



H. A. W. C.

Housing Authority of Washington County
319 East Antietam Street, 2nd Floor
P. O. Box 2944, Hagerstown, MD 21741-2944
Telephone/TTY: 301-791-3168
Fax: 301-791-2755
www.hawcmd.org or www.facebook.com/hawcmd.org

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

December 8, 2011
319 E. Antietam Street
Chair - Richard Keesecker

Minutes

Members Present:

Richard Keesecker
Judith Ferro
Tim O'Rourke
Robert Coblentz

Others Present:

Richard Willson, Executive Director
Steve O'Brien, Finance Officer
Teddi Garrison, Executive Assistant
Ruth Anne Callaham, Member Washington
County Board of Commissioners

- I. Welcome and Introductions - Richard Keesecker opened the meeting at 3:30 PM. Mr. Keesecker informed the Board that Tracy Salvagno had submitted her resignation. Richard Willson reported that pursuant to Mrs. Salvagno's resignation, he contacted the mayor of Hancock, who recommended an individual for the position. Mr. Willson contacted the candidate to explain the process. She has submitted her name to the County Commissioners, and will be considered by the Personnel Committee at their January meeting.
- II. Review of Agenda - The agenda was unanimously approved as presented.
- III. Consent Agenda - The consent agenda items were unanimously adopted as follows:
 - A. Minutes of the November 10, 2011 meeting
 - B. Resolution 2011-38 Schedule of Meetings - 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 115, 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
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

C. Resolution 2011-39 2012 Holiday Schedule - 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

D. Resolution 2011-40 Waiting List in Administrative Plan - 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);

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.

IV. Reports

A. Management Report - Mr. Willson reminded the Board that when the public housing units are converted to Section 8, current residents of Blue Mountain Estates and Parkview Knoll, had asked that their communities be designated as will be converted as "elderly only" with a 62 minimum age (and 55 minimum age for a second member of the household). Staff will provide a resolution for the Board to consider at the time. He explained that the reason they are not "elderly only" already is because of the complexity of completing the HUD designation process.

Mr. Willson also reported that an NCI resident has expressed interest in buying her house. The State is requiring a 2nd mortgage on the sale to assure the affordability of the property for the next 15 years. Closing is anticipated in January, 2012.

Mr. Willson reported that with the conclusion of FY2011, the firm of Malcolm Johnson will be completing its 2nd 3-year contract for HAWC audit services. In early 2012, a new contract should be negotiated for auditing services. Malcolm Johnson has agreed to hold his price of \$16,000/year for an additional 3 years. Given the fact that HAWC is involved in the complex process of conversion of public housing units, staff is prepared to recommend that the contract with Malcolm Johnson be extended for another 3 years. The consensus of the Board was to approve. Staff will prepare a resolution to that effect for the January Board meeting. Mr. Willson explained that in 2015 HAWC will again open the bidding process but will not exclude Malcolm Johnson from the process.

B. Marketing Committee - Mrs. Ferro reported on the recent committee activities.

1. Downtown Hancock Revitalization project - Nigel Dardar, Town Councilman, is collecting artwork from community organizations to display in the windows of empty stores and offices in downtown Hancock. HAWC will provide artwork highlighting the Monterey House, HAWC, and the RTO program.
2. Facebook ads - Following a meeting with the marketing consultants, staff is in the process of "testing" facebook ads to determine which ad(s) will get the best response from our targeted demographic group. The face book ads are designed primarily to market the RTO program.
3. Chamber "After Hours" at Centra Bank, December 15. Mrs. Ferro and Teddi Garrison plan to attend.
4. Charlie Brown Christmas Williamsport - The first two weekends in December, local organizations were invited to decorate a tree during this town Christmas event. HAWC's tree included paper houses, community post cards, "gold" house keys, lights and ornaments.

C. Personnel Committee - Mrs. Ferro has made several contacts with prospective Board members and requested staff to follow up with Welcome Packets.

D. Annual Report to the Board of County Commissioners - The Board brainstormed several items and themes they wished to see included in the 2011 Annual Report to the Board of County Commissioners.

V. Strategic Plan Update (Beginning with Section IV.E) - This item was tabled until the January meeting.

Respectfully submitted,

Teddi Garrison
Executive Assistant