

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, March 25, 2019

Minutes

Present:

Commissioners: Chairman Paul Rowe
Vice Chair Leonard Hamlin
Commissioner Cherice Shannon
Commissioner Ndy Otis

Staff: Estella Alexander, Acting Executive Director, HA
Michelle Johnson, HCV Manager, HA
Al Coley, Regional Property Manager, HAD
Eric Sink, Comptroller, HA
Crystal Ford, Resident Services Manager, HAD
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2nd Floor Largo, Md 20774

Call to Order: Chairman Paul Rowe called the meeting to order at 5:47 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Vice Chair Leonard Hamlin and Commissioner Ndy Otis.

Approval of Minutes: Chairman Paul Rowe called for a motion to approve the February 25, 2019 meeting minutes. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Ndy Otis seconded the motion. The minutes were approved.

Communication/Correspondence: Chairman Paul Rowe alerted the board and staff that Commissioner Linda Green's mother passed away and to keep her and her family in their prayers.

Reports by the Executive Director:

- Regional Property Manager, Al Coley reported that for February 28, 2019, there were 0 applicants pulled from the waitlist for the Public Housing (PH) Program. The cumulative number of persons pulled from the PH Waitlist for the year is 20.
- As of February 28, 2019, there are 4,701 households on the PH Waiting List. Sixty-Eight percent of the households on the Waiting List reported that they were County residents or worked at least 30 hours per week. Ninety-three (93)

households on the Waiting List indicated that they are not county residents, nor do they work in the County.

Rental Assistance Division:

- HCV Manager, Michelle Johnson presented the Rental Assistance Division report and reported that for the month of February, there were 0 pulls for the Housing Choice Voucher (HCV) Program, 50 for Moderate Rehab, and 10 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-0, MOD-50, and Project Based-60.
- There is a total of 2,504 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.
- As of February 28, 2019, the HA has 5837 vouchers available of which 5708 are leased. The HA is at 98% utilization for vouchers and 98% for dollar utilization. For the month of February ten (10) vouchers were issued bringing the total to 18 for the year. Six (6) vouchers were leased for the month of February bringing the total to 14 for the year.

Resident Fulfillment:

Regional Property Manager, Al Coley presented the Resident Fulfillment Report.

- Rollingcrest Village resident Lorraine Terry's items regarding the trash door on the Chillum Road, Ms. Terry's issues regarding the retaining wall, have been closed. Al Coley provided additional updates on Ms. Terry's issues regarding the following: Kitchen cabinets; a vendor was contacted to determine if cabinets can be refinished. Fire; staff did not observe fire occurrences behind the Resident's unit. Cameras: Housing Authority has not been issued approval for the installation of camera(s) on site. Chairman Paul Rowe requests staff to arrange mediation between Ms. Terry and residents of Rollingcrest Village as well as with Housing Authority staff in order to address overall property issue(s). Property Management and HA Staff have reached out to Ms. Terry to schedule a mediation to discuss any remaining issues and concerns as well as address overall property issues at Rollingcrest and with Rollingcrest residents. Ms. Terry has not responded at this time to HA staff regarding her availability with scheduling a mediation.
- Joseph Harrell has requested a unit upgrade; the renovation is still on schedule for late March 2019.

- Draft Fire Safety plan is still in process. A more comprehensive Fire and Safety Risk Management Plan is being developed and will be made available at the April Board of Commissioners Meeting.
- Audrey Henderson asked when will HA enforce parking at Owens Road. A towing contract was signed with All County Towing for services at 1100 Owens Road, Kimberly Gardens, and Rollingcrest Village. This item is closed. Al Coley also stated that HA will phase in Marlboro Towne and Cottage City properties within the next 60 days.
- Rollingcrest Village resident Mary Williams concerns pertaining to the Yardi system is still in process. HA is anticipating online payments by the summer 2019.
- Cottage City resident Charmaine Phelai requests for unit upgrade is still pending approval of the Capital Fund Budget.

Housing Assistance Division:

Al Coley presented the HAD report including:

- There were 0 move-ins and 1 move-out for the month of February.

PROPERTY MANAGEMENT

Owens Road

Elevator modernization activities are underway at Owens Road. One service call made for the freight elevator during the month of February for a door sensor related problem. The repair was made immediately.

Electrical services were restored in unit #412 by the contractor.

Kimberly Gardens

New HWH was replaced in unit #9188.

Cottage City Towers

Plan of Action – Main Sewer Line

The Nova Lining Company began Phase I of the Cured In-Place Pipe (CIPP) main sewer relining project at the Cottage City Towers property on February 12, 2019.

Phase I Completed Work

- Three (3) cleanouts were installed in the lobby area; instead of being installed at each end of the hallway on the first floor as initially projected.

