

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, December 17, 2018

Minutes

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA
Al Coley, Regional Property Manager, HAD
Michael Jackson, Project 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 5:30 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Linda Green, Commissioner Ndy Otis, Commissioner Josh Hamlin and Vice Chair Leonard Hamlin. Chairman Paul Rowe also announced Commissioner Josh Hamlin will be leaving as a Housing Authority of Prince George's County Board of Commissioner to work with the County Council on policy and legal work in early January 2019.

- **Approval of Minutes:** Chairman Paul Rowe called for a motion to approve the November 26, 2018 meeting minutes. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Linda Green seconded the motion. **The minutes were approved subject to the following changes and requests made:**
 - On page 2, in the event the only working elevator fails, Housing Authority (HA) staff will execute a contingency plan to hire an elevator operator
 - On page 2, a reminder to staff to establish and execute an education plan for residents to mitigate backups at Cottage City.

- On page 3, under Resident Fulfillment regarding Ms. Price at Rollingcrest Village, Chairman Paul Rowe requested staff to communicate with Ms. Price to submit a claim to the HA for her personal belongings damaged during plumbing repairs and mold remediation work in her unit.
- On page 3, reflect in the minutes a follow up discussion updating the number of units for mold inspection at Owens Road and Cottage City. The contractor findings have not been released.
- On page 4, reflect discussions indicating HA staff committed to providing an update to the action plan and cost for clean out services for the main line at Cottage City Towers.
- On page 4, reflect follow up discussion regarding the Grease Disposal Prevention Plan at Marlborough Towne.
- On page 4, reflect follow up discussion indicating staff commitment to providing updates on replacement and restoration at Cottage City Towers.
- On page 4, reflect follow up discussion regarding contractors not showing up for scheduled service. Staff indicated scheduling of new dates for the two remaining units at Rollingcrest Village.

Reports by the Executive Director:

- HCV Manager, Michelle Johnson reported that for November 30, 2018, 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 40.
- As of November 30, 2018, there are 4,723 households on the PH Waiting List. Sixty-Seven percent of the households on the Waiting List reported that they were County residents or worked at least 30 hours per week. Ninety-two (92) 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 Johnson presented the Rental Assistance Division report and reported that for the month of November, there were 0 pulls for the Housing Choice Voucher (HCV) Program, 0 for Moderate Rehab, and 0 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-150, MOD-0, and Project Based-138.
- There is a total of 2,504 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.

- Follow up discussion occurred by Chairman Rowe asking what percentage of vouchers are project-based vs tenant based. HCV Manager Michelle Johnson responded by stating she is unaware of the percentage however, the HA has a little under 200 project-based vouchers.
- As of November 30, 2018, the HA has 5837 vouchers available of which 5703 are leased. The HA is at 98% utilization for vouchers and 109% for dollar utilization. For the month of November thirty (30) vouchers were issued bringing the total to 292 for the year. Two (2) vouchers were leased for the month November bringing the total to 103 leased for the year.

Resident Fulfillment:

HCV Manager, Michelle Johnson presented the Resident Fulfillment Report. Project Manager Michael Jackson provided updates regarding the draft of the Fire Safety Plan which remains in process. Chairman Paul Rowe requested the Board send any comments regarding the draft to him to forward to Acting Executive Director, Estella Alexander for review. Follow up discussion occurred wherein Chairman Paul Rowe updated Acting Executive Director Estella Alexander on the origins of the need for a Fire Safety Plan. Chairman Paul Rowe reminded staff to complete a final draft within the week. Chairman Paul Rowe requested an update on Rollingcrest Village resident, Lorraine Terry's recertification. Regional Property Manager Al Coley responded, stating Ms. Terry's recertification was complete and that he followed up with her on a list of other concerns regarding the Rollingcrest site. Regional Property Manager Al Coley updated the Board of Commissioners on a list of issues regarding the Rollingcrest property:

- Board Notices have been posted at Rollingcrest and all public housing management office sites.
- There were no reports of damage to the retaining wall, however stones had been moved out of place and now have been put back in place.
- Bulbs near trash room have been replaced.
- Resolution was made to prevent the trash enclosure door from swinging back and forth on the fixture of the foundation of the laundry room.
- Payment request was submitted for damage to Ms. Terry's communication lines in her unit and reimbursement should be paid out within the next two weeks. *(Contractor did make reimbursement back to Housing Authority).*

- Al Coley reported that Rollingcrest resident, Carol Price declined restoration services for furniture damaged from mold; however, Chairman Paul Rowe reminded staff that her main concern is the damage to her medication. Al Coley reported that staff met with Ms. Price regarding her medication and spices on the 13th of December and that her claim is still in process. She is submitting her receipts. Ms. Price also brought in her damaged items for review and staff will determine a price for reimbursement. Chairman Paul Rowe updated Acting Director Estella Alexander on the origins of Ms. Price's issues.
- Chairman Paul Rowe requested an update regarding the parking issue at Rollingcrest. Al Coley responded, stating that Save A Lot Management stands firm with offering residents an opportunity to park on their lot for \$125 per month/ per car. Commissioner Cherice Shannon polled residents determining to what extent that amount was acceptable. Commissioner Cherice Shannon spoke with a few Rollingcrest residents and Commissioner Shannon is awaiting the upcoming tenant council meeting to fully engage the residents. According to Commissioner Shannon, 2-3 residents, so far, have declined paying for parking. Further follow up discussion ensued regarding the parking issues at Rollingcrest and a solution involving Save A Lot management group.
- Follow up discussion occurred regarding Renovation at Joseph Terrell's unit at Cottage City Towers. Project Manager Michael Jackson responded that this project has been stalled due to CDBG funding and approval. Chairman Paul Rowe asked is it an issue of getting signatures. Michael Jackson responded that the necessary staff in DHCD will need to approve the agreements to move forward. The Operating Agreement will need to be signed by several members of different agencies and the Department of Housing and Community Development. Chairman Paul Rowe reminded staff that Mr. Terrell should be placed at the top of the renovation list.
- Chairman Paul Rowe requested an update regarding the availability of residents to pay their rents online using the new Yardi system. Comptroller Eric Sink will provide an update to this matter in the finance report.
- Chairman Paul Rowe requested an update regarding the kitchen and bathroom renovations at Cottage City. Project Manager Michael Jackson responded by stating Capital Funding for 2018 is still pending subject to the CDBG approvals. Cottage City resident Charmaine Phelai's unit is one of the units to be included in this project. Follow up discussion ensued regarding outdated kitchen appliances and bathroom fixtures at Cottage City Towers.

Chairman Paul Rowe reminded staff that this issue is dating back to 2017, and it needs to be addressed as soon as possible.

Housing Assistance Division:

Al Coley presented the HAD report including:

- There was 1 move-in and 1 move-out for the month of November.

PROPERTY MANAGEMENT

PHA-wide

Indoor air quality test was completed at the Owens Road and Cottage City properties. Approximately twelve residential units were tested at each development and common areas. Restoration facilities are used to clean damaged personal belongings. A third round of inspections and mold remediation is underway by staff.

Chairman Paul Rowe inquired about the outcome of the environmental air quality testing. Al Coley responded stating companies are coming in this week to give a concise report. Capital Air Care is coming in Dec. 19th. Testing is done, and a debriefing is forthcoming.

Owens Road

The building continues to operate with only one elevator.

Marlborough Towne

A fallen tree was removed from the back of unit #1911. There were no damages to persons or property.

Kimberly Gardens

Renovation and mold remediation are underway at unit #9240.

Cottage City Towers

The Authority has approved procurement for a new Access Control System for Cottage City. Door entry and communication problems are related to the 20-year-old access reader panel and outdated software. The existing software is no longer supported by its manufacturer.

