

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, July 22, 2019

**Minutes**

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA  
Alvin Coley, Regional Property Manager, HA  
Michael Jackson, Project Manager, HA  
James McGraw, Bond & Development Manager, HA  
Jacqueline Massiah, Acting Accounting Services Manager, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

Location: 4142 Bunker Hill Road Cottage City, MD 20722

**Call to Order:** Chairman Paul Rowe called the meeting to order at 5:45 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Commissioner Linda Green, Commissioner Ndy Otis and Vice Chairman Leonard Hamlin.

**Approval of Minutes:** Chairman Paul Rowe called for a motion to approve the June 24, 2019 meeting minutes. Chairman Paul Rowe noted corrections to page 5 UFAS chart, to provide further clarity and consistency regarding unit updates and compliance as of the June 24<sup>th</sup> board meeting. Acting Executive Director Estella Alexander responded to Chairman and staff, updating the board and further detailing the corrections that were made to the UFAS chart providing clarity on the number of units completed and certified which are twelve (12). Chairman Paul Rowe also requested a total culminative number of completed and certified units for the next board meeting. Acting Executive Director Estella Alexander acknowledged this request. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Linda Green seconded the motion with correction. The minutes were approved with correction.

### **Communications & Correspondence:**

Chairman Paul Rowe acknowledged the passing of Arlene Barnes Hall. Chairman Rowe asked residents and staff to participate in a moment of silence for Arlene Barnes Hall, as she passed away a few weeks ago and was a Site Manager for the Housing Authority.

### **Reports by the Executive Director:**

- HCV Manager Michelle Johnson reported that for June 30, 2019, there were 0 applicants pulled from the waiting list for the Public Housing (PH) Program. The cumulative number of persons pulled from the PH Waiting List for the year is 20.
- As of June 30, 2019 there were 4,647 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-one (91) 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 June, there were 0 pulls for the Housing Choice Voucher (HCV) Program, zero(0) for Moderate Rehab, and zero (0) pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-zero (0), MOD-50, and Project Based-165.
- There are 2,433 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.
- As of June 30, 2019, the HA has 5837 vouchers available of which 5640 are leased. The HA is at 97% utilization for vouchers and 110% for dollar utilization. For the month of June four (4) vouchers were issued bringing the total to 64 for the year. Four (4) vouchers were leased for the month of June bringing the total to 60 for the year.

### **Resident Fulfillment:**

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

- Draft Fire Safety plan is in process. A more comprehensive Fire and Safety Risk Management Plan has been developed and was made available in April for the Board of Commissioners. Chairman Paul Rowe provided feedback and guidance on next steps in terms of assigning

floor captains in the event of a fire. Chairman Paul Rowe asked whether floor captains have been assigned? Staff will use tenant council meetings to present the plan and assist in assigning floor captains. Acting Executive Director Estella Alexander stated the goal is to have all captains assigned within the next month or two. Resident Service Manager, Crystal Ford, added that captains have been identified at each site except Kimberly Gardens and Marlborough Towne. However, all residents are educated and aware on the Fire Safety Plan. Cottage City and Owens Road captains are in place. Chairman Paul Rowe also acknowledged Cottage City resident, Mr. Skanes, for prompting the Authority to put a Fire Safety Plan in place.

