

Minutes
Board of Directors
GHI Regular Open Session
June 18, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates and Watkins

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Joe Wiehagen, Director of Homes Improvement Program

Maesha McNeill, Human Resources Manager

Bruce Mangum, Contract Processor

Agnes Erskine, Executive Assistant

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Chair

Robin Everly, Audit Committee Member

Ben Fischler

Aileen Kroll

Juan Jesus Haro

Amy Odegaard

Hopi Auerbach

Tim Murray

Tom Taylor

David & Amy Glenn

Molly Lester

Barbara Glick

April Ashpes

Debbie McKinley

Cynthia Newcomer

Meg Haney

Lyonie Hinshaw

Tom Adams

Dorian Winterfeld

Amethyst Dwyer

Francis DeBernardo

Dan & Daya Solomon

John Cooper

Katy Gaughan

Kiki Theodoropoulos

Maryanne Creighton

Paul Kapfer

Rachel Glick

Rhonda Neuhaus

Rob Petrie

Aviva Glasser

Susan Barnett

Kathleen Bartolomeo

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 8:04 p.m.

I. Approval of Agenda

Moved Item 6h up on the agenda between Item 6b and Item 6c.

Motion: I move that the Board of Directors approve the agenda as revised.

Moved: Hess

Seconded: James

Carried: 8-0

Director Watkins was absent during the vote.

2. Announcement of an Executive Session Meetings2a. Announcement of an Executive Session Meeting held on June 4, 2020

GHI's Board of Directors held an Executive Session on June 4, 2020 via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting on June 4, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and Tami Watkins.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on May 7, 2020	(vii)
b. Member Financial Matters	(viii)
c. Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria Policy	(iv)
d. Proposed Assignment of the Membership Interest in a Member's Unit to GHI	(iv)
e. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contracts for Pre-sale Repairs to Two GHI Units -2nd reading • Contract for 2020 Underground Utility Repairs and Drainage Improvements - 1st reading • Contract for Installation of Access Control System at the Administration Building -1st reading • Contract for a Comparative Review of Staff Salaries and Benefits - 1st reading 	(vi)
f. Complaint Matters	(iv)

The Board approved the following contracts during the meeting:

- a) A contract with Gilbert General Contractors to undertake pre-sale repairs to a unit assigned to GHI, for the contractor's bid cost of \$21,000, plus 10% for contingencies, for a total not to exceed \$23,100.

- b) A contract with Gilbert General Contractors to undertake pre-sale repairs to a unit assigned to GHI, for the contractor's bid cost of \$17,500, plus 10% for contingencies, for a total not to exceed \$19,250.

The meeting began at 7:07 p.m., recessed at 7:49 p.m., resumed at 10:25 p.m. and adjourned at 10:52 p.m.

2b. Announcement of an Executive Session Meeting held on June 18, 2020

GHI's Board of Directors held an Executive Session this evening via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Steve Skolnik and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Brodd, Hess, Holland, James and Skolnik.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on May 21, 2020	(vii)
b. Request by Member to Defer Co-op Fees Until Their Unit is Sold	(viii)
c. Request by Member for a Rental Permit Extension	(iv)
d. Member Financial Matters	(viii)
e. Consider Approval of the following Contracts: Contract for 2020 Underground Utility Repairs and Drainage Improvements – 2nd reading Contract for Installation of Access Control System for Doors and Gates at the Administration Building -2nd reading Contract for a Comparative Review of Staff Salaries and Benefits – 2nd reading Contract for Replacement of the HVAC System for the Administration Building -1 st reading	(vi)

The Board approved the following contracts during the meeting:

- c) A contract with Old Line Construction for underground utility repairs and drainage improvement work at seventeen sites, at its bid of \$243,500, plus 10% for contingencies, for a total not to exceed \$267,850.
- d) A contract with Petitbon Alarm Company to install new Access Control and Intrusion Detection Systems with Honeywell operating system software for the Administrative Building Complex, at the contractor's bid of \$80,066.50, plus 10% for contingencies, for a total not to exceed \$88,073.
- e) A contract with Compensation GPS to undertake a total compensation market survey for the bid cost of \$14,500, plus 10% for contingencies, for a total not to exceed \$15,950.

The meeting began at 7:03 p.m. and adjourned at 7:46 p.m.

3. Visitors and Members (Comment Period)

None.

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 of settlement.

- **Tosin Ogunbamise, Sole Owner;**
- **Stacey L. Graves, Sole Owner;**
- **Trudi J. Renwick, Sole Owner;**
- **Caroline Soter, Sole Owner;**
- **Corrina L. Sowden, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committees and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Attic improvements will start June 29th.
Windows, Siding and Doors will start in July.

Legislative and Government Affairs: Socrates reported that the Committee will meet in July, but not August.

