

Minutes
GHI Board of Directors
Regular Session
(Virtual Zoom)
February 4, 2021

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready, Skolnik, and Socrates

Others in attendance:

Eldon Ralph, General Manager	Dave Ryan, Compensation GPS
Tom Sporney, Assistant General Manager	Randall Singer, PSA
Joe Wiehagen, Director of Homes Improvement Program	Nathan Caudill
Joe Perry, Director of Finance	Lore Rosenthal
Kathleen McNamara, Audit Committee	Michael Hartman
Sam Lee, Audit Committee	Ben Fischler
Maesha McNeill, Human Resource Manager	Stephen Holland
Stuart Caplan, Director of Technical Services	Carissa Ralbovsky
Bruce Mangum, Contract Processor	Cynthia Newcomer
	Molly Lester
	Monica Johnson, Recording Secretary

President Brodd called the meeting to order at 7:46 p.m.

1. Approval of Agenda

Added Announcement 2c. to the agenda.

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of a Formal Hearing Held in a Closed Meeting on January 25, 2021

On January 25, 2021, Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge held a formal hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 9-0 vote of the Board of Directors during an Executive session meeting on December 14, 2020.

The complaint hearing commenced at 7:03 p.m. and ended at 8:17 p.m.

2b. Announcement of an Executive Session Meeting held on February 4, 2021

The February 4, 2021 Executive Session is in recess.

2c. Announcement of a Complaint Hearing Held in a Closed Meeting on January 29, 2021

On January 29, 2021, Board members Steve Skolnik, Deborah McKinley and Ed James held a complaint hearing with a member. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 9-0 vote of the Board of Directors during an Executive session meeting on January 7, 2021.

The complaint hearing commenced at 7:00 p.m. and ended at 8:24 p.m.

3. Visitors and Members (Comment Period)

Lore Rosenthal asked about the Fundraising account. Staff answered her question. Molly Lester asked if GHI or any of the Taskforces were going to look into the Maglev statement.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time or settlement.

- **Holly M. Tubbs, Sole Owner;**
- **Elizabeth M. Tobey, Sole Owner;**
- **Candyce D. Beatty, Sole Owner;**
- **Jeffrey A. Royle, Sole Owner;**
- **Carissa L. Ralbovsky, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Windows completed at 76%

Doors completed at 96%

Siding completed at 93%

HVAC completed at 89%

Director McKinley reported on the Communications and Buildings Committees

6. For Action or Discussion6a. Approve Minutes of Special Open Session Meeting Held on January 7, 2021

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on January 7, 2021 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on January 7, 2021

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on January 7, 2021 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Consultant's Report re: Survey of Employee Salaries and Benefits

The last adjustment to the staff's salary scale was in 2017. It is important that a salary plan is well thought out and consistent, as it must do several things – attract new hires, reward current employees, and motivate staff to improve skills and the services they provide.

In July 2020 staff contracted Mr. Dave Ryan, founder of Compensation GPS and a managing partner, to undertake a full review of salaries and benefits and recommend updated salary scales for our various job descriptions. Mr. Ryan has been providing compensation services to organizations since 2010 and has over thirty years of compensation strategy consulting and operating experience in the planning of compensation, performance management and benefit programs.

Compensation GPS collected and reviewed information regarding GHI's organizational chart, employee salaries and benefits, job descriptions, revenue, and other relevant background data. They compared GHI's base salary and total cash compensation (base salary plus bonus) for employees against 25th, 50th and 75th percentile competitive market compensation levels, and market data for each compensation element.

Attachment #5a is a summary of the consultant's report titled "Total Compensation Benchmarking for Greenbelt Homes, Inc." Compensation GPS concluded as follows:

- Overall, GHI's Base Salaries as proposed by the consultant and Total Cash Compensation, are within the defined competitive range,
- GHI's benefits are on par with its competitors and,
- GHI's total compensation mix of proposed salary and current benefits is comparable to the mix for both Private Industry and State and Local Government as shown in the table below:

Table

Comparison of GHI to Bureau of Labor & Statistics (BLS)

	GHI			BLS	
	Administrative	Maintenance	Total	Private Industry	State & Local Govt
Net Payroll *	\$772,092	\$1,706,247	\$2,478,339	N/A	N/A
Benefits **	\$377,898	\$964,153	\$1,342,051	N/A	N/A
Total Compensation (TC)	\$1,149,990	\$2,670,400	\$3,820,390	N/A	N/A
Net Payroll as % TC	67.14%	63.89%	64.87%	70.00%	61.90%
Benefits as % TC	32.86%	36.11%	35.13%	30.00%	38.10%
Benefits as % of Net Payroll	48.94%	56.51%	54.15%	42.86%	61.55%

* Net Payroll represents Salary and Hourly Wages only.

