

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, July 23, 2018

Minutes

Present:

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

Staff: Eric C. Brown, Executive Director, HA
Sharon R. Land, Deputy Directory, HA
Michelle Crittenden, HCV Manager, HA
Eric Sink, Comptroller, HA
Michael Jackson, Project Manager, HAD
Mugure Crawford, HA, Recorder

Location: 4142 Bunker Hill Road, MD 20722

Call to Order: Chairman Paul Rowe called the meeting to order at 5:34 p.m. having declared a quorum with the following Commissioners present: Vice Chair Leonard Hamlin, Cherice Shannon, Linda Green, Commissioner Josh Hamlin and Commissioner Ndy Otis.

Approval of Minutes: Chairman Paul Rowe called for a motion for the June 25, 2018 meeting minutes to be approved. Commissioner Linda Green motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved subject to the following changes being made, on page 7 inside the second bullet, Chairman Paul Rowe requested that the comment reference FY 2018 month of May budget; on page 8 Chairman Paul

Rowe requests that all maintenance concerns from residents be placed on the resident fulfillment log.

Reports by the Executive Director:

- Deputy Director Sharon Land reported that for June 30, 2018, there were 0 applicants pulled from the waitlist for the Public Housing Program. The cumulative number of pulls for the year is 0.
- As of June 30, 2018, there are 4,760 households on the public housing waiting list. Seventy-One percent of the households on the waiting list reported that they were county residents or worked at least 30 hours per week. One hundred (100) of the 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 Crittenden presented the Rental Assistance Division report and reported that for the month of June, there were 51 pulls for the Housing Choice Voucher Program 0 for Moderate Rehab and 25 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-150, MOD-0, and Project B
- ased-65.
- There are a total of 2,613 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of June 30, 2018, the Housing Authority has 5837 vouchers available of which 5719 are leased. The Housing Authority is at 98% utilization for vouchers and 95% for dollar utilization. For the month of June, fifteen (15) vouchers were issued bringing the total to 145 for the year. Seven (7) vouchers were leased for the month June bringing the total to 64 leased for the year.

Resident Fulfillment:

- Deputy Director Sharon Land presented updates on the Resident Fulfillment Report. No new items had been added to the report. Sharon Land provided updates and indicated that staff have currently closed or are working to resolve all issues.

- **Housing Assistance Division:**

Deputy Director Sharon Land presented the Housing Assistance Division report and reported the following:

- There were a total of 4 move-ins and 4 move-outs for the month of June.

PROPERTY MANAGEMENT

PHA-wide

The Authority has been experiencing problems with Waste Management picking up trash at Marlborough Towne, Coral Gardens, and Rollingcrest Villages. Contacts have been made to resolve pickup issues.

Owens Road

Interruptions in elevator services continue to be a problem at 1100 Owens Road as the final renovation phase is underway.

Electrical repairs were made to canopy lighting and hallway convectors throughout the Owens Road property. Additional services are underway to troubleshoot outages observed in janitorial and trash chute areas.

Marlborough Towne

The Resident Council is preparing to host the Summer Youth Program scheduled to commence July 16th.

Cottage City Towers

Maintenance repairs made on June 15th to the passenger elevator at Cottage City were short lived. Request for additional parts & services have been made. Contractors are expected to return complete the job within the next week.

Sewer hydro-jetting was performed at the Cottage City Towers property in late June, 2018. Large deposits of grease were removed from the system. A discussion occurred with the Board where the need to revisit a plan of action regarding quarterly jetting. Since May (2) more backups occurred. Chairman Paul Rowe requested that staff come up with a plan either more drastic measures or jetting more frequently. Also the plan should include education of the residents. Chairman Rowe requested this dialogue be reflected in the minutes.

Kimberly Gardens

Property lights were repaired throughout the Kimberly Gardens property. A bucket truck was used to make some of the repairs.

Occupancy/Recertification

- For the month of June there were 41 re-certifications completed and 4 new admission transfers. One (1) Landlord Tenant Court Appearance
- Deputy Director Sharon Land also presented the Vacancy Report for the month of June and reported that the overall Occupancy rate is 96%

Modernization:

Project Manager Michael Jackson presented the modernization report which included the following:

Energy Efficiency Initiatives- Gas (NG)

The HA will be utilizing Tradition Energy as our energy procurement advisor.

