



H. A. W. C.

Housing Authority of Washington County
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Richard S. Keesecker
Board Chair

James W. Brown
Board Member

Judith E. Ferro
Board Member

Mark Goldsmith
Board Member

Tim O'Rourke
Board Member

Robert Coblentz
Board Member

Vacancy
Board Member

Richard Willson
Executive Director

January 19, 2012
319 E. Antietam Street
Chair - Richard Keesecker

Minutes

Members Present:

James Brown
Judith Ferro
Mark Goldsmith
Robert Coblentz

Others Present:

Richard Willson, Executive Director
Steve O'Brien, Finance Officer
Teddi Garrison, Executive Assistant

Members Absent (Excused)

Richard Keesecker
Tim O'Rourke

I. Review of Agenda - The agenda was unanimously approved as presented.

II. Annual Meeting - The following slate of officers was unanimously elected:

Chair	Richard Keesecker
Vice Chair	Judith Ferro
2 nd Vice Chair	Tim O'Rourke
Grievance Officer	Richard Keesecker
Asst Grievance Officer	Judith Ferro
Secretary/Treasurer	Richard Willson
Asst. Secretary/Treasurer	Tyenna Hart

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

A. Resolution 2012-1 - Crisis Succession Planning -

WHEREAS Executive Director Succession planning is the responsibility of the Housing Authority of Washington County Board of Commissioners, and

WHEREAS The Succession Plan deals both with the operational steps to be taken during a normal, pre-announced change and in emergency or crisis situations, and

NOW THEREFORE BE IT RESOLVED that in the event the Executive Director becomes incapacitated, the following "Crisis Plan" will be



implemented and the Executive Director Succession Plan will be launched.

Crisis Plan

It is the responsibility of the Executive Director (ED) and the Executive Assistant (EA) to develop a shared file containing the following items:

1. All routine and repetitive reporting responsibilities that fall to the ED
2. All user names and passwords assigned exclusively to the ED for the conduct of HAWC business
3. All license keys for software licensed to HAWC; as well as
4. The file names and both physical and electronic locations of communications from the ED's office.

In the absence of an ED, the EA will be assigned the additional duties in the list below. The EA will assist the Board President with formally notifying federal and state agencies with which HAWC has contractual relationships of this temporary assignment. The EA will:

1. Work with HAWC staff to continue the work of the agency without significant interruption, bringing items that would typically require ED action to the attention of the current HAWC Board Chair
2. Fill the role of HAWC Security Officer with respect to HUD websites and related responsibilities;
3. Double check the accuracy of payroll records submitted by the Information Specialist;
4. Maintain lines of communication with staff and the board.

The following additional routine HAWC actions will be delegated to the originating staff:

1. HAP contracts - Section 8 Coordinator
2. Drop letters - Section 8 Coordinator
3. Leases and lease enforcement actions - Property Managers
4. Purchase orders - Finance Officer

B. Resolution 2012-2, Audit Services 2012 - 2014

WHEREAS with the conclusion of the FY2011 audit year, the firm of Malcolm Johnson is completing their 2nd 3-year contract for HAWC audit services, and

WHEREAS Mr. Johnson has agreed to hold his price of \$16,000/year for an additional three years;

NOW THEREFORE BE IT RESOLVED that since HAWC is currently involved in the complex matter of a conversion of public housing units to Section 8 vouchers and in view of the Commissioners' appreciation of the thoroughness with which Mr. Johnson's firm had discharged their audit duties, the firm of Malcolm Johnson will be retained for three one-year extensions for the FY2012, 2013, and 2014 audits.

C. Resolution 2012-3, Elderly Only Designation on Conversion Units

WHEREAS February 1, 2012, is the anticipated date that 80 HAWC Public Housing Units will be converted to Section 8, and

WHEREAS current residents of Blue Mountain Estates and Parkview Knoll had asked that their communities be restricted to senior citizens,

NOW THEREFORE BE IT RESOLVED that staff are directed to modify the Admissions and Occupancy Policy for units at Blue Mountain Estates and Parkview Knoll effective at the time of conversion to designate units at these two communities for seniors when filling any future vacancies with a 62 minimum age (and 55 minimum age for a second

member of the household).

