

Board Meeting Minutes

Board Meeting

April 27, 2022

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
April 27, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on
April 27, 2022**

To Join via Zoom Video Conference:
<https://zoom.us/join> Meeting ID: 927 6506 5009 Passcode: 226657
To Join via Zoom Telephone Conference:
Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657

Present

Chairman – James Hedrick, PhD
Commissioner- Edward J. Duffy
Commissioner – Steve Marr
Commissioner – Stacy Kaplowitz
Commissioner – Nathan Robbins

In Attendance

Jessica Anderson, Executive Director RHE
Christele Etienbla, RHE Staff
Monique Ashton, Councilperson City of Rockville

6:30 PM Call to Order

Chairman Hedrick called the April 27, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:35 PM Consent Items

Chairman Hedrick noted the minutes were inadvertently excluded from the Board Packet and therefore will be vote on during the next Board Meeting to be held May 18, 2022.

6:38 PM Citizen Forum

Chairman Hedrick asked if there were any citizens present that had any comments. There were none.

Chairman Hedrick called for the next item on the agenda, Executive Director's Report:

Activities during the month of March 2022

Meetings/Activities

- Parkside Landing formerly known as Parkside Landing, Property Management calls were held bi-weekly.
- Staff are moving toward a 100% in person office experience. RHE continues to work with client virtually or by appointment only due to COVID 19 Social Distancing.
- Food Distributions at the David Scull Community have been transitioned to only two days a week.
-

Waiting List

RHE opened the waiting list for all bedroom sizes for the Public Housing Program and the RHEP Project Based Voucher Scattered Site development on March 16th, 17th and 18th. Over 1,300 applications were received.

Financial Management (See Tab 3)

Housing Choice Voucher (HCV) Program (404 Regular Vouchers) FYB 10-1-2021

The Net Restricted Assets (HAP) for the month of March 2022 is a positive \$9,220.88. Year to date the HAP is a negative (\$459,885.75). The RNP based on the prior year balance of \$687,865 carried over is 227,979.25.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending March 2022 is a positive \$29,252.75. Year to date is a \$29,252.75.

Mainstream Vouchers (50 Mainstream Vouchers) FYB 10-1-2021

The Net Restricted Assets (HAP) for the month of March 2022 is a positive \$8,446. Year to date the HAP is positive \$23,857.

The Unrestricted Net Assets (Administrative Expenses) for the month ending March 2022 is a positive \$398.08. Year to date is positive \$8,959.78.

Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2021

The Program cash flow for the month of March 2022 is a negative (\$2,754) due to not receiving any funding from HUD. Year to date the HAP is negative (\$5,469). The prior year positive carry over amount is \$17,116 resulting in a program balance of \$11,647.

Public Housing Program (PH) (79 PH Units) FYB 10-1-2021

The Net Income on the PH Cash Flow Report for the month of March 2022 indicates a negative (\$8,837.58) due to the invoice for FY21 audit and 3 pay periods of our maintenance salaries. Year to date is a negative (\$47,546.67). Expenses will be reallocated from PH to RHEP Scattered Sites.

RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2022

The Cash Flow Statement for the month ending March 2022 indicates a negative (\$1,225.58) due to a decrease in rent collections. Year to date is a positive \$104,091.18.

RELP – (56 Low Income Housing Tax Credit Units) FYB 01-1-2022

The net income for RELP One for the month of March 2022 is a negative (\$5,241.49) due to 3 pay periods for our maintenance salaries and a flooring replacement invoice for one unit at King Farm. Year to date net income is a positive \$27,153.95.

RHE Properties (4 – Affordable Units) FYB 01-1-2022

The Cash Flow Statement for the month ending March 2022 indicates a positive \$1,506.02. Year to date is a positive \$2,348.18.

RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2022

There was no activity for this entity during the month of March 2022. Year to date net income is \$0.

RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022

The Cash Flow Statement for the month ending March 2022 indicates a positive \$6,148. Year to date net income is a negative (\$42,969.42).

RHE PARKSIDE LANDING FYB 01-2022

The Cash Flow Statement for the month ending March 2022 indicates a positive \$69,455.04. Year to date net income is a positive \$279,983.73.

