

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, June 25, 2018

Minutes

Present:

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

Staff: Eric C. Brown, Executive Director, HA
Eric Sink, Comptroller, HA
Alvin Coley, Regional Property Manager
Michael Jackson, Project Manager, HAD
Mugure Crawford, HA, Recorder

Location: 1100 Owens Road Oxon Hill, MD 20745

Call to Order: Chairman Paul Rowe called the meeting to order at 5:55 p.m. having declared a quorum with the following Commissioners present: Vice Chair Leonard Hamlin, Cherice Shannon, Linda Green, and Commissioner Ndy Otis.

Approval of Minutes: Chairman Paul Rowe called for a motion for the May 21, 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 made. On page 6 under Board Remarks, Chairman Paul Rowe added for clarification that there will be a call to discuss establishing a framework for evaluation to include considerations for best practices for HCVP staff. Chairman Paul Rowe noted that on page 6 He asked Deputy Director Sharon Land what the merit would be for opening back up the HCVP waiting list otherwise if not when will it be open. On

page 6 Chairman noted that the discussion was brought up from previous Board retreat options for redevelopment of the Owens Road site. Chairman Paul Rowe noted that an inquiry into the status of HCVP client Veronica Powell was requested. Lastly, Chairman Paul Rowe noted that on page 7 under public comments that Lenora Stringfellow's comment be added referencing the repairs needed to the Rollingcrest benches. The changes were made to the May minutes and minutes are approved.

Reports by the Executive Director:

- Executive Director Eric Brown reported as of May 31, 2018, there were 0 applicants pulled from the waitlist for the Public Housing Program of which 0 were in county head of household or co-head of household who worked 30 hours of week, handicap or disabled. None of the applicants were out of the county. The cumulative number of pulls for the year is 0.
- As of May 31, 2018, there are 4,774 households on the public housing 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. 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:

- Executive Director Eric Brown presented the Rental Assistance Division report and reported that for the month of May, there were no pulls for the Housing Choice Voucher Program and Moderate/Project-Based Waiting List Program. The cumulative totals for the year are HCV-99, MOD-0, and Project based-40.
- There are a total of 2,791 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of May 31, 2018, the Housing Authority has 5837 vouchers available of which 5742 are leased. The Housing Authority is at 98% utilization for vouchers and 99% for dollar utilization. For the month of May, twenty-six (26) vouchers were issued bringing the total to 127 for the year. Nine (9)

vouchers were leased for the month May bringing the total to 57 for the year.

Resident Fulfillment:

- Regional Property Manager Al Coley presented updates on the Resident Fulfillment Report. No new items had been added to the report. Al Coley provided updates and indicated that staff have currently closed or are working to resolve all issues. Chairman Paul Rowe requests that the Resident Fulfillment sheet be sent prior to the Board meetings. Chairman Paul Rowe also stated that items concerning residents Veronica Powell, and Lenora Stringfellow (Rollingcrest) are still open items that should remain in green. In addition to items regarding kitchen and bathroom renovations at Cottage City and window cleaning at Owens Road those items should remain in green, in as much as the work has not yet been completed.

- **Housing Assistance Division:**

Regional Property Manager Alvin Coley presented the Housing Assistance Division report and reported the following:

- There were a total of 1 move-ins and 2 move-outs for the month of May.

PROPERTY MANAGEMENT

PHA-wide

Change over from heat to air conditioning for both high-rises was completed by May 18th.

Lawn services were interrupted by the constant rainfall during the months of April and May however, cuts are back on schedule.

Owens Road

- Repairs were made on May 27th to the flat roof at Owens Road.
- Emergency elevator services were performed on June 8, 2018.

Marlborough Towne

- Hot water heater was replaced in unit# 1857.
- The glass patio door at unit# 1823 was broken by the landscape contractor during a routine cut. No one was injured and the unit was secured immediately.

Cottage City Towers

- The passenger elevator was off line for approximately two weeks while a door motor and other elevator parts were on order. Repairs were made on June 15th.
- Recirculation pumps were installed June 7th.
- A new blower fan and housing was installed on the roof top for the 02 tier. Installation was made on June 13th.
- Exterior and interior lighting repairs were made throughout the Cottage City property.

Kimberly Gardens

- Heavy rains exposed approximately four (4) roof leaks at the Kimberly Gardens property. Some cases required tarps to be applied. Roofs and interior damages were corrected.
- Four air condition units were repaired. Unit numbers: 9182, 9184, 9218, & 9228.
- Property lights are out at Kimberly Gardens. Repairs are expected by June 22, 2018.