- Rollingcrest Village resident, Mary Williams, expressed concerns pertaining to the Yardi system. The Authority is anticipating online payments by the Summer 2019. Vice Chair Leonard Hamlin asked for the status of residents being allowed to make online payments. Michelle Johnson responded that there was a delay, forms have been requested to be completed, the process is moving forward. An update will be provided at the September board meeting.
- Cottage City resident, Charmaine Phelai's, requests for unit upgrades. Ms. Phelai's unit is apart of the Phase 5 of the 10-unit renovation work underway at Cottage City. Unit renovations have been completed. Ms. Phelai returned to her unit on Monday July 1, 2019.
- Marlborough Towne resident Dorothy Holloman experienced flooding in her unit on May 27, 2019. All of the work in her unit has been completed including an air quality test and results have been provided. This item is now closed. Staff also met with Ms. Holloman to address any outstanding work orders for her unit. This item is now closed
- Marlborough Towne resident Mary Snow expressed concerns about her rent calculations. Staff scheduled a meeting with Ms. Snow to review her rent calculations. She has also asked for a recertification, due to employment changes. Also all maintenance work in her unit has been addressed and closed out as of early July 2019.
- Ms. Thomas is requesting an over-hang in the picnic area on the property. Acting Executive Director Estella Alexander responded by stating this is something the HA can look into to determine funding for this request. Initially, an inexpensive canopy solution was declined by the Resident Council. Residents preferred a pavilion. As of today (7/22/2019) the Resident Council agreed to the Caravan Canopy suggested by the Project Manager. Canopies and one wheelchair accessible park table will be requisitioned. Chairman Paul Rowe asked

what is a caravan canopy? Al Coley responded by stating it is a carpool or shelf that can be easily dismantled.

- Ms. Paskins expressed concerns regarding property losses due to mold/humidity in her unit. She requested information on who she should now speak with for resolution with this matter. Acting Executive Director Estella Alexander responded to Ms. Paskins and will set up a meeting regarding damages by August 5th. This meeting will be facilitated by Ms. Land, Deputy Director.
- Ms. Brown is requesting painting of her unit and a door repair. Ms. Brown also expressed concerns about smoke getting inside her unit. Site Manager, Vicki Beale, will revisit the unit to identify any work to be done. Vicki Beale also reminded Ms. Brown that she should formally submit a work order ticket for unit repairs. Chairman Paul Rowe reminded residents of The Authority's "No Smoking Policy."
- Mr. Hemphill reported smelling marijuana smoke in the building. Chairman Paul Rowe reminded residents again of the Authority's "No Smoking Policy." The site manager approached select units on the third floor to discuss the "No Smoking Policy." Maintenance also affixed weather strips to Mr. Hemphill's unit door.
- Sylvia Thomas added discussion regarding residents' concerns of smelling smoke in the building. Ms. Thomas alerted residents that she purchased a strip for her door to prevent smoke from getting inside her unit. Site Manager posted a Reminder Notice in the Building that this is a No Smoking Property.
- Ms. Freeman reported her carpet coming up from the floor/cement in her unit. Site Manager, Vicki Beale, responded that she will visit Ms. Freeman's unit for a full inspection. Ms. Beale also reminded Ms. Freeman to always submit a work order ticket to address any issues in her unit. The flooring contractor determined that the carpet could not be stretched. The tenant declined to have the worn carpet replaced by VCT. Freeman indicated that the flooring replacement process was too menacing. Commissioner Ndy Otis suggested Ms. Freeman sign a letter declining service.
- Ms. Patterson is requesting painting and new carpet in her unit. She's lived on the property for 14 years. She also raised concerns about the bar replaced in her closet. Chairman Paul Rowe reminded Ms. Patterson to submit a work order ticket to her site manager, Vicki Beale. Staff attempts to schedule/make repairs have been unsuccessful. Vicki Beale sent a 2<sup>nd</sup> letter for this item on Friday and still no response from

Ms. Patterson. Staff has made special request to the tenant to assist in the maintenance/flooring preparation process.

### **Housing Assistance Division:**

Al Coley presented the HAD report including:

- There were 5 move-ins and 3 move-outs for the month of June.

## **PROPERTY MANAGEMENT**

### **Owens Road**

Two major leaks were repaired in basement crawl spaces at 1100 Owens Road.

Major landscape services were performed to include pruning of trees and bushes. Overgrown vegetation around the cooling tower was cut back substantially.