Asset Management March 2022 (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull) was as follows (76 units):
 - 98.7% for the month ending March – (1 vacancy)
 - Rent Collection Percentage 160%
 - RHE receive rental housing assistance funds from the COVID rent relief
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
 - 86.2% for the month ending March – (4 vacancy)
 - Rent Collection Percentage 95.3%
- RELP One Occupancy was as follows (56 units):
 - 94.6% for the month ending March – (3 vacant)
 - Rent Collection Percentage 100%
- RHEP Occupancy was as follows: (4 units).
 - 100% for the month ending March
 - RHE receive rental housing assistance funds from the COVID rent relief
- Fireside Occupancy was as follows:
 - Occupancy – 96% occupancy rate of available units
 - 31– units off-line reserved for current construction/hospitality
 - 9- units vacant available for rent

Maintenance Activity Summary for March

- RHE maintenance staff completed 58 work orders in March.
- RHE maintenance department facilitated 114 HQS inspections with third-party landlords in the month of March of which 22 inspections failed and were scheduled for reinspection.
- Under the guidance of the new Manager of Assisted Housing Programs, three bids were obtained for tree maintenance. Several dead trees were removed from the grounds.
- Under the guidance of the new Manager of Assisted Housing Programs, repairs were identified and completed in and around the Community Center to ready the space for a Spring Break program in April.
- There were 0 move-ins and 2 move-out for March. Vacant units are in process of turnover.

Housing Choice Voucher Program (HCVP) Management

March 2022

- HCV Program voucher units leased for the month ending March 2022 was 93%, and calendar year to date in March 2022 was 93.%. HCV Program budget utilization for the month ending March 2022 was 108% and calendar year to date in March 2022 was 108%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 94% leased for the month of March 2022.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of March 2022.
- The 10 VASH vouchers are 30% leased. One application has been received from Veterans Affairs and has been approved. Applicant is conducting housing search. RHE receives referrals from the VA for VASH vouchers.

Fostering Youth into Independence (FYI) Vouchers

- RHE has received sixteen (16) referrals from Montgomery County Child Welfare.
- RHE has been awarded fourteen (14) Fostering Youth into Independence Vouchers.
- RHE has issued fourteen (14) vouchers to youth transitioning into housing.
- Thirteen (13) vouchers are leased.

Parkside Landing

Reporting Period: March 1 – March 31, 2022

Milestones

- RHE hosted a resident-wide community meeting w/ City officials, Rockville Police, property management team, and the development team

to provide general safety information and best practice for community living.

- The development will be rebranded as: ***Parkside Landing***. The sign monument has been installed and final site signage and design is underway.
- RHE conducts bi-weekly transition progress/coordination calls with WINN management
- RHE Team and Jubilee Housing manager have identified the units for the remaining 7 (seven) clients needed to complete the placement for the project-based voucher units.
- The relocation team has contact residents in the remaining hospitality units for their final moves back into the rehabbed units.

Schedule

- The project has moved up on the critical path and is currently tracking for May 6, 2022 as a substantial completion date.

Section 3/MBE Participation

	Goal	Actual
Section 3 Goal	10%	11.64%
MBE Goal	29%	31.96%

Construction Look-Ahead

- Building 747
 - Trim Out
 - Flooring
 - Ceramic Tile
 - Trade Finals
 - Initiate Punch Out

- Building 743
 - Final Walk
 - Punch Out

- Building 745
 - Punch Out
 - First Walk and Final Punch

- Site
 - Site Improvements, including Entry Sign

Family Self Sufficiency/Resident Services Detailed Report-Period YTD: March 2022

25- Public Housing

47 – Voucher

5 – FSS Progress Reports

8 – Homeownership

Community/Resident Services

Youth Services/Programs

- Youth Programming with So What Else
 - Outdoor activities (weather permitting) as the community center is being renovated.

Adult Services/Programs

- Career Exploration Workshop with Career Catchers (virtual)
- VITA FREE Tax Preparation
- Citizenship Preparation Class with the Gilchrist Center
- Empowered Woman International Entrepreneur Training for Success Program

City of Rockville

- 6 Referrals for Career Coaching through Niambi for Career Catchers

6:50 PM City of Rockville (COR) Report

Council Member Ashton delivered the City of Rockville's report in the absence of Ms. Habte Director DHCD City of Rockville.