** Includes Paid Leave, OT, Insurance, Retirement, Social Security, Unemployment, Worker's Comp, etc.

Attachment #5b shows the current salary scales for Administrative and Maintenance personnel and attachment #5c shows the salary scales that the consultant recommended.

Paragraph 11e. Expenditures of Funds and Contracts in GHI's Bylaws states, *"the Board of Directors shall establish the compensation of the general manager and the compensation scale for all employees of the Corporation. Subject to such scale, the general manager shall fix the compensation of each employee based on job proficiency and performance measurements."*

Hence, the following item is on the agenda for the Board to approve the proposed job classification structure and salary scales presented in attachment #5c.

Mr. Ryan and Mr. Singer attended the meeting and presented their report and answer questions from the Board.

Motion: I move that the Board of Directors accept the report from Compensation GPS titled "Total Compensation Benchmarking for Greenbelt Homes, Inc." including the proposed 2021 job classification structure and salary scales for staff positions, and authorize the Manager to implement the salary scales as presented, with effect from January 1, 2021.

Moved: Skolnik

Seconded: Carter-Woodbridge

Carried: 9-0

6d. Request by the Member of 58-H Ridge Rd. to Install an Electric Charging Station

On December 10, 2020, staff received a permit request (attachment #6a) from Mr. Nathan Caudill, the member at 58-H Ridge Rd., for the installation of an electric vehicle charging station within the serviceside peninsula, adjacent to his GHI assigned parking space. Staff decided to refer this request to the Board of Directors for consideration, pursuant to **GHI Rule X.C. Major Improvements. Approval**, *“Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.”*

The area for locating the charging station is within the City of Greenbelt’s right-of-way, outside of GHI parcel boundaries. If allowed, this would be the third such installation at GHI; the first was approved by the Board of Directors on November 20, 2014 (at 62-H Ridge Rd.) and the second on March 7, 2019 (at 62-E Ridge Rd.).

A Memorandum of Understanding document (attachment #6b), like the documents created for the previously approved sites is included.

During the ARC meeting on January 13, 2021, the following points were discussed:

- Reference was made to the two installed pedestal installations at 62 Court Ridge Rd.
- Proximity of unit to parking space. Line does not cross into an adjacent member’s yard.
- There are no standard design criteria for charging stations.
- The Board of Directors requested the ARC to review all member requests to install pedestal style charging stations.

The ARC recommended by a vote 6-0-0, that the Board of Directors grant approval for the member to install a Level II pedestal-style charging station as requested.

Motion: I move that the Board of Directors allow the member of 58-H Ridge Rd. to install an electric vehicle charging station at the parking location serving the member; contingent upon a Memorandum of Understanding agreement being reached between the member and the City of Greenbelt, that allows the charging station to be installed in the City right-of-way.

Moved: Hess

Seconded: James

Carried: 9-0

6e. Resolution of Incomplete HIP components (Baseboard Heaters and Removal of Through Wall Air Conditioners)

Planning for the HIP upgrades for the 2020 cohort and the Year 5+ add-on requests was finalized in February 2020.

The HIP is scheduled to end by around March 31, 2021. Just prior to the commencement of the work, the COVID-19 pandemic emerged. Consequently, members with coronavirus concerns were given the option to delay work to an unspecified time in the future. While over 20 members initially requested some or all the work to be delayed due to coronavirus concerns, all windows, and doors in the 20+ units will be installed by the time that the HIP ends. There are 4 units where baseboard heaters will not be replaced by the time the HIP ends. There are also four members who declined to have the thru-wall AC units removed. These members are part of the Year 5+ cohort. It will be difficult to undertake the thru-wall AC removals (in one frame and three masonry units) after the contractor has left and it is expected that the price will increase in the future, especially for the masonry units.

Staff suggests that the Board consider the following options for completing the outstanding HIP upgrades:

- a) Require maintenance staff to replace the baseboard heaters as needed.
- b) Postpone the remaining four through-wall AC removal orders until a later time that is acceptable to the members. The Board should decide whether the members or GHI should absorb any extra costs for the work, due to the delay in installation.

