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Richard S. Keesecker
Board Chair

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Board Vice Chair

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Board Member

Judith E. Ferro
Board Member

Mark Goldsmith
Board Member

Tim O'Rourke
Board Member

Vacancy
Board Member

Richard Willson
Executive Director

June 8, 2011
Blue Mountain Estates
Smithsburg, MD
Chair - Richard Keesecker

Members Present:

Richard Keesecker
Judith Ferro
Mark Goldsmith

Others Present:

Richard Willson, Executive Director
Teddi Garrison, Executive Assistant
Steve O'Brien, Finance Officer
Residents: Margaret Carr, Rosa Miller,
Kathleen Minnick, Clyde Mongan,
JoAnn Myers, Jim Rice, Anna Smith

- I. Welcome and Introductions - Richard Keesecker opened the meeting at 12:30 PM welcoming the residents and thanking them for the invitation to lunch. Staff and residents introduced themselves.
- II. Public Comments - The following residents addressed the Board:
 - A. Jo Ann Myers - Mrs. Myers reported that the roof over her patio needs repair. There is rotting wood and the birds nest in there leaving bird droppings on the patio. She called for a work order last fall and was told the work would be done in the spring. When no one came in the spring, she called Bill Rogers last week.
 - B. Jim Rice - When the new apartments are built at BME, he would like HAWC to consider installing a third nurse call station in the living rooms. They are currently only in bedrooms and bathrooms. It was also suggested that a safety cord be installed in the laundry room. Richard Willson asked if that would send a "wrong message" for a community marketing units as independent living. Mr. Willson also reminded the residents that our safety cords only call our people in the community and that the first thing one should do if they get the call is to dial 911 before responding to the emergency. Mr. Willson suggested residents experiencing balance or other health issues consider purchasing the alert buttons people wear which actually call the local emergency responder.
 - C. Kathleen Minnick - Mrs. Minnick commented about the new senior center "gym" being built in Hagerstown and if anything was planned for the county residents who have no transportation to Hagerstown. Judith Ferro noted that



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the new senior center will be more than just a gym. It will house all the senior service organizations (e.g. Commission on Aging, Meels on Wheels, etc), and will be convenient for anyone coming to the Robinwood Medical Center campus.

D. Clyde Mongan - Mr. Mongan asked how the conversion to Section 8 would affect him. Mr. Willson responded that the conversion would substitute one form of rental assistance for another and that HAWC is working hard to keep changes as small as possible for residents.

E. Jim Rice - Mr. Rice asked if there would be any changes in personnel as a result of the conversion. Mr. Willson responded that there would be no changes.

III. Review of Agenda - Mr. Willson reported that language changes had been made to Resolutions 18, 21 and 23 to clarify these particular resolutions were applicable to all HAWC rental communities. Additionally, Resolutions 25, 26 and 27 were added to the "Consent Agenda".

IV. Consent Agenda - The consent agenda items were unanimously adopted as follows:

A. The minutes of May 12, 2011.

B. Admissions and Occupancy (ACOP) Updates

HUD Notice	Res. #	Subject
2010-19	2011-15	Acceptable methods of verification
2009-36	2011-16	Allowing applicants to designate other persons as contacts, e.g. relatives or case managers with form 92006
2010-3	2011-17	Documenting Social Security numbers
	2011-18	Using the Department of Justice's Dru Sjodin National Sex Offender website which combines sex offender lists from all states
	2011-19	Allowing families to update their form 92006 when they near the top of the waiting list
	2011-20	Clarifying that Social Security numbers of existing tenants will be verified at their next annual recertification
	2011-21	Requiring the use of the Dru Sjodin National Sex Offender website on all family members at annual certifications
	2011-22	Adding definitions for "50058 Form" and "Remaining Member of a Tenant Family" to the ACOP Glossary

HUD Notice	Res. #	Subject
	2011-23	Clarifying that disconnecting a smoke detector in any manner is a cause for termination of the lease
2/23/2011 publication of a new PHAS rule in the Federal Register	2011-24	Requiring the public posting of the HAWC Public Housing Assessment System score and designation.
2009-48	2011-25	Clarifying and closing loopholes in the Community Service requirements
2009-37	2011-26	Clarifying that one-time recovery payments to recipients of unemployment benefits coming from American Recovery and Reinvestment Act monies will not be included in the calculation of income.

C. FY2012 Wage Factor - Resolution 2011-27 was unanimously passed as follows:

WHEREAS the Housing Authority of Washington County must keep wages and salaries comparable to those offered by other employers to retain its experienced staff, and has determined that governmental entities at the federal and local levels have not granted pay raises in recent years; and

WHEREAS the cost of living for our area has increased by 1.5% over the past year; and

WHEREAS the HAWC performance incentive program requires a positive wage factor in order for its mathematical model to function to reward employee progress;

NOW THEREFORE BE IT RESOLVED that the HAWC wage factor for FY2012 be set at 1.2%, and that this factor be also applied to the HAWC salary range factors to be used for new hires after July 1, 2011.

V. Staff Reports

A. FY2012 Budget - Steve O'Brien, Finance Officer, presented the FY2012 Budget to the Board for approval. He explained that the Budget is based on the public housing conversion occurring no later than October 1, 2011, and the increase in wage factor as approved in Resolution 2011-27. Mr. Willson also explained that the RTO totals look favorable because the current tenants have not yet begun participating in the savings incentive program. The FY2012 budget was unanimously approved.