- Mayor & Council held budget/APRA discussion at its 4/25 meeting
 - The Mayor and Council tentatively approved ~\$58k in ARPA funding to finance the entire submeter water installation at the David Scull community. RHE's remaining funding will come from CDBG (anticipated availability in the fall/winter 2022)
 - Mayor & Council also tentatively approved \$292k for Bank-On-Rockville initiative (some RHE program participants/tenants may be served as clients)
 - Council also added \$60k to Caregiver agencies (plus 5.8% CPI increase to base budget)
- Budget survey period is now closed
- City has hired Diversity Equity Inclusion professional, Tyree Davis. Tyree will start his position with the City at the end of May. Ms. Habte will invite him to the June/July RHE meeting for introduction
- City has also hired a Housing Policy Analyst, Joseph Micallef. Ms. Habte will invite him to the May/June meeting for introduction
- RHE's annual report is now slated for 5/16
- RHE's item on creating a non-profit entity is on Mayor & Council agenda for 5/2 (consent)

- City Of Rockville staff held a meeting with RHE staff to discuss solar panel installation and other energy savings ideas
 - City staff and RHE staff will follow up on items at next month's meeting together

Commissioner Hedrick asked if voucher clients were experiencing rent increases. Director Anderson noted rent increases were being experienced but not at an astronomical rate. It was also noted that for the majority of voucher clients would not Burdon the entire rent increase amount as the voucher would absorb most of the increase. Council Member Ashton noted the City's DHCD has been getting complaints of excessive rent increases and City Staff have been reaching out to landlords to see if they will lower the rent increase amount. Commissioner Kaplowitz noted the income limits have increased which is affecting tax credit tenants.

7:30 PM Actions and Discussion –
There were no action or discussion items.

7:45 PM Commissioner Comments
There were no additional comments

7:10 PM Adjourned
Chair Hedrick called for a motion to adjourn. Commissioner Kaplowitz moved to adjourn; Commissioner Duffy seconded the motion. All present voted Aye.

Board Meeting Minutes

Board Meeting

March 23, 2022

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
March 23, 2022 Board Meeting**

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March 23, 2022**

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Present

Chairman – James Hedrick, PhD
Commissioner- Edward J. Duffy
Commissioner – Steve Marr
Commissioner – Stacy Kaplowitz
Commissioner – Nathan Robbins

In Attendance

Jessica Anderson, Executive Director RHE
Christele Etienbla, RHE Staff
Tosha Dyson, RHE Staff
Monique Ashton, Councilperson City of Rockville
Angela Judge, Deputy City Manager
Asmara Habte, Director, DHCD City of Rockville

6:30 PM Call to Order

Chairman Hedrick called the March 23, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:35 PM Consent Items

Chairman Hedrick asked Director Anderson if it was necessary to add to the agenda a vote to approve the updated By Laws and Organizational documents for RHE Foundation. Director Anderson agreed the vote to approve the updated By Laws and Organization documents for RHE Foundation should be added to the action and discussion items section of the agenda.

Chairman Hedrick called for a motion to approve or make changes or corrections to the meeting minutes for the board meetings held on February 23, 2022. Commissioner Kaplowitz moved to approve the meeting minutes from the February 23, 2022 meeting. Commissioner Duffy seconded the motion. All present voted Aye.

6:38 PM Citizen Forum

Chairman Hedrick asked if there were any citizens present that had any comments. Director Anderson introduced Angela Judge the City of Rockville's Deputy City Manager. Ms. Judge introduced herself and express her happiness to be able to attend the RHE Board Meeting and thanked RHE for the work that RHE does and expressed her availability.

Chairman Hedrick called for the next item on the agenda, Executive Director's Report:

Activities during the month of February 2022

Meetings/Activities

- Fireside Park Property Management calls were held bi-weekly.
- Staff continues a telework schedule due to COVID 19 Social Distancing restrictions.
- Food Distributions at the David Scull Community have been transitioned to only two days a week.
- RHE continues to engage in social distancing measures. RHE continues to not see clients in the office, but are servicing clients through email, mail, phone and fax.
- RHE was notified of the approved MTW Plan on February 8, 2022.
- A shooting incident at Fireside Park apartments occurred on March 1, 2022. There were no injuries or fatalities.
- A resident meeting for the Fireside Park Community was held on March 15, 2022 at Elwood Community Center. The City of Rockville Police were present along with the City Manager, Asmara Habte, Director of DHCD, Council Persons Ashton and Pierzchala,

Waiting List

RHE opened the waiting list for all bedroom sizes for the Public Housing Program and the RHEP Project Based Voucher Scattered Site development on March 16th, 17th and 18th.

Financial Management (See Tab 3)

Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;) FYB 10-1-2021

The Net Restricted Assets (HAP) for the month of February 2022 is a negative (\$81,706) due to back payments to landlords. Year to date the HAP is a negative (\$469,106.63).