Coral Gardens

- Three HVAC repairs were made at the Coral Gardens property (#1311, #1321, & #1333). A roof repair was made at unit # 1313.

Occupancy/Recertification

- For the month of May there were 29 re-certifications completed and 1 new admission transfer
- Regional Property Manager Alvin Coley also presented the Vacancy Report for the month of May and reported that the overall Occupancy rate is 97%

Modernization:

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

- The new smoke detectors have been delivered to all sites. With installation underway. In compliance to Maryland's Smoke Alarm Law which to effect on 1/1/2018, in an effort to update and replace over 420 existing smoke detectors with combination smoke/carbon monoxide detectors.
- The Housing Authority IT department was able to procure (25) computers through the vendor CDW-G and was provided a 4-6 week lead time for delivery. The computers will support the afterschool and summer programs at the various communities.
- The HA will be utilizing Tradition Energy as our energy procurement advisor. Under the new agreement WGL will continue as the supplier under a more market competitive rate. The new terms and rate for electricity will begin in July of this year. The Housing Authority is currently pursuing similar agreement for Natural Gas (NG) savings as well.
- The HA assigned Sustainable Energy Analyst is currently benchmarking all HA properties for EnergyStar scoring and Certification. The process should be completed within the next month
- Erica Bannerman, Energy Manager Prince George's County, OCS has selected the HA to serve as a pilot organization for the multi-family component of the program. Members of the Housing Authority staff recently met to discuss the grants requirements and required information being sought.
- The HA is in the process of submitting an application for the recently released Sustainable Energy Program, ENERGY EFFICIENCY & SOLAR GRANTS.
- Utility Savings Inc. (USI) is currently pursuing WSSC for a possible rebate/waiver for which the HA may qualify. The HA was recently informed that WSSC has approved waivers for both the Cottage City and Owens road property.

- The Housing Authority has moved forward with Otis elevator to provide both maintenance service and upgrades and improvements. Otis will be the provider for maintenance service both the Owens Road and Cottage City Terrace.

Redevelopment

1313 Southern Avenue

The Housing Authority is in the final stages of contract agreement negotiations with Homes for America, Inc. (HFA)/Foundation Development. The HA is finalizing both the Development agreement and the Letter of Intent to Lease documentation.

Questions from the Board

- Chairman Paul Rowe asked Project Manager Michael Jackson when is the benchmark for submitting the application for the Sustainable Energy Program, Energy Efficient Solar Grants. Michael Jackson responded by saying between 60-90 days.

Financial Report

Eric Sink presented the finance report. He started with the key highlights for the month ended May 31, 2018.

1. **Overall Position** – We had an overall monthly gain of \$246,729 and an overall year-to-date position of \$1,580,857 aided by collecting 100% of budgeted Tenant Rents for the month; 100% of yearly budgeted amounts; and permanent staff salary and employee benefit savings partially offset by over expenditures for temporary employees.
2. **HUD Held Reserves** - As previously mentioned, HUD has depleted the reserves and is funding 100% of our projected costs. Below is the final summary of this year's usage:
3. **Accounts Receivable** – The May balance increased to \$34,092, which has resulted in seven evictions filed for the month. The new balance still reflects only 2% of total collections or a 98% year-to-date collection rate on \$1,530,287 in total revenue.

4. **Public Housing Performance** – Maintenance costs were contained and we had a monthly gain of \$72,965, which reduced the year to date deficit to (\$61,337). We'll continue to monitor and report on this.

5. **Questions from last Board Meeting:**

- Was Rollingcrest April Expense of \$1,128 accurate? Yes, we were able to use an expiring capital grant from 2014 that resulted in reclassifying expenses already paid for which was reflected the net result.
- In regards to FY 2018 for the Month of May, Property Expenditures are \$1Million over budget, can we budget higher? The \$3.4 million amount includes depreciation and the actual expenses are closer to \$2.6, which is slightly over the budgeted amount which is in line with anticipated revenues that guide the budgeting exercises.

6. **Future Water Savings** – Michael Jackson and Tonette Simmons from Accounts Payable worked with Utility Savings, Inc., and their work resulted in us no longer being charged as a Commercial Business at Cottage City. This generated a \$110k credit to this location and on-going savings once a 50% Commission is paid to Utility Savings. Great work All!!

Remarks from the Board:

- Chairman Paul Rowe reminded the Board to complete Ethics Training. Deadline is June 29, 2018.