Elevator Owens Road Phase 3

The Authority has moved forward with Otis Elevator to provide both maintenance service and upgrades and improvements and are set to mobilize the first week of August. Otis will be the provider for maintenance service both the Owens Road and Cottage City Terrace.

Installation of Smoke and Combination Smoke/Carbon monoxide detectors- All Properties

The new smoke detectors have been delivered to all sites, and installation is underway.

IFB Cottage City Community Unit Improvement and Upgrades

The HA has issued an Invitation to Bid (IFB) for improvement and upgrades to ten (10) units at the Cottage City Community. The selection of units to be renovated based on occupancy dates and/or vacancy.

Energy Efficiency & Solar Grants

The HA assigned Sustainable Energy Analyst has completed benchmarking of all five (5) of the Housing Authority properties for EnergyStar scoring and Certification. The completion of this phase serves as a qualifier for the submission of applications for the Office of Central Service's Sustainable Energy Program, Energy Efficiency & Solar Grants.

Energy Auditing

Utility Savings Inc. (USI) is continuing to pursue utility rebate/waivers for which the HA may qualify. The HA was recently informed that WSSC has approved waivers for both the Cottage City and Owens Road properties. The approval will result in a substantial credit and lower monthly rate classification going forward.

Redevelopment

1313 Southern Avenue

The Housing Authority has concluded contract agreement negotiations with Homes for America, Inc. (HFA)/Foundation Development. The HA has finalized both the Development agreement and the Letter of Intent to Lease documentation. The authority currently has been engaged in bi-weekly meetings with the developers design team throughout the process. Chairman Rowe requested documents be supplied to the Board regarding this project.

Resident Services

- Partnering with Health Dept. on grant opportunity for summer camp at Marlborough Towne. HA to support the effort with transportation

Financial Report

Eric Sink presented the finance report. He started with the key highlights for the month ending June 30, 2018.

1. **Accounts Receivable** – The June balance of \$34,173.54 remained about the same as the prior month after various activity as we approached Closing, including: prior-month write-off totaling \$22,439; previous credits adjustments were submitted to Finance and billed as amount owed totaling \$10,971; 16 new cases were filed totaling \$22,988. The new balance reflects only 2% of total collections or a 98% year-to-date collection rate on \$1,640,681 in total revenue.
2. **Public Housing Performance** – Maintenance costs primarily due to year-end invoicing resulted in a monthly loss of (\$81,192), which increased the year to date deficit to (\$148,528). Although this was a deficit, it improved by \$200,000 compared to last year and we'll continue to look for ways to contain maintenance costs and monitor the overall position closely.

Also noteworthy is the financial position has been strong enough where the County has been fully reimbursed for Public Housing salaries two years in a row so the remaining long-term payable has not increased.

3. **Overall Position** – We had an overall monthly gain of \$340,643 and an overall year-to-date position of \$1,921,499 due primarily to Section 8 subsidy and Admin funding levels. The strong overall position was also aided by salary and employee benefit savings of approximately \$700,000 partially offset by an overage for temporary employees (\$200,000) to maintain service levels. Additionally, we collected over 100% of yearly budgeted tenant rentals and an improved overall Public Housing position

due to efforts to reduce fixed and maintenance costs while maintaining needed service levels all contributed to the bottom line.

Other – The reported numbers are subject to any final adjustments recommended by the Auditors who are scheduled to complete field work in late August and report to your Board at the September Meeting (so final reports can be issued to the County by the October 1, 2018 deadline).

Remarks from the Board:

- Chairman Paul Rowe acknowledged the staff for an end of the year surplus
- Chairman Paul Rowe requested that an end of fiscal year balance sheet be circulated to the Board.

