. Rogers met with the five "snow" committee members at Francis Murphy and those residents decided to leave the "snow policy" as-is. They are now exploring the idea of using resident association funds to purchase a snow blower to make it easier to remove snow from between parked cars.

D. Audit services - With the conclusion of the FY2011 audit year, the firm of Malcolm Johnson is completing their 2nd 3-year contract for HAWC audit services. In January or February a new contract should be negotiated. The following information is provided as background to the audit discussion item you will find on the December agenda.

In 2007 the Authority decided to make a final 2-year award to Malcolm Johnson to see us through the transition to project-based accounting. When we were to bid the 2009 contract we were to have excluded Mr. Johnson in order to avail HAWC of fresh eyes on our operation. At the May 8, 2008 board meeting the Board reviewed email communication from staff indicating that the then current audit firm of Malcolm Johnson and Associates was to be completing their initial two-year contract term with the completion of the 2008 audit engagement. Given that Mr. Johnson had provided the Authority with a fixed price bid of \$16,000 per year for the three one-year contract extensions possible under the original engagement, considering that the HUD audits seem to get more complex each year as additional program performance tests are added to the job and in view of the favorable pricing being offered and the Commissioners' appreciation of the thoroughness with which Mr. Johnson's firm had discharged their audit duties it was unanimously decided to accept the offer of three one-year extensions for the FY2009, 2010 and 2011 audits. Now as we once again consider our approach to retaining an audit firm, we are involved in the complex matter of a conversion of public housing units to Section 8 vouchers and Mr. Johnson has agreed to hold his price of \$16,000/year for an additional three years (because HAWC staff do such a thorough job of record keeping). Staff are prepared to recommend such an extension, subject to board approval.

E. Positive Communication - Please add your own suggestions for positive words so we can continue to update our table at the meeting.

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Community	Development
Community	Project
Homes	Houses
Homes	Housing
Seniors	Elderly

PC (POSITIVE COMMUNICATION)	LANGUAGE TO AVOID (FORMERLY THE NO-NO WORDS AND PHRASES)
Families	Households
Homes within reach of working families	Affordable housing
? Opportunity target ?	Income limits/guidelines
Persons with disabilities	Disabled persons
Mr./Mrs./Ms. Last name or Mam/Sir	“Hon” or “Honey” or “Dear”
(when someone is reporting that something needs to be repaired..) Did you call Mrs. Shipley?	Did you call Maintenance?
Fully Accessible	Handicap

II. Action items

A. Schedule of meetings for 2012 - Following the discussion of meeting times at the November meeting, staff drafted resolution 2011-38 to establish the 3rd Thursday of every month at 3:00 p.m. as the regular meeting date and time for board meetings in 2012 as follows:

WHEREAS, the bylaws of the Housing Authority of Washington County provide for regular monthly meetings on the second Thursday of each month at 3:00 p.m.; and

WHEREAS, the said bylaws also empower the Authority to set special meetings and times as may from time to time be selected by the Commissioners;

WHEREAS, the Commissioners desire to continue the practice of meeting with the residents of apartment communities owned and operated by the Authority, and the practice of holding meetings following the end of a calendar quarter a week later to allow for timely financial reporting;

NOW THEREFORE BE IT RESOLVED THAT the Board hereby adopts the following meeting schedule for calendar year 2012:

Date	Time	Location
January 19, 2012	3:00 PM	319 E Antietam St., Hagerstown, MD 21740
February 16, 2012	3:00 PM	Community Building, Parkview Knoll, Williamsport, MD
March 15, 2012	3:00 PM	319 E Antietam St., Hagerstown, MD 21740
April 19, 2012	3:00 PM	Community Building, Schoolhouse Manor, Boonsboro, MD
May 17, 2012	3:00 PM	319 E Antietam St., Hagerstown, MD 21740
June 21, 2012	3:00 PM	Community Building, Blue Mountain Estates, Smithsburg, MD
July 19, 2012	3:00 PM	319 E Antietam St., Hagerstown, MD 21740
August, 2012		No meeting
September 20, 2012	3:00 PM	Monterey House, Hancock, MD
October 18, 2012	3:00 PM	319 E Antietam St., Hagerstown, MD 21740

Date	Time	Location
November 15, 2012	3:00 PM	Francis Murphy Senior Apartments, 20014 Rosebank Way, Hagerstown, MD
December 20, 2012	3:00 PM	319 E Antietam St., Hagerstown, MD 21740

- B. Holiday schedule for 2012 - Based on past practice, staff recommend adoption of resolution 2011-39 as follows:

WHEREAS, the Housing Authority of Washington County Maryland has determined that adoption of a schedule of paid holidays for its employees that matches the schedule adopted by the Board of County Commissioners honors the public trust placed in the organization by the general public and the County, State and Federal funding agencies and officials;

NOW THEREFORE BE IT RESOLVED THAT the Board hereby adopts the following schedule of holidays for calendar year 2012:

New Year's Day	Sunday, January 1, 2012 (Observed Monday, January 2, 2012)
Martin Luther King Jr. Day	Monday, January 16
Good Friday	Friday, April 6
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veteran's Day	Sunday, November 11 (Observed Monday, November 12, 2012)
Thanksgiving Day	Thursday, November 22
Day After Thanksgiving	Friday, November 23
Christmas Eve	Monday, December 24
Christmas Day	Tuesday, December 25
New Year's Eve	Monday, December 31, 2012

- C. Admin Plan change for Voucher waiting list - Staff recommend adoption of resolution 2011-40 which calls for advertisement of new programs rather than mailing notices to each current applicant as follows:

WHEREAS the Housing Authority presently uses an update service for its Public Housing Admissions and Occupancy Policy and its Section 8 Administrative plan that is produced by the Schiff Group, formerly a subcontractor of the National Association of Housing and Redevelopment Organizations (NAHRO); and

WHEREAS the Schiff Group has provided the Authority with suggested policy language pursuant to HUD's issuance of PIH Notices 2011-54, the purpose of which is to clarify certain issues relating to housing authorities project-basing tenant-based vouchers.

NOW THEREFORE BE IT RESOLVED that Section 4 of the HAWC Administrative Plan policy be changed accordingly by staff as recommended by the Schiff Group Agency Plan Updating Service.