The RNA based on the prior year balance of \$687,865 carried over is \$218,758.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending February 2022 is a positive \$59,774.46. Year to date is a \$0.

Mainstream Vouchers (50 Mod Vouchers) FYB 10-1-2021

The Net Restricted Assets (HAP) for the month of February 2022 is a negative (\$1,596) due to back payments to landlords. Year to date the HAP is positive \$15,411.

The Unrestricted Net Assets (Administrative Expenses) for the month ending February 2022 is a positive \$802.38. Year to date is positive \$8,561.70.

Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2021

The Program cash flow for the month of February 2022 is a negative (\$2,759) due to not receiving any funding from HUD. Year to date the HAP is negative (\$2,715).

Public Housing Program (PH) (79 PH Units) FYB 10-1-2021

The Net Income on the PH Cash Flow Report for the month of February 2022 indicates a positive \$35,296.10. Year to date is a negative (\$38,661.07). Expenses will be reallocated from PH to RHEP Scattered Sites.

RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2022

The Cash Flow Statement for the month ending February 2022 indicates a positive \$35,763.23. Year to date is a positive \$101,863.76.

RELP – (56 Low Income Housing Tax Credit Units) FYB 01-1-2022

The net income for RELP One for the month of February 2022 is a positive \$6,692.86. Year to date net income is a positive \$32,395.44.

RHE Properties (4 – Affordable Units) FYB 01-1-2022

The Cash Flow Statement for the month ending February 2022 indicates a negative (\$581.48) due to the installation of a hot water heater and plumbing services. Year to date is a positive \$882.16.

RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2022

There was no activity for this entity during the month of February 2022. Year to date net income is \$0.

RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022

The Cash Flow Statement for the month ending February 2022 indicates a positive \$60,707.77 due to the CDBG reimbursement. Year to date net income is a negative (\$49,117.42).

RHE FIRESIDE PARK FYB 01-2022

The Cash Flow Statement for the month ending February 2022 indicates a positive \$142,971.34. Year to date net income is a positive \$210,528.69.

Asset Management February 2022 (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull) was as follows (76 units):
 - 98.7% for the month ending February – (1 vacancy)
 - Rent Collection Percentage 107%

- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
 - 89.7% for the month ending February – (3 vacancy)
 - Rent Collection Percentage 105.4%
- RELP One Occupancy was as follows (56 units).:
 - 94.6% for the month ending February – (3 vacant)
 - Rent Collection Percentage 100%
- RHEP Occupancy was as follows: (4 units).
 - 100% for the month ending February
 - Rent Collection Percentage 71%
- Fireside Occupancy was as follows:
 - Occupancy – 96% occupancy rate of available units
 - 31– units off-line reserved for current construction/hospitality
 - 8- units vacant available for rent

Maintenance Activity Summary for February

- RHE maintenance staff completed 55 work orders in February.
- RHE maintenance department facilitated 76 HQS inspections with third-party landlords in the month of February of which 11 inspections failed and were scheduled for reinspection.
- There were 2 move-ins and 1 move-out for February. Vacant units are in the process of turnover.

Housing Choice Voucher Program (HCVP) Management

February 2022

- HCV Program voucher units leased for the month ending February 2022 was 93%, and calendar year to date in February 2022 was 93.%. HCV Program budget utilization for the month ending February 2022 was 105.9% and calendar year to date in February 2022 was 107.57%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 96% leased for the month of February 2022.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of February 2022.
- The 5 VASH vouchers are 80% leased. An application has been received from Veterans Affairs and has been approved. Applicant is conducting housing search.

Fostering Youth into Independence (FYI) Vouchers

- RHE has received sixteen (16) referrals from Montgomery County Child Welfare.
- RHE has been awarded fourteen (14) Fostering Youth into Independence Vouchers.
- RHE has issued fourteen (14) vouchers to youth transitioning into housing.
- Thirteen (13) vouchers are leased.

Fireside Park

Reporting Period: February 1 – February 28, 2022

Milestones

- RHE and the property management team hosted a resident-wide community meeting w/ City officials and the Rockville Police to provide general safety information and best practice for community living on March 15, 2022.
- The development will be rebranded as: ***Parkside Landing***. The marketing team is working on a new branding/image campaign and will be sharing concepts/color images.
- The layout for the new development signage was completed and will be walked by the development team shortly.
- RHE conducts bi-weekly transition progress/coordination calls with WINN management
- RHE Team and Jubilee Housing manager have identified the units for the remaining 7 (seven) clients needed to complete the placement for the project-based voucher units.
- The relocation team has completed all of the initial resident moves to allow the contracting team to complete the rehabilitation of the final 3 buildings

Schedule

- The project is currently tracking for May 9, 2022 as a substantial completion date.