Member Outreach Committee: Brodd reported that the MOC distributed welcome bags to 75 New Members and invited them to join in on the Virtual New Member Social that will be held on July 8 at 7pm.

Investment Committee: Hess reported that the Committee would be asking for a motion to seek help from LGAC on changes to the statute.

Finance Committee: Hess reported that the Finance Committee went over the financials.

Sustainability Subcommittee: James reported that a proposal will be presented tonight

Woodlands Committee: James reported that the Committee is doing a recruitment program and is seeking help from the Member Outreach Committee.

Bicycle Committee: Watkins reported that the Committee discussed the idea of bicycle repair stations; acquired bike bells to give away during special events; virtual bike ride competition.

Companion Animal Committee: Skolnik reported that the Committee suspended most of their activities due to the COVID-19 and is continuing to work on the GHI Companion Animal Manual.

6. For Action or Discussion

Director Watkins rejoined the meeting.

6a. Approve Minutes of the Special Open Session Meeting Held on May 21, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on May 21, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of the Regular Open Session Meeting Held on May 21, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on May 21, 2020 as presented

Moved: James

Seconded: Hess

Carried: 9-0

Moved ahead to Item 6h.

6c. Review 2020 First Quarter Financial Statements

Perry, GHI's Finance Director, presented the GHI's 2020 1st quarter financial statements and answered questions from the Board.

6d. Legislative and Government Affairs Committee Report for 2019

Attachment #6 is a report from the Legislative and Government Affairs Committee, regarding the committee's activities during 2019.

Motion: I move that the Board of Directors accept the report from the Legislative and Government Affairs Committee, regarding its activities during 2019-2020.

Moved: Hess

Seconded: Socrates

Carried: 9-0

6e. Succession Planning Task Force's Report re: A Succession Policy and Emergency Back-up Plan for the General Manager Position

GHI Board of Directors established a Succession Planning Task Force comprised of members Tom Adams & Amy Odegaard (co-chairs), Frank DeBernardo, Chuck Hess, Stephen Holland, and Tim Murray to review approaches to leader continuity and succession planning for organizations like GHI, and recommend policies and possible actions to reduce risks during leader transitions and increase mission sustainability, resiliency and adaptability of GHI over the long term.

The Task Force is now presenting a report to the Board on two of three deliverables: a Succession Policy to guide the Board in hiring a successor to the current General Manager when he retires and an Emergency Backup Plan to protect the organization by providing for stable leadership in the event of an unplanned absence of the General Manager and/or senior staff.

The following documents are attached:

- Attachment #7a: A cover note from the Task Force about its report.
- Attachment #7b: A Succession and Transition timeline overview.
- Attachment #7c: An Emergency Backup Plan for the General Manager position.
- Attachment #7d: A summary of first and second backups for senior staff positions.
- Attachment #7e: A Succession Policy for the General Manager position.

Mr. Tom Adams attended the meeting and presented the task force's report.

By Consensus: To defer and send back to the Succession Planning Task Force.

6f. Formulate GHI's Final Comments re: NCOZ Neighborhood Study Report and Draft NCOZ Development Standards for Greenbelt

P.G. County's Planning Department is undertaking a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The goal is to transform the current zoning code into a more user-friendly zoning ordinance for the county. A Neighborhood Conservation Overlay Zone (NCOZ) has been proposed for the part of Greenbelt that was designated a National Historic Landmark in 1997.

In March 2020, the Maryland National Capital Parks and Planning Commission (MNCPPC) published the following two documents:

- NCOZ Neighborhood Study Report.
- Draft NCOZ Development Standards for Greenbelt.

The City of Greenbelt and the MNCPPC would like to receive GHI's comments on the two documents by June 30, 2020.

During a joint work session on June 8, 2020, the Board of Directors and Zoning Task Force further discussed GHI's position regarding the two documents, while considering revisions that the Zoning Task Force previously recommended, comments from GHI's Attorney Lawrence Taub and the Greenbelt Advisory Planning Board's report to the Greenbelt City Council regarding the draft NCOZ standards.

Vice President Stefan Brodd revised attachment #8a, which is the draft Greenbelt NCOZ Development Standards document, to include comments that emanated from the June 8th work session. Mr. Brodd suggests that in addition to the NCOZ standards, the Board should consider two important issues arising from the Neighborhood Study i.e. State law interpretation as disputed by Mr. Taub; and calculation of percentage of developed land that does not meet the current requirement for establishment of an NCOZ.

