

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, September 24, 2018

Minutes

Present:

Commissioners: Chairman Paul Rowe
Commissioner Linda Green
Commissioner Cherice Shannon
Commissioner Josh Hamlin

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

Location: 5659 Sargent Road Hyattsville, MD 20722

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: Cherice Shannon, Linda Green, and Commissioner Josh Hamlin.

Approval of Minutes: Chairman Paul Rowe called for a motion for the July 23, 2018 meeting minutes to be approved. Commissioner Linda Green motioned to approve the minutes and Commissioner Josh Hamlin seconded the motion. The minutes were approved subject to the following changes being made, on page 4 regarding Cottage City, Chairman Paul Rowe referenced a discussion occurred with the Board & Housing Authority Staff to revisit a plan of action regarding quarterly jetting. There is a need since May more backups have occurred. Chairman Paul Rowe requested that staff develop a plan either to conduct 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. On Page 5 under Redevelopment Chairman Paul Rowe noted that documents pertaining to the 1313 Southern Ave project be supplied to the Board. On page 7 bullet #2 Chairman Paul Rowe requests that the issue of treating roach infestations at Cottage City be noted on the resident fulfillment log and that staff research a strategy to address or conduct on a more periodic basis instead of relying solely on a unit by unit case basis. On page 9 Chairman Paul Rowe requested that Housing Authority give a brief presentation of the Fire Safety plan before the next meeting.

Reports by the Executive Director:

- Deputy Director Sharon Land reported that for August 31, 2018, there were 25 applicants pulled from the waitlist for the Public Housing Program. The cumulative number of pulls for the year is 40.
- As of August 31, 2018, there are 4,723 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. 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 August, there were 0 pulls for the Housing Choice Voucher 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-88.
- There are a total of 2,510 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of August 31, 2018, the Housing Authority has 5837 vouchers available of which 5717 are leased. The Housing Authority is at 98% utilization for vouchers and 101% for dollar utilization. For the month of August, twenty-

five (25) vouchers were issued bringing the total to 215 for the year. Thirteen (13) vouchers were leased for the month August bringing the total to 87 leased for the year.

Resident Fulfillment:

Deputy Director Sharon Land presented updates on the Resident Fulfillment Report. Sharon Land provided updates and indicated that staff have currently closed or are working to resolve all issues. Chairman Paul Rowe requested that the Operations Committee review the Resident Fulfillment Log prior to Board Meetings to make sure Housing Authority focusing on the issues, reassuring residents that the purpose behind the Resident Fulfillment log are being addressed.

Housing Assistance Division:

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

- There were a total of 1 move-in and 0 move-outs for the month of August.

PROPERTY MANAGEMENT

PHA-wide

The Authority is preparing for REAC inspections at three (3) public housing properties scheduled for the month of September: Rollingcrest Village, Marlborough Towne, and Owens Road.

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Owens Road

Interruptions in elevator services continued at the Owens Road property. Repairs called for a computerized board to be replaced.

Repairs were made to correct electrical outages observed in janitorial closets and trash chute areas.

Roof exhaust fans (#17, 19, and 21) were replaced.

Marlborough Towne

The Authority hosted another successful Back-to-School event for all public housing school aged children on August 30th.

Sewer hydro-jetting was completed at the Marlborough Towne property.

Cottage City Towers

Performed preventative maintenance sewer hydro-jetting.

A tree fallen tree branches were removed from the fence of the neighboring condo property.

A water interruption to the building was for a brief period while a shower cartridge was replaced in unit #511.

Kimberly Gardens

A breaking and entering (B&E) was reported at the Kimberly Gardens Property.

Sewer hydro-jetting was completed at Kimberly Gardens. The drain line was videoed afterwards. Pipe liner installation is recommended.

Roof leak repairs were made at units #9152 and #9162.

Rollingcrest Village

A major sewer backup was repaired in unit #5671. The backup actually affected a couple units. The floor was broken and substantial tree roots were removed. Another service request made for #5671 because the sewer line collapsed between the bath sink and the main line. The drain line was videoed for further obstructions. Unit 5671 was restored.

Select sidewalk repairs were made on Sargent and Chillum Road sides of the property.

Property lights were repaired throughout the Rollingcrest property.

Bench restoration work was continued throughout the property.

