

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, May 21, 2018

Minutes

Present:

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

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

Location: 1849 Tanow Place District Heights, MD 20747

Call to Order: Chairman Paul Rowe called the meeting to order at 5:37 p.m. having declared a quorum with the following Commissioners present: Commissioners Joseph Hamlin, Cherice Shannon, Linda Green, and Commissioner Ndy Otis.

Approval of Minutes: Chairman Paul Rowe called for a motion for the April 23, 2018 meeting minutes to be approved. Commissioner Josh Hamlin motioned to approve the minutes and Commissioner Linda Green seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Deputy Director Sharon Land reported as of April 30, 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 April 30, 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:

- Deputy Director Sharon Land presented the Rental Assistance Division report and reported that for the month of April, 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-0, 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 April 30, 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 April, sixteen (16) vouchers were issued bringing the total to 91 for the year. Nine (9) vouchers were leased for the month April bringing the total to 47 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:**

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 April.

PROPERTY MANAGEMENT

PHA-wide

Annual Agency Plan

The 2019 Annual Agency Plan was approved by HUD.

Spring lawn services commenced at all public housing properties. First-time cuts and clean-ups were performed at routine surplus property locations.

Owens Road

Change over from heat to air conditioning is underway. Work is expected to be completed by May 21st.

Areas were identified on the roof that are causing roof leaks resulting in water damages in the 7th floor corridor. Roof repairs are scheduled for May 24th. Repairs have been made to the interior ceiling and walls.

Marlborough Towne

Property lighting was repaired at the Marlborough Towne property.

Cottage City Towers

Periodic interruptions in elevator services were mentioned to staff. A service call has been placed to determine elevator delays between floors.

Expected delivery of the “*built to order*” pumps is May 25th.

Rollingcrest Villages

Preventative plumbing maintenance was performed at the Rollingcrest property. Fourteen units were snaked (units: 5631–5657).

Occupancy/Recertification

- For the month of April there were 30 re-certifications completed and 1 new admission transfer
- Regional Property Manager Alvin Coley also presented the Vacancy Report for the month of April and reported that the overall Occupancy rate is 98%.

Modernization:

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

- The first rollout of the smoke detectors has begun on the Rollingcrest site.
- 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 its energy procurement advisor.
- The 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.
- 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 Sustainable Energy Program.
- 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 a possible WSSC rebate/waiver for which the HA may qualify. WSSC currently classifies the HA's on-site laundry facilities as a commercial laundromat and is billing the Housing Authority accordingly. The recently released rebate/waiver program would exempt on-site laundry facilities contained in not for profit run buildings from the current surcharge.

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 recently met with the Development committee to review the proposed agreement.

Financial Report

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

1. **Overall Position** – The Housing Authority had an overall monthly gain of \$266,842 and an overall year-to-date position of \$1,334,127 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. **Use of HUD Held Reserves** – April usage reflects \$466,476, which leaves an overall balance of \$1,010,000, as of April 30, 2018.
3. **Accounts Receivable** – The April balance increased to \$27,140 primarily due to pre-pays at Cottage City no longer maintaining as large of a surplus and an uptick in failure to pay at Kimberly Gardens, which is part of the monthly filings. The new balance reflects 2% of total collections or a 98% year-to-date collection rate on \$1,379,094 in total revenue.
4. **Public Housing Performance** – Although Water & Gas were slightly over budget, Public Housing operated within its overall budget for this month, aided in part from claiming some extraordinary maintenance costs that were allowable and claimed as Capital, which resulted in a negative monthly balance for this line item. The overall monthly gain of \$4,625 reduced the year to date deficit to (\$134,302). We'll continue to monitor and report on this.

Resident Services:

Commissioner Cherice Shannon presented updates from Resident Services

- Commissioner Cherice Shannon congratulated the Rollingcrest community on the re-opening of their Community Room
- The Owens Road held their annual Resident Council Meeting and invited PG County Community Federal Credit Union. The credit union will work with the different councils to open up accounts to avoid issues with collecting dues.

Remarks from the Board:

- Chairman Paul Rowe discussed scheduling a meeting to establish a framework for evaluation to include considerations for best practices for HCVP staff. Commissioner Josh Hamlin, Commissioner Cherice Shannon, Commissioner Linda Green will work with Housing Authority staff to schedule a conference call within the next few weeks to discuss Chairman Paul Rowe requests to also be included in this meeting.
- Chairman Paul Rowe 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. Deputy Director Sharon Land will research and report back to the board.
- Chairman Paul Rowe discussed from a previous conversation at the January Board Retreat, options for redevelopment of the Owens Road site and for the use of expression of interest going thru the process and relying on the development community to make recommendations or make feasible plans to the Housing Authority. Chairman Paul Rowe spoke with Michael Jackson and gave his request on as to when can we expect the RFP to be prepared. Michael Jackson is researching this request.
- Chairman Paul Rowe requested an inquiry on the status of HCVP client Veronica Powell. Executive Director Eric Brown will update Chairman Paul Rowe within the following week.

New Business:

- Housing Authority Comptroller Eric Sink presented Resolution #1306 which seeks to enter into agreement with Clifton Larson Allen, LLP for annual auditing services. Chairman Paul Rowe calls for a motion to approve resolution #1306. Commissioner Ndy Otis motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1306 was approved by the Board.

Public Comments:

1. **Ms. Gilbert-1915 Marlborough Towne resident** - Resident asked the question who is the new Site Manager for the Marlborough Towne community. Commissioner Cherice Shannon responded that maintenance staff is available and that Maurice Haskins is available to address any maintenance issues until the new site manager is in place.
Al Coley responded by stating Crystal Harris is the new Site Manager for Marlborough Towne and that Housing Authority will have a meet and greet for residents to meet her.

2. **Commissioner Cherice Shannon introduced Prince George's County Police Officer Bowie** and he also introduced himself to the residents as an active on duty officer assigned to the Marlborough Towne community. He encouraged residents to reach out to him and he provided a contact number.

3. **Shirley Newman of 1382 Rollingcrest Village** thanked Al Coley for fixing lighting on the property.

4. **Lenora Stringfellow of Rollingcrest Village**- reported different lighting issues on the Rollingcrest property. Al Coley responded by stating to update him on if there are still lighting issues as of the next day. Ms Stringfellow referenced the need to fix the benches at Rollingcrest. Ms. Stringfellow expressed gratitude for the RAB with the assisting the resident council with securing a bank account with the Prince George's County Community Federal Credit Union. She thanked Ms. Hall, the site manager for Rollingcrest, for help with the grand re-opening of the Community Room. She also confirmed internet service inside the community room is up and running.

5. Blanche Simmons President of Marlborough Towne Resident Council –

Thanked everyone at Housing for always replying, answering questions. She gave updates on activities, training, and events for Marlborough Towne residents during their upcoming council meetings. They will be having workshops on different topics such as drug trafficking and human trafficking. Chairman Paul Rowe suggested they take advantage of the services of Officer Bowie. Al Coley brought up the great job that the Marlborough Towne resident council does with their community newsletter.

Adjournment:

Chairman Paul Rowe adjourned the meeting at 6:35 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Eric C. Brown
Secretary/Executive Director