- Follow up discussion occurred with Chairman Paul Rowe asking for clarification on the cleanouts being installed in the lobby area. Al Coley responded by stating the lobby was used because this location was more accessible and found to be the optimal place to proceed with the work vs using the ends of the building. Al Coley further stated work in the lobby will cause about an hour of interruption for residents. Cleanouts were strategically placed in order to benefit the process.

Phase I Remaining Activities (03/19/2019)

- Pipe line cleaning and debris removal, along with a pre-& post closed circuit video processing.
- Closed Circuit Television (CCTV) inspections will include: review of the mainlines on the first floor, branch line video investigations and marking of sewer for re-installment purposes.
- CCTV process will identify any problems that originate in individual sewer laterals to first floor apartments.

Phase II

- CIPP liner installation and branch line reinstatement with optional bypass pumping.
- CCTV video inspection of the finished CIPP liner and reinstatements.

HVAC in unit #602 has been cleaned and serviced. A specialty filter was previously installed in the bathroom. The filter was pulled and observed. The specialty filter was observed to be in good condition.

Coral Gardens

New HWH was installed in unit #1325. This job required extensive drywall work.

Occupancy/Recertification

- For the month of February there were 22 re-certifications completed and 0 new admission transfers.
- Al Coley also presented the Vacancy Report for the month of February, reporting that the overall Occupancy rate is 95%

MODERNIZATION

Regional Property Manager Al Coley presented the Modernization report for the Month of February 2019:

Elevator Owens Road Emergence Elevator Purchase Order

- Otis elevator's modernization team has mobilized and is on-site conducting surveys and collecting required engineering data as part of Phase I of the elevator modernization project. The HA will seek to expedite currently scheduled project.
 - Follow up discussion occurred with Chairman Paul Rowe asking if the HA still on target for installation of the elevator for July? Al Coley responded yes, HA is still on target with this project.

Kitchen and Bath Improvements at the Cottage City Community

- The HA awarded a contract to Colossal Contractors Inc., for Improvement and upgrades to 10 one-bedroom apartments, to include 4 UFAS units, at the Cottage City Community. The proposed scope of work to include replacement of kitchen cabinets and counters, bathroom components, flooring and interior painting.
- Phase 1 was hampered by weather related and coordination delays, however Units 603 (UFAS) and 604 have been completed and residents have returned to their units. Phase 2 is well underway with demolition complete.

UFAS Unit updates and compliance

- At the Owens Road property, The HA completed Unit No. 107, a one-bedroom assessable apartment along with unit 603 (previously mentioned) at Cottage City. The completion of these units has increased the HA's stock of UFAS accessible units. UFAS units at four of the HA's sites are currently undergoing modification. An onsite UFAS compliance re-inspection has been scheduled for March 28, 2019

Desk-top Computers at Family Resource Academies

- The IT Department has completed the on-site surveys of our communities and will soon begin the roll-out of new desktop computers at all the on-site Family Resource Academies (FRAs) and to the remainder of the sites.

Energy Efficiency & Solar Grants *No movement*

- The HA will be meeting with Erica Bannerman, Energy Manager of Sustainable Energy, Office of Central Service's Sustainable Energy Program, Energy Efficiency & Solar Grants. The meeting is scheduled for March 27 to resume finalizing the grant application process.
 - Follow up discussion occurred with Chairman Paul Rowe requesting for an update on securing a licensed engineer for the program. Al Coley stated he is unsure of the status of this project handled by Project Manager Michael Jackson. Chairman Rowe is asking for a better appreciation of any legitimate progress made. Al Coley responded by stating he will speak with Michael Jackson for an update. Acting Executive Director Estella Alexander stated she will follow up with Michael Jackson as well.

Redevelopment

1313 Southern Avenue

- The project has entered the pre-design development phase required for pricing Municipal compliance. A recently scheduled successful meeting with Maryland-National Capital Park and Planning Commission (MNCPPC) was held in February, it resulted in the project qualifying under the Mandatory Referral Process which will greatly expediate the approval process within MNCPPC.
- An initial meeting has been planned for late march with DPIE for preliminary code related issues regarding architectural, MEP and fire protection components of the building that could have an impact on conceptual building layout.
 - Follow up discussion occurred with Chairman Paul Rowe further requesting a development plan before the next board meeting. Chair Rowe also inquired as to whether the HA received a plan from the developer previously promised back in January which speaks to the feasibility of the project.

Owens Road Redevelopment No *movement*

- HA staff recently met with and provided project related information to Kairos Development, LLC regarding the redevelopment of the Owens Road and Cottage City communities. The meeting was followed up with an onsite visit of Owens Road community.
 - Follow up discussion occurred with Chairman Paul Rowe further requesting an update regarding the Owens Road project.