### **Cottage City Towers**

Air condition services were interrupted at for the entire Cottage City towers property. The Housing Authority initially learned of the air condition (AC) malfunction on Tuesday, July 9<sup>th</sup> and immediately took corrective action. The Authority's HVAC contractor was immediately contacted, problems assessed, and replacement equipment ordered. Following a late-night installation of a new condenser water pump on July 10<sup>th</sup>, the contractor was recalled to the site to correct newly developed system glitches. The AC system was totally restored in three days (July 11<sup>th</sup>).

Nova Lining performed invasive clean out and camera services for the left side of the Cottage City Towers building in the month of June. Work included removal of dwelling unit commodes to complete branch line videos. In late July, the same process will be conducted on the right side of the building. The Phase III proposal from the Nova Lining Company will be completed for main sewer relining project upon completing all branch line investigation work. The new date for the Phase III estimate has changed to, late August 2019.

### **Marlborough Towne**

Several air conditioning calls for service were made. Services were restored.

## Kimberly Gardens

Several air conditioning calls for service were made. Services were restored. At-least two new condensers were installed.

## Occupancy/Recertification

- For the month of June there were 26 re-certifications completed, 5 new Admissions, and 1 Transfer. There were zero (0) court appearances for mental health court.
- Al Coley also presented the Vacancy Report for the month of June, reporting that the overall Occupancy rate is 96%.

## Family Self-Sufficiency Program

Al Coley presented the FSS Coordinator Activity Report for the Month of June 2019:

- FSS enrolled 10 program participants, representing 40% of our goal of 25 public housing participants.
- FSS Coordinator visited Kimberly Gardens and Marlborough Towne
  - Engaged with residents by knocking on doors
  - Met residents in the community room
- Established two new partnerships
  - **EARN** – A non-profit partner that provides **cash incentives** for every month that participants save at least \$20, they'll receive a \$10 cash reward and top the saver will also receive a gift card
  - **The Training Source** – Provides employment training
- **Computer Skills** – Computer Concepts, Keyboarding/Typing, MS Windows and MS Office (Word, Excel, PowerPoint, Access, Publisher, and Outlook)
- **Life Skills** – Self-Esteem and Motivation, Time Management, Business English, and Communications
- **Professional Skills** – Resume Preparation, Business Correspondence, Interview Techniques, Dressing for Success, Successful Job Search Strategies, and Job Survival Tips.

## **MODERNIZATION**

Project Manager Michael Jackson presented the Modernization Report for June 2019:

### **Elevator Owens Road Emergency Elevator Purchase Order**

The elevator installation commenced on **Tuesday, June 11**, and is proceeding on schedule. Otis elevator has completed the required structural modifications in the elevator tower and has hoisted the new elevator control units and geared motors for both units in place. The passenger elevator's new systems have been installed and are undergoing testing and calibration.

To date, the Authority has approved one project related change order for the installation of video enabled cabling to both elevator cabs.

The contractor has the full cooperation of the Authority in exploring areas of expediting the installation where applicable.

### **Kitchen and Bath Improvements at the Cottage City Community**

The onsite work for improvement and upgrades to 10 one-bedroom apartments, to include 4 UFAS units, at the Cottage City Community has been completed. The proposed scope of work to include replacement of kitchen cabinets and counters, bathroom components, flooring and interior painting.

Phase 5, units 216 and 414 were completed, and residents have returned to their units. The Final Phase was completed on June 27.

### **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. The Summer Student interns are assisting in this process.

### **UFAS Unit updates and compliance**

To date, the Authority received UFAS Certifications for twelve (12) of our accessible units. Ongoing modifications and improvements are underway at Owens road and the Rollingcrest communities. The completion of these units has increased the HA's stock of UFAS accessible and designated reasonable accommodation units.

- Follow up discussion occurred with Chairman Paul Rowe, Michael Jackson, James McGraw, and Acting Executive Director Estella Alexander requesting further clarification on the exact number of certified, UFAS units while meeting the obligation to date for the MD Disability Law Center agreement. Acting Executive

Director, Estella Alexander, stated further the importance of accurately reporting to the board to date the status of this project. Chairman Paul Rowe further requests an additional column be added to reflect what's required per the settlement agreement.