III. Reports

- A. Second Quarter Financials - Mr. O'Brien pointed out that the operating income for the Section 8 and Central Office accounts were down. Mr. Willson explained that when the cost of utilities go up, the amount of money available for rent subsidy goes down and the net effect is the decline in the number of vouchers that can be supported. Currently HAWC is down to 460 vouchers which means less money collected in admin fees (charged per voucher). Mr. O'Brien reported that the elderly communities are doing well. The Balance Sheet shows that HAWC doesn't have quite enough to cover the desired reserves; however, Mr. Willson explained, this was planned, the result of a decision made when the Executive Assistant was hired and the RTO program was launched.
- B. Management Report - Mr. Willson reported that it appears the conversion date to start 80 new vouchers will be February 1st. He quickly outlined the necessary steps needed to be taken before the conversion can be implemented, including legal reviews, verifications of client incomes and expenses and inspections (which must be done within 30 days of the date the new vouchers start.)

Teddi Garrison distributed a Social Media/ Electronic Marketing Overview. She presented some Google Analytics statistics which showed where the web site traffic was originating and on what pages it was landing. She explained that a new face book campaign had been started; but, unfortunately, perhaps due to the holiday season, or perhaps due to the low budget allotted the ad, there was no traffic at all to the new ad. Mr. Willson and Ms. Garrison will be re-evaluating the use of face book ads.

- C. Personnel Committee - Judith Ferro reported that the HAWC Board candidate from Hancock decided to withdraw her nomination and that Hancock Mayor Dan Murphy is currently looking for another candidate. He has been informed that there is an at-large candidate who could be considered if a replacement cannot be found. The Personnel Committee is developing a process to 1) establish a waiting list of potential candidates and 2) keep the queue of applicants interested. Staff will check the Board of County Commissioners Volunteer list every 2 months to check for new volunteers. A letter of acknowledgment will be sent to anyone who had volunteered for the Housing Authority during that period. Additionally, letters will be sent quarterly to those on the potential candidate list keeping them up to date with HAWC activities. Ms. Ferro reported that the Personnel Committee is continuing their work on the Executive Director Succession Plan. She introduced and distributed copies of the new "Board Contact Form" which was offered as a tool to help the Board members keep track of their contacts with potential board members. This form will soon be available on the staff-only website. Mrs. Ferro reported that a sequel to last year's Succession Planning course will be offered at this year's MAHRA (Maryland Association of Housing and Redevelopment Agencies) Spring Conference in Ocean City.
- D. Marketing Committee - The Annual Report to the Board of County Commissioners (BOCC) was approved for presentation on Tuesday, January 31.
- E. Resolution 2012-4, Real Estate Authorization - Mr. Willson reminded the Board that one of the HAWC NCI residents has contracted to purchase her house and that he needs the authority of the Board to sign the sale documents. Resolution 2012-4 was unanimously approved as follows:

WHEREAS the Housing Authority of Washington County has created a path to home ownership within its family housing programs, and

WHEREAS in the interest of timeliness the Board of Commissioners has elected to delegate to the Executive Director the right and responsibility for execution of purchase offers, deeds and other documents necessary to the acquisition and sale of properties in the home ownership programs, and

WHEREAS the Conversion of the Authority's 80 units of low-rent public housing to a Housing Choice Voucher-based form of rental assistance likewise requires the appointment of an agent to act on the behalf of the agency,

NOW THEREFORE BE IT RESOLVED that the Board hereby authorizes the Executive Director to bind, release and sign documents and assurances on behalf of the Housing Authority of Washington County necessary to the Conversion of public housing units and the conduct of the single-family home ownership programs of the agency.

IV. Strategic Plan Update (Beginning with Section IV.E) - The Board reviewed items IV.E through IV.G. The following items were discussed.

- A. As examples of emphasizing tenant integrity (IV.E), Mr. Willson cited two cases where HAWC had to evict two tenants because they understated their income. In an effort to “publicize progress made and the results of our pursuit of program abuse” (item IV.E.4), the suggestion was made add a post to our face book page that “we are disappointed that we had to take this action”.
- B.. Item F states that HAWC will “recruit and retain landlords willing to accept Section 8 by providing clear and helpful information”. Mr. Willson reported that HAWC is considering offering criminal checks as a service to potential landlords.
- C. Item G “Maintain the highest scores every time we are rated by outside agencies” - HAWC received a SEMAP score of 100%, and our reviews and audits tend to be perfect!

The Strategic Plan Update will continue at the next Board meeting at Item IV.H.

V. Bank Signature Cards - Mr. O'Brien explained that with the election of new officers, new bank signature cards will need to be completed. There was discussion about the pros and cons of authorizing a 3rd Commissioner on the bank signature card. Staff will prepare a recommendation on this matter for the February meeting.

Respectfully submitted,

Teddi Garrison
Executive Assistant