In addition to attachment #8a, the following attachments are provided to aid the Board in its deliberations:

- Attachment #8b: Draft Greenbelt NCOZ Development Standards released by MNCPPC.
- Attachment #8c: Greenbelt NCOZ Study Report released by MNCPPC.
- Attachment #8d: Zoning Task Force comments regarding the Greenbelt NCOZ Study Report.
- Attachment #8e: The following documents that were received from Attorney Taub:
 - Response to Zoning Task Force's initial comments about the draft NCOZ Standards
 - Interpretation of State law referenced in the Greenbelt NCOZ Study Report.
 - Proposal that a Local Design Review Committee be considered.
 - Recommended language to advocate for establishment of a Local Design Review Committee.

This item is on the agenda for the Board to formulate final comments regarding the Neighborhood Study Report and Draft NCOZ Standards.

Motion: To extend the meeting by 20 minutes.

Moved: Brodd

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors direct Board members Skolnik, Brodd and Socrates, to complete a memorandum, expressing GHI's comments on the Neighborhood Study and Draft NCOZ Standards. Further, I move that the Board authorize the Board President to finalize and submit the memorandum to the City of Greenbelt and MNCPPC by June 30, 2020.

Moved: Hess

Seconded: Brodd

Carried: 9-0

6g. Request that GHI Partner with the City of Greenbelt to Apply for a USDA Community Compost and Food Waste Reduction Grant

On June 4, 2020, GHI members Beth LeaMond, Ben Fischler, Luisa Robles, Lore Rosenthal and Susan Barnett encouraged the Board to consider partnering with the City of Greenbelt to apply for a USDA Community Compost and Food Waste Reduction Grant. The City of Greenbelt's Advisory Committee on Environmental Sustainability (Green ACES) is pursuing this grant opportunity to put in 3 or 4 community compost sites around the City of Greenbelt. Greenbelt's Department of Public Works has agreed to be the grant applicant; but is looking for partners. The due date for the grant application is June 26, 2020.

The proposal regarding GHI's participation, involves installation of a low tech enclosed Ridan composter on GHI property near the Administration Building, that does not have issues that open air compost methods have. This 2-year pilot project would be an opportunity for GHI members to drop off their food scraps, without needing to process the compost themselves. An advantage for GHI is that this project would use wood chips for composting.

The Board directed the Sustainability Sub-Committee of the Buildings Committee to meet with the members who informed the Board about the grant opportunity, to discuss details of the composting project including but not limited to the following items:

- a) Size of the composter, space required and where it should be installed?
- b) Who will the administer the operation of the composter?
- c) Controls for limiting pests and odors.
- d) Frequency of access to the composter that is required to deposit food waste and collect compost.
- e) Pros and cons of installing the composter.

The Sustainability Subcommittee met on June 8, 2020 as requested, prepared the report in attachment #9 and passed the following motion unanimously:

I move that [the Sustainability Subcommittee] recommend the GHI Board formally accept the City's offer to partner with the Department of Public Works in applying for the Composting Grant, and that should their application be successful, that the membership be invited to participate in the 2-year pilot project as outlined by the members bringing this opportunity forward.

Ben Fischler informed the GHI Manager that on June 22nd, the Greenbelt City Council will consider whether the City should apply for the grant. If the Board decides that GHI should partner with the City to apply for the grant, a letter of support should be sent to the City of Greenbelt by June 22nd.

Motion: I move that the Board of Directors direct the GHI Manager to send a letter of Support to the City of Greenbelt’s Manager stating GHI’s desire to partner with the City of Greenbelt in applying for a USDA Community Compost and Food Waste Reduction Grant; that if obtained, would result in placement of a composter on GHI property near the GHI administration building.

Moved: Hess

Seconded: Holland

Carried: 9-0

Moved ahead to Item 6i.

6h. Questions about Postponing the HIP for Some Units Beyond 2020 due to COVID-19 Concerns

To date, seventeen members in the 2020 HIP cohort and five members in the Year 5+ cohort have requested improvements in their units to be postponed, due to COVID-19 concerns. It is possible that the work may be delayed until 2021 or after a vaccination is available. On June 4, 2020, the Board, staff and several members discussed the following questions; however the Board did not take any actions:

1. If options currently chosen for 2020 have a price increase or rebates are not available, will GHI make up the cost difference to preserve member cost at the 2020 level?
2. If the members commit to purchase specific options (e.g. casement windows or door features) but their installation is delayed, should GHI bill for these options in 2020?
3. Should GHI absorb the additional costs for windows, doors, siding, baseboard heaters that are installed during 2021 or beyond, after the 2020 HIP work is completed?

Based on recent discussions with contractors, the Board should consider the following factors in further deliberating the questions stated above:

- If no more than 10% of the 2020 cohort or 28 members request a delay, contractors are willing to do the following.
 - Extend contracts to the end of June 2021.
 - Not increase pricing for electric, attic, and mini-split upgrades.
 - Increase pricing for windows, doors, siding, wall insulation, storm doors, thru-wall AC removal by as much as 20% due to rescheduling of crews.
 - For frame units, charge an extra cost, due to extra siding detail and labor.
 - Starting as early as July 2020, storage costs will be incurred as windows, doors, and storm doors are all manufactured in advance and must be stored for delayed units.