Al Coley stated that he foresees the completion of this project in Late January.

Rollingcrest Village

Duct cleaning services were rescheduled for Rollingcrest residents.

Follow up discussion occurred regarding issues with contractors getting into units. Al Coley stated that contractors had been rescheduled from previous appointments and one was completed and that two were rescheduled, one will be done on Thursday Dec 20 and the other requires rescheduling. Chairman Paul Rowe asked the question, do we foresee completion by end of December or January? Al Coley responded, January 2019 (for both sides of the property Sargent and Chillum). Chairman Paul Rowe asked is this on a by request basis or property wide. Al Coley responded, stating no, on a request basis. Staff has addressed everyone who requested duct cleaning. Vice Chair Leonard Hamlin asked was everyone asked or how was the request put in? Commissioner Linda Green asked are those the units where dust and debris are coming in? Al Coley responded residents who called in and reported something coming out of their ducts have been cleaned. Chairman Paul Rowe asked about others that have concerns what percentage of residents have requested duct cleaning? Al Coley responded about 25%. Chairman Paul Rowe stated you're suggesting everyone knows that they can get their air ducts cleaned? Why don't we simply clean everyone's ducts? Michael Jackson responded as Al Coley mentioned, the HA does have a Request for Proposals (RFP) for duct cleaning, however due to restructuring of the CFP plan for the elevators, this work was deferred for another year. According to HUD, any project not under obligation, the HA would have to put on hold to cover the cost for the elevator contract. HA set aside \$24,000, however these funds had to be reallocated to the elevators. **Chairman Paul Rowe questioned the CFP year allocation for the \$24,000 to ensure that these funds are included in FY20, if necessary. Michael Jackson responded stating once in the CFP, work can occur within the 5-year period. Chairman Paul Rowe reminded staff to ensure that these funds are included in the FY 20 budget and agency plan.**

Coral Gardens

Roof and gutter work was completed for unit #1307. Drywall work completed in bathrooms.

Occupancy/Recertification

- For the month of November there were 10 re-certifications completed and 1 new admission transfers.
- Al Coley also presented the Vacancy Report for the month of November, reporting that the overall Occupancy rate is 95%

- Chairman Paul Rowe asked of the 8 units that are vacant at Owens Road based on that number, what do we have as a pipeline of people moving forward are these units mostly studios? Al Coley responded stating they are mostly studios the ones we have to hold off on because we have to retro fit for UFAS accessible units. We did not have a briefing because we do have people in the pipeline. Chairman Paul Rowe asked the question are these units scheduled for UFAS. Al Coley responded stating not all of them we have to have a place to transfer the people out. Everyone unit cannot can be converted playing with those units to meet other criteria. Bottom line will we see a similar number of vacant units. You will see a decrease in move ins.

MODERNIZATION

Project Manager Michael Jackson presented the Modernization report for the Month of November 2018:

Elevator Owens Road Emergence Elevator Purchase Order

The Authority, spurred on and endorsed by the Acting Director Alexander, has moved forward with an Emergency Purchase Order for the Modernization of the elevators at 1100 Owens Road. The Housing Authority of Prince George's County (HA) received a proposal and detailed scope of work from a qualified contractor to complete the job. The cost is \$466,900.

To ensure a proper procurement process, the HA has reach out to the Local HUD office and reviewed its Procurement Policy for compliance of this purchase. Section A: Noncompetitive Proposals supports this request for an emergency PO.

Just for the benefit of the Board, Chairman Paul Rowe reported that Acting Executive Director Estella Alexander recognized the severity of the issue, made this an emergency procurement as a result the HA will see this vastly accelerated.

IFB Cottage City Community Unit Improvement and Upgrades

The HA issued an Invitation to Bid (IFB) for Improvement and upgrades to 10 units at the Cottage City Community. The selection of units to be renovated based on occupancy dates and/or vacancy. The HA received qualifying bids from 3 bidders and is in the process of evaluating the bids. The project proposed start date will be determined.