Resident Services

Resident Services Manager Crystal Ford presented the Resident Services report for the Month of February 2019:

- Resident Services began meeting with potential networking partners from the Federal American Heart Association Advocacy Group. Resident Services discussed working together for the betterment of our residents' heart health.
- Resident Services secured a contract with Woodspring Suites to accommodate residents of Cottage City during the renovation of their apartment units. Residents are expected to reside at Woodspring Suites for approximately 10 days or until the work is completed on their unit.
- Resident Services attended an information session at the Family Justice Center on domestic violence and how the senior population has had a significant increase in cases during the last few years. Resident Services will be presenting this information to senior residents for their safety, concern and knowledge.

The Family Self Sufficiency Program

- The Family Self Sufficiency Program has recruited 2 new applicants for the month of February and met with Prince George's County Community College Tax Preparation program (VITA) and a possible working relationship with Wells Fargo.
- FSS is preparing to meet with its Program Coordinating Committee (PCC) on March 14, 2019 to gather ideas and review its Action Plan for FSS.

Kimberly Gardens

- Meeting scheduled to form a Tenant Council for March 28, 2019. Flyers were distributed in an effort to encourage participation.

1100 Owens Road

- The Tenant Council met as scheduled.
- The residents had a Valentine's Day Dance

Marlborough Towne/Coral Gardens

- The Marlborough Towne Tenant Council did not meet as scheduled in January and February due to weather conditions, however Resident Services has been in contact with Blanche Simmons, Tenant Council president, on updates regarding the Tenant Council.
- Instructions given to elect officers. Marlborough Towne is behind in electing its new Tenant Council officers for the year.

Rollingcrest

- The Tenant Council met as scheduled.
- Votes for the new Tenant Council tallied and approved. The Tenant Council members will remain the same.

Cottage City

- The Tenant Council met as scheduled.
- Residents are being moved into a hotel (Woodspring Suites) until their unit is renovated.
 - Follow up discussion occurred with Chairman Rowe asking where the hotel Woodspring Suites is located? Resident Services Manager Crystal Ford responded by stating Brightseat Drive and that it is a newer hotel development in the Hyattsville, MD area. Chairman Paul Rowe asked have residents already moved out and have they been there for 10 days? Resident Services Manager Crystal Ford responded by stating two (2) individuals have moved out of the hotel and have moved back into their units at Cottage City. Another resident moved into the hotel from Marlborough Towne from a different project. Resident Services is still utilizing Woodspring Suites to accommodate the residents.

Financial Report

Eric Sink presented the finance report. Key highlights for the month ending February 2019 are as follows:

1. **Overall Position** – February had deficits in Bond and Public Housing, but an overall gain of \$432,108 and a year to date positive position of \$1,301,477.
2. **Accounts Receivable (AR)** –February's AR balance decreased to \$108,776 primarily due to responses to the previously mentioned case filings and 15 new filings were submitted in early March.
3. **Public Housing Performance** –February had a monthly loss of (\$283,389) and year to date negative position of (\$253,573) due to, and as previously mentioned, payments to various vendors to address mold related issues as well as the annual fees for Auditing; County Law Services; and Technology.
 - Follow up discussion occurred with Chairman Paul Rowe asking specifically what are the Public Housing expenses, which are 3 times the amount of the revenue generated, attributed to? Comptroller Eric Sink responded by stating the expenses were attributed to mold invoices. Vice Chair Leonard Hamlin asked the question is there any concern with maintaining the cash balance? Comptroller Eric Sink responded by stating

there is no concern right now, the 1.3 million will keep us where we need to be.

In addition, we have an available cash balance of \$1,252,000 at the time of the report and are aiming to have approximately \$1.3 million as of June 30, 2019 as this is a key metric in the PHAS Rating needed to maintain a “Standard Performer.”

4. **Bond** – As you recall, we budgeted a deficit to this program in order to propose a balanced budget for Public Housing and to reflect where staff and costs are assigned. The year-to-date negative position of (\$228,611) is primarily due to costs occurring without sufficient revenue to offset those. As previously mentioned, the HA is recruiting to fill the position that is anticipated to generate revenue in the future.

New Business

- HCV Manager Michelle Johnson presented Resolution #LHA1313 a resolution to approve the FY2020 PHA Plan including Annual and Five-Year Plan, authorizing the Chairman to sign applicable documents and authorizing the submission to the U.S. Department of Housing and Urban Development Chairman Paul Rowe calls for a motion to approve resolution #LHA1313. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Ndy Otis seconded the motion. Resolution #LHA1313 was approved by the Board.
 - Follow up discussion occurred with Chairman Paul Rowe requesting if any public comments were received from Legal Aid regarding the Annual and Five-Year Plan. HCV Manager Michelle Johnson replied stating Legal Aid attended a public meeting however, only comments submitted were from the Resident Advisory Board (RAB).

Old Business

- None

Public Comments:

- No Public Comments

Adjournment:

Chairman Paul Rowe motioned to adjourn the meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:50 p.m.

Attest/ Witness:







Paul Rowe
Chairman



Estella Alexander
Acting Secretary/Executive Director