

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
December 14, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on
December 14, 2022 at 2:30 p.m.**

**HELD in Person at
1300 Piccard Dr. Suite 206
Rockville, MD 20850**

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 Deputy Director

2:32 PM Call to Order

Chairman Hedrick called the December 14, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

2:35 PM Consent Items

Chairman Hedrick called for a vote to approve the meeting minutes from the following Board Meeting; November 30 2022; Commissioner Marr moved the meeting minutes be approved; Commissioner Robbins seconded the motion. All present voted aye.

2:37 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 November

Activities during the month of November 2022

Meetings/Activities

- Parkside Landing Property Management calls were held bi-weekly

- Weekly closing calls held for Parkside final endorsement.
- MTW/Annual Plan Public Hearing held on October 5, 2022
- RHE Staff Costume contest October 29, 2022
- Closing on Scarborough Square Acquisition November 1, 2022
- Mayor and Council Meeting Presentation November 7, 2022

Commission Marr suggested the oral presentation of the Executive Director’s report be suspended due to time constraints and that Board Members refer to the Executive Director’s report detailed in the Board Packet.

2:40 PM City of Rockville (COR) Report

None provided

2:41 PM Actions and Discussion –

Board Schedule Review 2023. Commissioner Kaplowitz noted a schedule conflict for one month. Commission Kaplowitz moved to accept the Board Meeting Schedule for calendar year 2023. Commissioner Robbins seconded the motion. All present voted aye.

2:45 PM Executive Session – Personnel Matters

Chairman Hedrick called for a motion to enter into Executive Session to discuss personnel issues. Commissioner Marr moved to enter into Session to discuss personnel matters. Commissioner Duffy seconded the motion all present voted aye.

3:00 PM Open Session Commenced

Chairman Hedrick called for a motion to concluded Executive Session and open the Regular Session. Chairman Hedrick noted the Board approved the Executive Director’s contractual performance bonus and an additional bonus of \$5,000 for the completion of the Scarborough Square Acquisition. The Board noted the additional bonus requested by the Executive Director for work completed for the Scarborough Square acquisition would be reconsidered in October 2023 as a part of the contract negotiations. Director Anderson request a Scarborough Square performance bons for the Deputy Director in the amount of \$5,000. Commissioner Kaplowitz moved to approved the additional performance bonus for the Deputy Director, Commissioner Marr seconded the motion. All present voted aye.

3:10 PM Adjourned

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