The proposed scope of work includes replacement of kitchen cabinets and counters, bathroom components, flooring and interior painting.

UFAS Unit updates and compliance

Norkal Construction has completed unit 101 at Owens Road and 110 Cottage City has begun work on Unit 501. Norkal Construction is a Prince George's County based company. The completion of these units will increase the HA's stock of UFAS accessible units.

Of the recently completed UFAS units, 10 are to undergo and complete certification during the month of December.

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. The HAPGC will replace over 420 existing smoke detectors with combination smoke/carbon monoxide detectors.

Energy Efficiency & Solar Grants

The HA assigned Sustainable Energy Analyst has completed benchmarking and submitted applications for Four (4) of the Authority's properties for EnergyStar scoring and certification. The completion of this phase allows the HA to be eligible for up to \$100,000 per site for the Office of Central Service's Sustainable Energy Program, Energy Efficiency & Solar Grants.

Chairman Paul Rowe asked what's the outcome and when will we see funding? Michael Jackson responded stating in January the HA should eventually see some actual amounts distributed per property. Chairman Paul Rowe responded Efficiency Homes used virtual funding from the state; provided energy efficiency assessments, and equipment to property owners at Glenarden Housing Authority. Efficiency Homes also expressed interest in working with the HA. Michael Jackson responded because funds are geared towards people in the county, the contractors were not based in the county used by Efficiency Homes.

Redevelopment

1313 Southern Avenue

The project has entered the pre-design development phase required for pricing and are preparing the initial submissions for local jurisdictional review and subsequent approvals. The Authority continues to be engaged in bi-weekly meetings with the developers design team.

Michael Jackson provided the following updates stating the project is still at the pricing phase. The team did not meet this past month due to scheduling conflicts. Southern Ave is moving along. Michael Jackson will schedule an update for the Development Committee. Chairman Paul Rowe requested a project schedule, so the board has an idea of what is expected. Michael Jackson will provide an updated schedule and drawings.

HA staff and the Project Developer plan to schedule and provide a brief introductory presentation to the newly elected Prince George's County Council Member Rodney C. Streeter, of Councilmanic District 7.

Owens Road Redevelopment

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.

Followed up discussion occurred with Chairman Paul Rowe mentioning the upcoming board retreat possible in January, but no later the February and during the board retreat requested a presentation on the Owens Road Redevelopment project. Is there a benefit to have Kairos present at the Board Retreat? Chairman Paul Rowe stated he will defer to Acting Executive Director Estella Alexander to make this assessment regarding Kairos and the Board Retreat. Follow up discussion ensued regarding the RFP for development and including Kairos during the Board Retreat looking at the feasibility of options to have an informed meeting.

Resident Services

Resident Services Manager Crystal Ford presented the Resident Services report for the Month of November 2018:

- HAPGC properties are preparing for the election of new officers for their Tenant Council.
- Staff collected donations from a network that provided 25 turkeys to Kimberly Gardens residents as well as 5 prepared baskets to Residents of Marlborough Towne
- Residents at Owens Road were gifted 10 bags of food from a local church as well as 35 turkeys from the First Responders.
Vice-Chair Leonard Hamlin asked the question who were the first responders. Crystal Ford responded by stating multiple agencies, including Police and Fire departments participated in the donations.
- Residents at Owens Road will have a Christmas celebration on December 14 that will include a live DJ, catering by Changing Lives, an outpatient Mental Health Service provider, will be providing their services to the residents of Owens Road.
- Marlborough Towne residents were also provided Thanksgiving baskets from Glenn-ridge Seventh Day Adventist Church. Also, they will be providing Toys and a pizza party for the residents on Dec 17.
- The Marlborough Towne committee will have their annual Christmas party on Dec 21, 2018.
- Cottage City residents were provided meals from the Sisters of the Catholic Church. The residents who wanted baskets, were issued a ticket for basket giveaways at Victory Grace Center on November 17th.
- Rollingcrest residents were provided baskets of food from a local church.
- Bill Milligan of the Sheriff's office will be providing 45 Christmas baskets to each property.
- HAPGC had 7 individuals that signed up for the FSS program.
- Resident Services will meet with the residents of Kimberly Gardens to form a tenant council. There are a few residents interested in holding specific positions on the council.