Section 3/MBE Participation

	Goal	Actual
Section 3 Goal	10%	11.64%
MBE Goal	29%	31.96%

Construction Look-Ahead

- Building 747
 - Demo/Abatement
 - Begin MEPS

- Building 743
 - Finish MEPS
 - Hydro
 - Drywall/Finishing
 - Begin Paint

- Building 745
 - Finish Demo & Abatement
 - Complete MEPS
 - Begin Drywall

- Site
 - Site BFP vault and final tie-in

Family Self Sufficiency/Resident Services Detailed Report-Period YTD: January 2022

25- Public Housing
 15- FSS Progress Reports
 47- Voucher
 8- Homeownership

Community/Resident Services

Youth Services/Programs

- After School Programming- K-12 active engagement around health and wellness, sustainability, mindfulness, service, sports, and social-emotional wellness. All youth are provided with snack and dinner.
- 2022 Girl Power Contest
- Navigating Your College Journey with Generation Hope

Adult Services/Programs

- Career Exploration Workshop with Career Catchers (virtual)
- Baltimore County Job Club (Job Fair)
- VITA FREE Tax Preparation
- Citizenship Preparation Class with the Gilchrist Center
- Comptroller of MD virtual Hiring Event
- Empowered Woman International Entrepreneur Training for Success Program
- IT Help Desk Training with Workforce Montgomery
- Montgomery County commission for Woman’s and the Montgomery County Public Library Financial Seminar
- University of Maryland Upper Chesapeake Health Hospital Virtual Job Fair

City of Rockville

- The Terrific Challenge (free Bikes through the City of Rockville)

7:10 PM City of Rockville (COR) Report

Ms. Asmara Habte, Director DHCD City of Rockville noted the following:

The COR will reopen to the public Monday March 28, 2022. The City will release guidance on boards and commissions in person meetings soon hybrid meeting models will likely continue going forward. Monday, March 21, 2022, Mayor and Council held a

budget work session, Bank of Rockville program was presented which is meant to provide affordable banking service who are unbanked. Additional AARPA discussions will include RHE funding request for \$59,000 to fund water utility submeters at David Scull which will supplement the \$47,000 CDBG award for funding of submeters at David Scull.

City submitted 75,000 planning grant application to the Council of Governments for Stone Street Corridor Street planning. RHE and Ms. Habte met with Foundation Housing, which is developing an all tax credit development at Shady Grove as a part of the Liddle Grocery store 193 total tax credit units to see how RHE can assist the development provide units at lower income distributions at 50% below AMI.

Commissioner Kaplowitz noted there are ways to help developers reach 50% AMI families, such as offering relief on fees that may help to work with the developers to get more units. Commissioner Kaplowitz and Ms. Habte will connect offline to discuss further.

RHE is receiving \$140,000 in CDBG funds for continuous roof replacements. RHE is on Mayor and Council Agenda for May 2, 2022, to present the RHE Annual Report. Mayor and Council is considering establishing an Education Commission purposed to discuss and advocate and advisory role on education matters for both public and private schools. The City's HCD is proposed to be the liaison for that Commission.

Councilmember Ashton noted that RHE is an important part of the City in terms of supporting affordable housing. Councilmember Ashton thanked RHE for collaborating on the Fireside Park meeting. Councilmember Ashton noted the Bank on Rockville program and noted it would be a good complement to RHE and the services provided. Councilmember Ashton thanked Ms. Judge, Deputy City Manager for attending the meeting. The Budget public hearing is on April 4, 2022 and noted the Terrific Bike program awards will be held on May 2, 2022, and noted that solar panels may be a item to add in the future on the David Scull new roofs. Councilmember Ashton introduced Ms. Angela Judge, Deputy City Manager. Ms. Judge expressed her gratitude to RHE and noted that police, parks and recs forged the way to in person working as they have not really been able to work from home. Ms. Judge encouraged people to support the in person working by stopping by City Hall to engage the City workers.

Asmara asked if RHE would invite HUD to the ribbon cutting. Ms. Anderson noted that HUD would be inviting all persons and partners involved.