Status Updates as of 7/17/19

COMPLETION OF UFAS UNITS					
Number of Units	Scheduled Completion Date	Development	Unit #	Status	UFAS Certification Date
4	Effective Date of Settlement	Cottage City Towers	102	Completed	4/2/2019
		Cottage City Towers	110	Completed	4/2/2019
		Cottage City Towers	603	Completed	4/5/2019
		Cottage City Towers	616	Completed	4/5/2019
Number of Units	Scheduled Completion Date	Development	Unit #	Status	UFAS Certification Date
8	12/31/2018	Cottage City Towers	107	Completed	6/6/2019
		Cottage City Towers	511	Completed	6/6/2019
		Marlborough Towne	1847	Completed	6/5/2019
		Marlborough Towne	1921	Completed	6/5/2019
		Marlborough Towne	1923	Completed	6/5/2019
		Marlborough Towne	1925	Completed	6/5/2019
		Owens Road	107	Completed	4/4/2019
		Owens Road	601	Completed	approved pending written notice

### Energy Efficiency & Solar Grants

The HA conducted onsite tours of the Owens Road and the Cottage City developments for OCS and EMPOWER staff. Staff reviewed current and recently completed energy related projects.

Takeaways from the walkthrough for opportunities to save energy, most of which would qualify through the program, included the following:

#### Cottage City (High-rise)

- Hot Water Tank Pipe Insulation
- Antiquated Lighting throughout, both interior & exterior
- Recently purchased 10 E\* refrigerators
- Air infiltration in main entrance

#### Owens Road (High-rise)

- New Otis Elevator installation underway
- Antiquated Lighting, interior & exterior
- Community Center Lighting
- Vending machine controls
- Air infiltration in main entrance



## **Redevelopment**

### **1313 Southern Avenue**

The developer partner, Homes for America (HFA), recently met to provide the Board of Commissioners and staff with a comprehensive overview of the status of the 1313 Southern Avenue redevelopment. The topics reviewed were building design, site programming, project schedule and funding.

A forthcoming meeting to discuss the planned option of incorporating a commercial component into the development will be scheduled with the development committee.

The Authority continues to be engaged in bi-weekly meetings with the developer's design team.

- Follow up discussion occurred with Chairman Paul Rowe asking has the CDA application been submitted. Michal Jackson stated, no, the CDA application has not been submitted, they are in the process of securing the documentation.

#### **Project Schedule Target Dates:**

- **Initial Concept Site Plan submission in March 2019**  
Maryland National Capital Park & Planning Commission  
Review and approvals - Qualified for Mandatory referral  
DPIE  
Preliminary approvals and recommendations
  - **CDA application**  
Approximately 12 months before (ideally July 2019)
  - **Final Site Plan/Permit approval - approximately 15 months (MAR 2019 - Jul 2020)**
  - **Close on the Construction Financing – Summer 2020** |
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## Resident Services

Resident Services, Manager Crystal Ford, presented the Resident Services report for June 2019:

- Resident Services conducted Tenant Council Interest meeting for the residents of Kimberly Gardens. Eleven (11) individuals attended, including Mrs. Arlene Hall who encouraged residents to attend as well as participate. The residents voiced their concerns and were eager to start a council. A follow up meeting is scheduled for July 17, 2019.
  - Follow up discussion occurred with Vice Chair, Leonard Hamlin, asking Ms. Ford, did the meeting occur on July 17, 2019? Vice Chair Leonard Hamlin requested it be reflected in the minutes, as well as anything that happened prior to the minutes be updated. Crystal Ford responded that the meeting occurred and will be updated in the minutes.
- Resident Services and residents of Cottage City attended State's Attorney Aisha Braveboys' World Elder Abuse Awareness Day in the City of Glenarden.
- The Smoking Cessation program began with Rollingcrest and Owens Road, however, only Owens Road residents participated
- Met with the Division of Rehabilitation Services (DORS) to refer residents with disabilities who need assistance with their daily living and those disabled residents who are interested in pursuing employment.
- Changing Lives Adult and Youth Services (C.L.A.Y), Acting Executive Director and Residents Services met to discuss services available to public housing residents.
- Met with Eckered Connects Workforce Development Youth Career Center to possibly build a partnership to assist youth ages 18-24, within Kimberly Gardens and Marlborough Towne, with career development.
  - Follow up discussion occurred with Commissioner Cherice Shannon asking is there a timeframe when DORS and Eckered Connects want to meet? Crystal Ford responded DORS wants to participate in National Night Out as well as the upcoming event scheduled on August 24<sup>th</sup>, 2019.
- Resident Services and the Cottage City Tenant Council met with Prince George's County Credit Union and opened an account for their Tenant Council.
- Resident Services also met with Divine Design, a mentoring service started by a former resident of Marlborough Towne, who is interested in mentoring and providing parenting services to all residents of public housing.

### **Public Housing Wide**

- Tenant Councils adjourned for the summer.
- Tenant Councils met to finalize spending budgets for the year.
- Fire and Evacuation plans presented to residents.

### **Kimberly Gardens**

- Tenant Council Interest meeting held June 05<sup>th</sup>, 2019.

### **1100 Owens Road**

- The Tenant Council met as scheduled.
- Discussed Domestic Violence and the importance of Fire Insurance.

### **Marlborough Towne/Coral Gardens**

- Tenant Council met as scheduled.
- Questions and answers raised about the Fire Safety Plan.

### **Rollingcrest**

- The Tenant Council met as scheduled.
- Smoking Cessation Program discussed, and 2 individuals signed up for classes.

### **Cottage City**

- The Tenant Council met as scheduled.
- Credit Union representatives in attendance.
- Smoking Cessation Program discussed, no one signed up for classes.
- Commissioner Givens and Commissioner At Large, Danielle Urey, of Cottage City in attendance and gave updates of summer activities.

### **Financial Report**

Jacqueline Massiah presented the finance report. Key highlights for the month ending June 2019 are as follows:

1. **Overall Position** —The overall monthly loss of \$562,138 brings the year to date deficit to \$413,570. The deficits were in Bond and Public Housing programs.

2. **Accounts Receivables (AR)** –June’s overall Accounts Receivable balance slightly increased to \$111,486. This balance should decrease in the coming months due to 62 failure to pay cases filed in July.
3. **Public Housing Performance** —June had a monthly loss of \$180,147, which increased the year-to-date loss to \$617,218. Public housing had a cash balance of approximately \$1.3 million as of June 30, 2019. The Authority has other sub-indicators to review before projecting FY19 PHAS Score. Some of the other sub-indicators are occupancy rate, accounts payable balance, and operating expenses at 6/30/19.
4. **Bond** — June had a monthly gain of \$6,105, which reduced the year-to-date deficit to \$86,194. The Housing Authority anticipates generating revenue in this program in the future. Park View at Laurel 11 Ground lease surplus cash payment of \$49,859 was transferred into Public Housing at 6/28/19.

**5. PHAS Score Release for Fiscal Year 2018 -Designation Status:**

**Standard Performer**

<b>PHA Code:</b>	MD015	<b>PHA Name:</b>	<a href="#">Housing Authority of Prince Georges County</a>	<b>Fiscal Year End:</b>	06/30/18
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**Release Number:** 1                      **PHAS Score:** 81                      **Designation Standard Status:** Performer

**Release Date:** 07/05/2019 **PHAS Score Date:** 06/29/2019

PHAS Indicator	Original Score	Maximum Score
Physical	38	40
Financial	16	25
Management	17	25
Capital Fund	10	10
<b>PHAS Total Score</b>	<b>81</b>	<b>100</b>