Motion: I move that the Board direct the Manager to take the following actions regarding HIP work (installation of baseboard heaters and removal of through-wall air conditioners) where members have requested a delay, due to concerns about the coronavirus:

1. Maintenance staff shall replace baseboard heaters as needed.
2. Postpone the remaining thru-wall AC unit removals until a later time that is acceptable to all four members, when a contract can be secured to perform the work. GHI shall be responsible for any additional costs greater than those charged during the HIP.

Moved: Carter-Woodbridge

Seconded: Socrates

Amended

Amendment: To change “those” to “the highest cost”.

Moved: Hess

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Amendment: I move to amend the motion by replacing the last sentence from “GHI shall be responsible for any additional costs greater than those charged during the HIP” to “The member shall be responsible for all cost”.

Moved: Jones

Seconded: Skolnik

Carried: 5-4

Opposed: Brodd, Carter-Woodbridge, James, Socrates

Motion as Amended: I move that the Board direct the Manager to take the following actions regarding HIP work (installation of baseboard heaters and removal of through-wall air conditioners) where members have requested a delay, due to concerns about the coronavirus:

1. Maintenance staff shall replace baseboard heaters as needed.

- 2. Postpone the remaining thru-wall AC unit removals until a later time that is acceptable to all four members, when a contract can be secured to perform the work. The member shall be responsible for all cost.**

Moved: Jones

Seconded: Skolnik

Carried: 9-0

6f. Finance Committee Recommendations re: Financial Impacts due to the COVID-19 Pandemic

On January 7, 2021, the Board directed the Finance Committee to recommend changes to the COVID-19 fee deferral program by March 31, 2021. The Finance Committee met on January 14th and discussed the changes necessary to comply with Prince George's County bills CB-16-2020 and CB-78-2020 (refer to attachments #7a and 7b). Changes specific to the COVID-19 fee deferral program will be presented to the Board of Directors prior to March 31, 2021.

The Finance Committee recommends that the Board of Directors implement the following changes to comply with Prince George's County Law:

- A. No increase in co-op fees in 2021 for members who have a significant negative financial impact due to COVID-19 in accordance with the Prince George's County Law as of December 2020. (These increases will not be accumulated and collected later.)
- B. No late fees to members who have a significant negative financial impact due to COVID-19 in accordance with the Prince George's County Law.
- C. No late fees to any members for 2021 or until the state of emergency is lifted in accordance with the Prince George's County Law (inclusive of 90 days after lift is executed).
- D. No evictions related to nonpayment of co-op fees for 2021 or until the state of emergency is lifted in accordance with the Prince George's County Law (inclusive of 90 days after lift is executed).

Motion: I move that the Board of Directors direct the Manager to implement the Finance Committee's recommendations as presented, to ensure that GHI complies with Prince George's County bills CB-16-2020 and CB-78-2020.

Moved: Skolnik

Seconded: McKinley

Carried: 9-0

6g. Proposed Changes to GHI's Investment Policy

GHI's Investment Committee was tasked with making recommendations to the Investment Committee's Charter and GHI Investment Policy due to legal opinions regarding applicability of the prudent investor vs. prudent person rule to GHI.

On July 9, 2020, the Board adopted recommendations for changes to the Investment Committee's Charter. During the January 14, 2021 Investment Committee meeting, the committee finalized its recommended revisions to GHI's Investment Policy. Attachment #8a shows the edits to GHI's Investment Policy (last revised on December 15, 2011) that the

Investment Committee is proposing. Attachment #8b is the revised Investment Policy document without track changes.

Motion: I move the Board of Directors adopt the changes to GHI’s Investment Policy as presented, that the Investment Committee recommended.

Moved: Hess

Seconded: Jones

Carried: 8-1

Opposed: Ready

7. Items of Information

7a. Board 12 Month Action Plan and Committee Task List

7b. Monthly GHI and City Calendars

7c. President’s Items

None.

7d. Board Members’ Items

None.

7e. Audit Committee’s Items

None.

7f. Manager’s Items

Perry mentioned that the 1098 statements have been mailed.

Motion: To adjourn.

Moved: Hess

Seconded: Skolnik

Carried: 8-1

Opposed: Jones

The meeting adjourned at 9:08 p.m.

Ed James
Secretary