C. Maintenance Charges - Mr. Willson explained that with the updating of maintenance wages in the FY2012 Budget, staff had examined the labor rates charged to tenants where damages are involved. Resolution 2011-28 was unanimously approved as follows:

WHEREAS the funding provided to the Housing Authority by the Department of Housing and Urban Development is only sufficient to provide basic maintenance services;

WHEREAS damages done to units by residents or their guests should be paid for by the tenant, as provided in the lease;

WHEREAS the Housing Authority wishes to include in the calculation of appropriate wage rates the cost of fringe benefits such as vacation, sick and holiday time in addition to cash benefits such as health care and FICA;

WHEREAS the cost of all maintenance wages must be distributed across the communities where maintenance work is to be completed according to the actual time recorded on time-sheets;

AND WHEREAS where the Housing Authority uses its maintenance workforce at the central office or on capital projects, HAWC must also include the cost of overhead items such as replacement of tools, vehicle replacement and insurance, and utilities and repairs associated with the maintenance office facilities in the calculation of appropriate charges;

NOW THEREFORE BE IT RESOLVED that:

1. That effective October 1, 2011 the base rate for Maintenance staff shall be \$42.00 per hour, with the rate for work done after normal business hours, weekends and holidays shall be 1½ times the base rate, or \$63.00 per hour,
2. That labor charges on Force Account work orders which are charged to capital improvements shall be charged at the full cost rate of \$62.00 per hour and \$93.00 for overtime.

B. Lockout Policy - Mr. Willson explained that the adjustment in the maintenance labor rates necessitates a corresponding revision to the HAWC Lockout Policy. Resolution 2011-29 was unanimously approved as follows:

WHEREAS the current lockout policy calls for a minimum charge of \$50 to tenants who request Maintenance to respond to a lockout more than three times in one 12-month period;

AND WHEREAS that charge rate represented two hours of labor at the time it was originally adopted;

NOW THEREFORE BE IT RESOLVED that the HAWC lockout policy be revised to establish the labor rate for lockout services that occur more than three times in any 12-month period to be at least equal to two hours of labor at the applicable rate.

VI. Recruitment - Commissioner Candidate Review - Judith Ferro reported that she and Mr. Willson had interviewed Mr. Robert Coblentz, candidate for HAWC Board Commissioner. Prior to their meeting, Mrs. Ferro had sought references for Mr. Coblentz and the responses were favorable. It is believed that Mr. Coblentz can contribute to the Board in areas of IT, Project Management, Marketing and Community Connections, especially among younger families. It was moved, seconded and unanimously passed that HAWC submit to the Board of County Commissioners Mr. Coblentz's nomination for HAWC Board of Commissioners. Mrs. Ferro also requested that Mr. Willson put in his letter that since HAWC has been without a seventh Board member for nearly a year, an approval as soon as possible would be appreciated.

VII. Commissioner Comments

A. Conflict of Interest - Mr. Keesecker reminded everyone to turn in their Conflict of Interest forms before June 17th. He will compile the submitted forms and present a report at the next Board meeting.

B. MAHRA Conference - Mr. Willson reported that the evaluations for the conference were very good. Mrs. Ferro reported on the Succession Training attended by Mr. Keesecker, Mark Goldsmith, Teddi Garrison and herself. She reported that HAWC seems to be on track with their Succession Plan, but has more work to do. She will prepare a chart for the next Personnel Committee Meeting. Ultimately the plan will be submitted to the Board for approval. Mr. Keesecker reported that he learned about the possibility of looking outside the housing industry for an Executive Director. Mr. Willson added that the upcoming conversion process could be considered another step in the Succession Plan as it will serve to eliminate a lot of paperwork and simplify property management. Mr. Keesecker also commented that HAWC may want to consider a "Perc Package" in lieu of a high, competitive salary.

There was also a brief discussion about the training of commissioners as part of the plan. Mr. Keesecker has taken all the NAHRO class work and is ready to apply for the Commissioners Certification.

C. Review Upcoming Meetings and Events:

1. Rotary Club Presentation - June 13 - Ms. Garrison
2. Meeting with Congressman Bartlett - June 20, 3:00 PM
3. Personnel Committee Meeting - July 12, 8:30 AM
4. Marketing Committee Meeting - July 12, 9:30 AM
5. Board Meeting - July 21 - 3:00 PM, HAWC Office

D. Marketing Committee - Mrs. Ferro reported that the Marketing Committee met on June 7. "Section 8" was added to the "NO-NO" Words, to be replaced by Rental Assistance Programs. Welcome Kits were approved with one change - the Strategic Plan front page will be printed on letterhead.

E. Meeting with Congressman Bartlett - Mr. Willson reported that a meeting had been arranged to meet Roscoe Bartlett at Francis Murphy on June 20 at 3:00 PM. This meeting will include a tour of the property to culminate in the library with cookies, and a "Talking Points" sheet to be included in the Welcome Kit. The purpose of the meeting is to start relationship building with the congressman.

VIII. Adjournment - Mr. Keesecker adjourned the meeting at 2:00 PM.

Respectfully submitted,

Teddi Garrison
Executive Assistant