New Business:

- Housing Authority Comptroller Eric Sink presented Resolution #1307 approving the Housing Authority of Prince George's County fiscal year 2019 Operating Budget. Chairman Paul Rowe requested that for Resolution #1307 the following change be added for clarity. In the resolution it should reference total revenue expenses and net profit noted in the exhibit. Chairman Paul Rowe calls for a motion to approve resolution #1307. Vice Chair Leonard Hamlin motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1307 was approved by the Board subject to those changes.
- Housing Authority Comptroller Eric Sink presented Resolution #1308 to Write-off Tenant Uncollectable Accounts Receivables as Collection Losses. Chairman Paul Rowe calls for a motion to approve resolution #1308. Commissioner Linda Green motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1308 was approved by the Board.

Public Comments:

1. Kimberly Thomas-1100 Owens Rd. #208- Ms. Thomas inquired as why does it cost \$10.00 to get a new key card. She asked whether she could use the old keycard to access the building since the building now has upgraded door panels. Site Manager Vicki Beale responded by stating it costs \$10.00 to replace a lost key card and that old cards still work on the new door system. Ms. Thomas also inquired as to why there is a charge to replace light bulbs in her unit. She requests a list be distributed of tenant charges or have a list placed on the community board. The list is currently available in the rental office. Regional Property Manager responded by stating that charges are based on labor not to exceed more than 15 mins of work in unit.

2. Henry Brown- 1100 Owens Road # 318- Mr. Brown inquired as to whether or not transportation has stopped for the County's Senior Picnic. Site Manager Vicki Beale responded by stating that Obie Patterson started that event and now that he is running for a new office, transportation will no longer be provided and the Senior Picnic event is no longer occurring.

3. Milton Howl-1100 Owens Road # 712- Mr. Howl is requesting a transfer out of Owens Road. He stated that his life has been threatened and is requesting security for the property.

4. William Coates 1100 Owens Road #511- Mr. Coates inquired as to the legal options to enforce security on the property. The response was given that none of the Housing Authority Public Housing properties have security; however they are assigned County police officers on and around the premises. He was also instructed to file a police report with the Prince George's County police for any disturbances or issues that occur.

5. Constance Durham-1100 Owens Road #215-Ms. Durham brought up concerns about her unit smelling like sewage, specifically inside the closet and bathroom. Ms. Durham was instructed to contact her site manager and the site manager will investigate within 48 hours.

6. James Hempfield-1100 Owens Road #304-Mr. Hemp field brought up issues with his front door indicating that his door is beat up. He also brought up other minor issues in his unit such as the hook that holds clothes in the closet fell off. Mr. Durham was advised to reach out to site manager Vicki Beale.

7. Debra Hawkins-1100 Owens Road #4- Ms. Hawkins brought up concerns about mold and mildew in her unit, specifically in the living room and over top of the sink in the kitchen. She has put in a request for a transfer.

8. Nathaniel Bates-1100 Owens Road #106- Mr. Bates gave a suggestion to Ms. Durham in unit 215 regarding her unit smelling like sewage. He suggests that she try using hydrogen peroxide down her sink drains to alleviate the sewage smell.

9. Joanie Pasking-1100 Owens Road #204- Ms. Paskins inquired as to the maximum fee to replace a light bulb. Regional Property Manager Al Coley responded by stating bills go out on a quarterly basis to tenants.

10. Laverne Moore-1100 Owens Road #210- Ms. Moore is requesting that her bathtub be re-glazed. Ms. Moore was advised to reach out to her site manager.

11. Rickey Carter-1100 Owens Road #416- Mr. Carter is requesting a list of pricing for tenants so tenants can be aware of maintenance work charges. Site manager Vicki Beale responded by stating the list is posted inside the rental office.

12. Audrey Henderson-1100 Owens Road #411- Ms. Henderson as to whether the Housing Authority enforces parking at Owens Road. Regional Property Manager Al Coley responded and is working on the parking situation and will continue to do so over next 60-90 days.

13. Jasmine Morgan-1100 Owens Road #603- Ms. Morgan is requesting lighting at the bus stop and walkway inside the catwalk. Regional Property Manager Al Coley responded that there is lighting inside the catwalk; however lighting at the bus stop would have to be requested through the county by reaching out to the council member for their district.

14. Kevin Thomas 1100 Owens road #611- Mr. Thomas brought up concerns about being threatened by another Owens Road tenant. He has filed incident report.

Adjournment:

Chairman Paul Rowe adjourned the meeting at 7:35 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Eric C. Brown
Secretary/Executive Director