7:30 PM Actions and Discussion –

Director Anderson introduced the RHE Foundation documents for approval. Discussion was held on the implementation of the suggested changes noted from the previous meeting. Commissioners noted all the requested changes had been made. Director Anderson noted the officers of RHE Foundation intentionally mirror the officers of Rockville Housing Enterprises. Additional edits to the document were made during discussions. Chairman Hedrick asked for a motion to approve the RHE Foundation

Resolution and the Organizational documents including the By Laws and Articles of Incorporation. Commissioner Marr moved to approve the RHE Foundation By Laws, and other Organizational documents as presented. Commissioner Duffy Seconded the motion. All in favor voted aye.

Commissioner Duffy moved to approve the RHE Foundation Resolution as presented. Commissioner Marr Seconded the motion. All in favor voted aye.

Director Anderson noted the RHE Foundation documents will be sent to Ms. Habte to facilitate Mayor and Council approval of the creation of the RHE Foundation entity. Ms. Habte will work to get the RHE Foundation entity approval on the May 3, 2022.

7:45 PM Commissioner Comments

It was noted that RHE will be having a volunteer day on June 11, 2022. RHE has been working with Jarmon at the City in developing the volunteer day. Director Anderson requested the May Board meeting be changed to May 18, 2022.

7:50 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Robbins moved to adjourn; Commissioner Kaplowitz seconded the motion. All present voted Aye.

Board Meeting Minutes

Board Meeting

April 1, 2022

**Rockville Housing Enterprises
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Present

Chairman – James Hedrick, PhD
Commissioner- Edward J. Duffy
Commissioner – Steve Marr
Commissioner – Stacy Kaplowitz

In Attendance

Jessica Anderson, Executive Director RHE
Christele Etienbla, RHE Staff
Kevin Mc Parland Esq.

3:30 PM Call to Order

Chairman Hedrick called the April 1, 2022, special meeting of the Rockville Housing Board of Commissioners Meeting to Order. Chairman Hedrick called the roll for RHE Board Members present.

3:35 PM Executive Session

Chairman Hedrick called for a motion to enter into Executive Session under General Provisions Article 3-305(b) (8) of the Open Meetings Act to discuss pending/potential litigation. Commissioner Duffy moved to close the open session and enter into Executive Session. Commissioner Kaplowitz seconded the motion. All present voted Aye. The meeting entered into Executive Session.

4:25 PM Open Session Resumes

Chairman Hedrick called for a motion to concluded Executive Session and enter back into Open Session. Commissioner Duffy moved to conclude Executive Session and enter back into Open Session. Commissioner Marr seconded the motion. All present voted aye.

Commissioner Hedrick called for a motion to request RHE legal counsel to contact the state investigator to determine if there is any discovery information from the plaintiff that RHE can receive and review. Commissioner Duffy moved to request RHE legal counsel

contact the state investigator to determine if there is any discovery information from the plaintiff that RHE can receive and review. Commissioner Kaplowitz seconded the motion. All present voted aye.

4:45 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Kaplowitz moved to adjourn; Commissioner Marr seconded the motion. All present voted Aye.

Board Meeting Minutes

Board Meeting

April 6, 2022

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Present

Chairman – James Hedrick, PhD
Commissioner- Edward J. Duffy
Commissioner – Steve Marr
Commissioner – Nathan Robbins
Commissioner Kaplowitz – Absent Excused

In Attendance

Jessica Anderson, Executive Director RHE
Christele Etienbla, RHE Staff

2:00 PM Call to Order

Chairman Hedrick called the April 6, 2022, special meeting of the Rockville Housing Board of Commissioners Meeting to Order. Chairman Hedrick called the roll for RHE Board Members present.

2:05 PM Executive Session

Chairman Hedrick called for a motion to enter into Executive Session under General Provisions Article 3-305(b) (8) of the Open Meetings Act to discuss pending/potential litigation. Commissioner Duffy moved to close the open session and enter into Executive Session. Commissioner Robbins seconded the motion. All present voted Aye. The meeting entered into Executive Session.

2:20 PM Open Session Resumes

Chairman Hedrick called for a motion to concluded Executive Session and enter back into Open Session. Commissioner Duffy moved to conclude Executive Session and enter back into Open Session. Commissioner Marr seconded the motion. All present voted aye.

Commissioner Hedrick called for a motion to request advise RHE legal counsel to inform the state investigator RHE will not accept the presented settlement offer and declines to present a counter settlement offer. Commissioner Duffy moved to request RHE legal

counsel inform the state investigator RHE will not accept the presented settlement offer and declines to present a counter settlement offer. Commissioner Marr seconded the motion. All present voted aye.

2:25 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Robbins seconded the motion. All present voted Aye.