- Energy rebates are not guaranteed beyond 2020.
- HIP staff are scheduled to complete employment at the end of 2020.

Motion #1: I move that the Board of Directors direct the Finance Committee to recommend what actions the Board should take and the rationales for those actions regarding the following questions:

1. **If HIP options currently chosen for 2020 have a price increase or rebates are not available, should GHI make up the cost difference to preserve member cost at the 2020 level?**
2. **If the members commit to purchase specific HIP options (e.g. casement windows or door features) but their installation is delayed, should GHI bill for these options in 2020?**

Moved: Hess

Seconded: Jones

Carried: 9-0

Motion #3: GHI should absorb the additional costs for windows, doors, siding, baseboard heaters that are installed during 2021 or beyond, after the 2020 HIP work is completed.

Moved: Jones

Seconded: Hess

Amended

Amendment: To remove the words “or beyond” from Motion #2.

Moved: Ready

Seconded: Brodd

Carried: 6-3

Opposed: Jones, Skolnik, Socrates

3. **Motion #2 as Amended: GHI should absorb the additional costs for windows, doors, siding, baseboard heaters that are installed during 2021, after the 2020 HIP work is completed.**

Moved: Jones

Seconded: Hess

Carried: 9-0

Moved back to Item 6c.

- 6i. Storm Water Task Force Proposal re: Maintenance Procedures for Rain Gardens

GHI's Storm Water Management Task Force (SWMTF) prepared procedures for ongoing regular and essential maintenance of GHI raingardens that are outlined in Attachment #10.

Motion: I move that the Board of Directors accept the procedures for ongoing regular and essential maintenance of raingardens that the Storm Water Management Task Force prepared and direct the manager to implement the procedures.

Moved: Hess

Seconded: Holland

Carried: 9-0

6j. GDC Board of Directors Request That GHI's Finance Committee Recommend Financial Relief Measures for Parkway Apartment Tenants Financially Affected By COVID-19

This item is on the agenda for discussion and action in the event GDC's Board of Directors requests GHI's Board to direct GHI's Finance Committee to review a letter from the Greenbelt City Council (Attachment # 11), and recommend financial relief measures that should be provided to tenants at the Parkway Apartments, whose failure to pay rent is due to COVID-19.

Motion: I move that the Board of Directors direct GHI's Finance Committee to review the letter from the Greenbelt City Council regarding tenants financially affected by COVID-19, and recommend to GDC's Board of Directors by July 2, 2020, financial relief measures that should be provided to tenants at the Parkway Apartments, whose failure to pay rent is due to COVID-19.

Moved: Hess

Seconded: Holland

Carried: 9-0

Item of information:

7a. Board Poll Conducted re: Application for a Grant from the P.G. County COVID-19 Business Recovery Initiative Program

On May 28, 2020, Board President Skolnik conducted a Board poll in response to the following Manager's memorandum:

Proposed Application for a Grant from the Prince George's County COVID-19 Business Recovery Initiative Program

On May 26, 2020, the City of Greenbelt sent an email that informed staff of a Prince George's County COVID-19 Business Recovery Initiative (BRI) Grant Program. Attachment #1 provides details about this new program.

Under the BRI, grant amounts range from \$5,000 to \$100,000. The eligibility criteria have been expanded to include cooperatives. Recipients can use the BRI grant to support cash operating expenses including payroll, suppliers, rent, fixed debt payments and other business critical cash operating costs.

The deadline for applying is May 29, 2019. Staff proposes to apply and requests approval from the Board to do so.

Suggested motion: I move that the Board of Directors authorize the Manager to apply for a grant up to \$100,000, from the Prince George's County COVID-19 Business Recovery Initiative Program.

Eight Board members voted affirmatively. Staff submitted the grant application within the deadline.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Skolnik mentioned the Solar Project by the City of Greenbelt.

7e. Board Members' Items

James mentioned in the Washington Post an insert for receiving Funds from the State of Maryland.

Hess thanked the Maintenance Staff for a great job done.

7f. Audit Committee's Items

None.

7g. Manager's Items

Ralph mentioned the upcoming work session dates with the City Council and GHI. The date is set for July 20 @ 8pm.

Perry mentioned a notice would go to the membership on Windows and Doors Energy Credit Amounts for 2019.

Motion: To adjourn.

Moved: Hess

Seconded: Socrates

Carried: 9-0

The meeting adjourned at 10:37 p.m.

Ed James
Secretary