- Chairman Paul Rowe referred to Cottage City regarding the Resident Services Report about the sanitary lines. Follow up discussion occurred with Chairman Paul Rowe about backups as one of the reasons discovered was that one of the lines was severed. He requested an update from Al Coley. Al Coley responded by stating they are bringing in another company and he has contacted Nova Lining Company. Al Coley reported Nova Lining Company's response has been to staff is where they have relined the pipes they have not had a continuous problem. Nova Lining has sent a proposal and they're are going to come in and camera other parts of the building; along with their knowledge of Cottage City's plumbing they feel that the plumbing situation can

be controlled with additional lining in the building. Chairman Paul Rowe circled back with the Resident Services report and the frequent backups due to residents putting improperly disposing of grease. The strategy was to jet those lines more frequently and even though done frequently; backups still occurred. Al Coley stated more investigation of this matter needs to occur. Currently a grease education plan notice has been distributed to residents about improper grease disposal. Chairman Paul Rowe requested further update on this plan. Resident Services Manager Crystal Ford responded by stating flyers have been distributed at every tenant council meeting and that residents have responded by stating they do not improperly dispose of grease. Chairman Paul Rowe stated he hopes for residents to comply with the plan and tasks staff to continue figuring out the plumbing issues. Follow up discussion occurred regarding continuing to put residents on ground floor units at Cottage City where frequent backups occur.

Financial Report

Eric Sink presented the finance report. Key highlights for the month ending November 2018 are as follows:

1. **Overall Position** – November had an estimated gain of \$459,718 primarily due to the delay of vendor payments during the system transition and a year to date estimated positive position of \$824,358.
2. **Accounts Receivable (AR)** – November’s AR balance was estimated at \$152,720 and the report has been modified to reflect gross AR, allowances with methodology and net AR.
AR and the other portals are still being tested and we hope this will be completed in the next month. Based on estimated results, we’ve identified approximately 56 cases that will be filed for failure-to-pay once this is complete.
3. **Public Housing Performance** – October had a monthly estimated gain of \$163,083 and year to date positive estimated position of \$137,561. The HA continue to monitor and report on this.
4. **Other** – The HA was able to perform its first operational check run last week and December’s Housing Assistance Payments had fewer initial errors than the previous month; however, work remains to test and validate all portals before the back office system is fully functional and the HA can proceed to the set-up of RentCafe (the portal that will provide self-service review of accounts, on-line payments and maintenance requests).

Chairman Paul Rowe asked the following question to Eric Sink, this amount represents tenant account receivables? they were at 43,700 why they were now up to 226,000. How did we get there? Eric Sink responded that the goal in updating the report was to ensure that the recorded amount matched the ledger. Follow up discussion with Commissioner Ndy Otis, Chairman Paul Rowe, and Commissioner Linda Green occurred regarding account receivables. Chairman Paul Rowe requested Eric Sink to schedule a Finance Committee Meeting in January to review uncollectable rent and case filings.

New Business

- HCV Manager Michelle Johnson presented to the board Frequently Asked Questions document regarding Small Area Fair Market Rents (SAFMR).
- Chairman Paul Rowe asked Michelle Johnson to briefly describe to the Board what is SAFMR. Michelle Johnson responded by stating that HUD is mandating the HA to implement SAFMR. Previously, HA distributed payment standards through fair market rent (FMR) by rent for the entire County by bedroom size. Now rents are based on zip codes and bed rooms sizes. HUD is trying to push individuals in poverty areas into areas of high opportunity. HA must now implement SAFMR. Follow up discussion ensued regarding SAFMR , what is to be expected as a result of implementing this policy, timeline, and making the policy public.