## **Public Comments:**


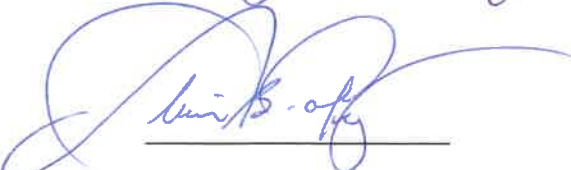
1. **Arletta Williams Cottage City Towers #309-** Ms. Williams brought up several items of concern in her unit; hole in wall, leaks, window is off balance, front paint is peeling off wall, kitchen closet has no bar or shelving. Chairman Paul Rowe asked has Ms. Williams put in a work order request with a work order number provided. Chairman Paul Rowe addressed residents of the importance of working through their site manager for these types of maintenance requests. Vice Chair Leonard Hamlin suggested should HA put the work order numbers on the Resident Fulfillment Log? Chairman Paul Rowe explained the purpose of the Log is to give the board an idea of the issues on any given property as well as response time it takes staff to address these issues.
2. **Joseph Harrell Cottage City Towers #211-** Mr. Harrell brought up concerns regarding the trash room. What can HA do for the people who live on the first floor to alleviate the problem with rodents and the overflow of trash on the first floor. What can be done so people on the first floor do not have to go upstairs to the second floor to dump their trash. Alvin Coley responded due to the design of the building there is not much room for additional trash room. HA can have the maintenance contractors (RSC) come and clean in the afternoon before the weekend to alleviate the pile up of trash for the following week.
3. **Gloria Ford Cottage City Towers #403-** Ms. Gloria Ford brought up concerns regarding her recertification. Ms. Ford stated six months after her recertification her rent increased, and she did not receive a notification. The H.A. will investigate.
4. **Calden Whitlow Cottage City Towers #215-** Mr. Whitlow is requesting to check his recertification. HA responded by stating letters will be going back out alerting residents. Staff will follow-up
5. **Eugenia Ellis Cottage City Towers #601-** Ms. Ellis brought up concerns about the trash room. She suggested 60-gallon containers on each floor. HA responded by stating the maintenance contractors RSC will clean and clear out the trash room Friday afternoons prior to the start of the weekend and new week.

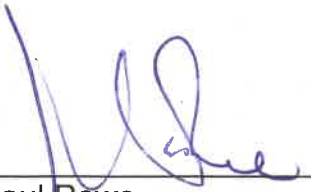
6. **Betsy Tate Cottage City Towers #306-** Ms. Tate alerted the board that her rodent issue had been taken care of.
7. **Charmaine Phelai Cottage City Towers #414-** Ms. Phelai brought up concerns regarding her recent unit upgrade. She stated she is missing items from her unit after the work was done by the contractors. Chairman Paul Rowe suggested to Ms. Phelai she document on paper the missing items and submit a claim to Regional Property Manager Alvin Coley.
8. **Francine Sizer Cottage City Towers #415-** Ms. Sizer brought up concerns of smoking in the building and how is it being addressed. She stated residents are still smoking in the building. Chairman Paul Rowe reminded residents that all Housing Authority properties are smoke free and that if you are caught smoking on the property, it is deemed as a lease violation. Three (3) lease violations are terms for eviction.
9. **Mr. Ebbs Cottage City Towers #518-** Mr. Ebbs brought up concerns of security issues on the property as well as drug addicts on the property after hours (propping door open). Mr. Ebbs was reminded to always alert the proper authorities, such as the police to address any security concerns. Continue to alert site manager also to investigate these incidents. Lastly report anonymously any residents allowing trespassers into the building to conduct any illegal activity.

**Adjournment:**

Chairman Paul Rowe motioned to adjourn the meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:40 p.m.

Attest/ Witness:

  
 Paul Rowe  
 Chairman

  
 Estella Alexander  
 Acting Secretary/Executive Director