Public Comments:

1. Kenneth Galloway- #416 Cottage City- Mr. Galloway expressed concerns regarding the passenger elevators at Cottage City being offline longer than 2 weeks. Project Manager Michael Jackson responded by stating that a part to repair the elevators was on backorder and elevators are now currently working. Mr. Galloway also expressed concerns regarding the 40 year old trees surrounding the property and inquired as to whether there was a plan to get the trees cut down. Chairman Rowe asked for clarity regarding the maintenance contract with Otis Elevators. Michael Jackson responded by saying that due to the part on backorder repairs were done the following past weekend as a result of an emergency call. Michael Jackson stated that the new contract will now include preventative maintenance on a quarterly and yearly basis as well as licensing and testing.

2. Peter Vega-#305 Cottage City- Mr. Vega expressed concerns regarding roach infestation his unit and inside the property. Mr. Vega stated that dealing with isolated units is not the solution. He suggested treating the entire building on a regular basis instead of isolated units at a time.

Chairman Paul Rowe inquired on as to how often the property is treated. Property Manager Crystal Harris advised that the property is treated every Friday and randomly selects units. Chairman Paul Rowe also requests this concern be noted on the resident fulfillment log that staff follow-up on his recommendation to treat all building units at one time on a periodic basis instead of relying solely on unit by unit case by case basis.

3. Kay Daniels #217 Cottage City- Ms. Daniels expressed her concern about the property being a non-smoking building but residents are still smoking in the building. Ms. Daniels stated that she feels the no-smoking policy is not being enforced. Chairman Rowe responded by reminding residents to please report smoking in the building. Ms. Daniels inquired about how the Housing Authority determines where people are placed in public housing units. Executive Director Eric Brown responded by stating the process is dependent on the bedroom size and whether or not there is a vacancy at the time and if that person who comes up on the waiting list at that particular time is a match for the unit. Housing Authority then offers the unit to the individual, if they meet the eligibility criteria.

4. Allison Johnson #613 Cottage City- Ms. Johnson reported smells of marijuana coming through her unit vent. Chairman Paul Rowe responded by reminding residents that smoking on the property is a lease violation. He stated that residents should alert the Housing Authority of anyone smoking inside the building. Ms. Johnson also expressed concern about the numerous floods experienced in her unit. She requests Executive Director Eric Brown to come and visit her unit. Executive Director Eric Brown responded by stating to any resident with the same request to let Property Manager know and schedule a time for Executive Director Brown to visit their unit.

5. Joseph Tyrell-#211 Cottage City- Mr. Tyrell inquired about the procedure or process for unit upgrades, Executive Director Eric Brown responded by

stating The Housing Authority is making plans now to upgrade units inside Cottage City building. He will schedule a visit to Mr. Tyrell's unit.

6. Mr. Epps #518 Cottage City- Mr. Epps informed the Board of an occasion in which he caught a resident smoking crack inside the laundry room. Chairman Paul Rowe responded by acknowledging Mr. Epps concerns and advised him to talk with the Property Manager.

7. Regina Ellis #601 Cottage City- Ms. Ellis inquired as to whether there is a policy in place for people who suffer mental illness. Is there a screening process for people who suffer from mental illness. Executive Director Eric Brown responded by stating when people indicate their disability on the application then we try to do the best we can to accommodate with their respective disability. Executive Director Eric Brown also stated that at the time we may not know that the person has a disability, at times there are certain triggers that trigger a mental health event. Housing Authority has established relationships with several health organizations to work with and train staff how to recognize individuals that may have certain challenges and to respond appropriately.

8. Betsy Tate #306 Cottage City- Ms. Tate expressed a concern that her unit being too small and having no room to place her belongings. She is requesting more space.

9. Fredrick Skanes #302 Cottage City- Mr. Skanes inquired about plans for Fire Safety on the property. He is concerned that many people will not make it out safely out of the building without a Fire Plan. Chairman Paul Rowe suggested that if there is not a plan already in existence The Housing Authority should put one in place. Chairman Paul Rowe requested staff develop and present plan by the next commissioner meeting.

10. Lenora Stringfellow 1382 Chillum Road Rollingcrest Village- Thanked the Housing Authority for the bench work completed on the Sargent Road side of Rollingcrest Village. She indicated that lights are out at units 1384-1386 on the property.

Adjournment:

Chairman Paul Rowe adjourned the meeting at 6:45 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Eric C. Brown
Secretary/Executive Director