Remarks from the Board:

- **Follow-up discussion occurred with Chairman Paul Rowe regarding the Comprehensive Housing Strategy (CHS) with the board. Concurrent with the CHS, the state introduced the Affordable Housing Commission (AHC) to report upon housing data and recommendations. Chairman Rowe discussed the AHC pulling data from the Comprehensive Housing Strategy through the CHS staffed working group. Chairman Paul Rowe discussed replicating the District of Columbia's Low Rent Supplement program as an opportunity for Prince George's County to establish a local rental assistance program. Chairman Rowe noted that if you look at all the neighboring districts, Prince George's County allocates the least funding to affordable housing. Chairman Paul Rowe asked the Board of Commissioners to consider the need for Prince George's County funding to support a local rental housing assistance program consistent with CHS. Follow up discussion continued with Chairman Paul Rowe directing Housing Authority staff to draft a resolution for the January 2019 board meeting, based on this proposed recommendation from the Board.**

- Commissioner Linda Green gave an update on the HCVP Committee meeting held via conference call on December 14, 2018.
- Commissioner Linda Green reported that conversion to the Yardi System is about 95% complete, however glitches remain with the finance portions. FSS is still not set up in the system.
- **Commissioner Linda Green gave an update on the Call Center. She reported the following: 1.) HA staff lost two people; however, they have been replaced with permanent staff; 2.) software implementation is in process; 3.) still awaiting a Call Center report specifying by whom and when calls were answered; 4.) Work Order has been submitted, as needed.**
- Commissioner Linda Green gave an update regarding a discussion that occurred with Deputy Director Sharon Land about participants to be a part of a HCVP committee consisting of two stake holder groups, one being the Landlords, the other the Section 8 residents working on for January. There will be six participants from Section 8 side; legal aid involved also.
- Acting Executive Director Estella Alexander asked Commissioner Linda Green about the mission of the HCVP committee. Commissioner Linda Green responded, it is to improve customer service across the board. The goal is to form a committee to address customer service prior to them becoming an issue.
- Follow up discussion occurred from Chairman Paul Rowe regarding on a proposal for the Agency Plan to look at prior comments from Legal Aide.
- Follow up discussion occurred regarding resident friendly nonsmoking policy as a part of the recertification this policy should be brought out front and center. Commissioner Linda Green reported that HCV Manager Michelle Johnson suggested to include the following statement on the Letterhead "we are a smoke free environment".

Public Comments:

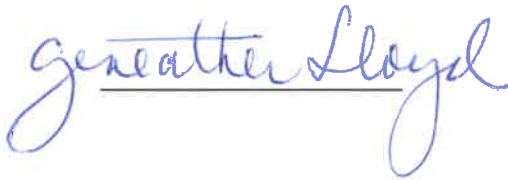
1. **Lorraine Terry- 1380 Chillum Road Rollingcrest Village-** Thanked the Board and Staff for the work done and being done, looks forward to some more work completed in 2019. Wished everyone a Happy Holidays.
2. **LeighAnn Smith Rosenberg, Esq- Legal Aid-** Ms. Rosenberg asked a question regarding an analysis of SAFMR and will there be an increase in lease ups. HCV Manager Michelle Johnson responded by stating the HA has not completed a study but plans to execute an aggressive landlord outreach effort in high opportunity areas. Lease up is presumably faster subject to new landlord participation in higher rent zip codes. A follow up discussion occurred with Chairman Paul Rowe regarding this matter.

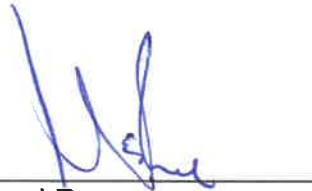
Adjournment:

Chairman Paul Rowe adjourned the meeting at 7:25 p.m.

Attest/ Witness:







Paul Rowe
Chairman



Estella Alexander
Acting Secretary/Executive Director