Coral Gardens

A hot water heater leak in #1323 caused flooding in two units. The HWH was replaced in 1323 and water was extracted from both units.

Occupancy/Recertification

- For the month of August there were 37 re-certifications completed and 1 new admission transfers.
- Deputy Director Sharon Land also presented the Vacancy Report for the month of August and reported that the overall Occupancy rate is 96%

Modernization:

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

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. Due to a lack of respondents the Bid was re-issued as two (2) smaller IFBs, in an effort to attract more respondents and to spur completion.

Following the evaluations and selection work is expected to begin in Early October

UFAS Unit updates and compliance

The Housing Authority has moved forward Norkal Construction to provide UFAS related upgrades and improvements to units at Owens Road.

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

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

Energy Efficiency & Solar Grants

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

Energy Auditing

Utility Savings Inc. USI was successful in their pursuit of Utility rebate/waivers for which the HA qualified. The HA has received refunds from WSSC for excess water cost for both the Cottage City and Owens road properties.

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.

Request for Quotes for Consultation Services

Kairos Development, LLC has been selected to perform consultation services for the Housing Authority of Prince George's County as a result of a recent solicitation related to the redevelopment of Owens Road and the Cottage City properties. The

Board of Commissioners would like to review and approve before made public any solicitation that's contemplated for the Redevelopment of Owens Road and Cottage City.

Resident Services

- **Summer camp at Marlborough Towne.**
 - Summer Camp concluded at Marlborough Towne community center. The camp held various activities, hosted guest speakers and several field trips.

Financial Report

Eric Sink presented the finance report. He started with the key highlights for the months ending July 31- August 31, 2018.

1. **Overall Position** – July had an overall loss of (\$49,011) and August had an overall gain of \$245,969, which gives a year to date positive position of \$196,958.

2. **Accounts Receivable** – The auditors recommend various adjustments and this balance reflects a one-time adjustment to align balances with the ledger. Further, the report has been modified to capture this key summary information for ease of reading.

We've collected 100% of the budgeted revenue year to date. July's AR balance was \$97,059 and August increased to \$113,485, which resulted in sixteen case filings year to date.

3. **Public Housing Performance** – July had a gain of \$91,158 partially offset by an August deficit of (\$39,895), which gives a year to date positive position of \$51,262. We'll continue to monitor and report on this.

4. **Other** – Also attached is the Balance Sheet for the June 30, 2018 Board Reports as requested by Chair Rowe at the previous Board Meeting.

Remarks from the Board:

Chairman Paul Rowe acknowledged the work that Commissioner Linda Green and the Committee have been doing regarding reviewing current HCV Policies and Procedures. The Committee has met three times; and has reviewed the HCV Administrative Plan and Procedures, customer service surveys, and assessed the process of how the surveys are handled. One of the goals is to develop with a standardized procedure to follow up with the comments noted on the surveys. The Team also discussed developing two separate Committees, one for Residents and the other for the landlords in order to be a more proactive with addressing issues and concerns that may arise. Commissioner Green also provided a general overview from Ms. T. Brooks on the Yardi system to gain an understanding of the system and to see how it will impact our customers. Commissioner Green discussed addressing the phone system issue and calls not rolling over. The next meeting is scheduled for October 4th. The committee is looking forward to an update from Ms. T. Brooks regarding the phone system and subsequently increasing customer satisfaction within the HCV Program.

Public Comments:

1. **Ella Johnson-5645 Sargent Road Rollingcrest Village**- Ms. Johnson brought up concerns about the Benches not complete towards the parking lot on the Chillum Road side of the property. Expressed up parking concerns and the lack of parking spaces.
2. **Lorraine Terry-Rollingcrest Village**- Ms. Terry raised concerns about the lights being out on the Chillum Road side. Ms. Terry inquired as to whether security be added to the property and whether a Video Camera Surveillance System can be added to the front and back of the property.

3. **Mary Williams Rollingcrest Village-** Ms. Williams brought up concerns about the lack of parking on the property and asked can arrangements be made with the Save-A-Lot store located next to the property to alleviate the lack of parking spaces.

4. **Lenora Stringfellow-1382 Chillum Road Rollingcrest Village-**Ms. Stringfellow made no specific comment regarding any issues on the property but did add clarity regarding the light outage on the Chillum Road Side.

5. **Leann Rosenberg-Legal Aid -**Ms. Rosenberg requested clarification on the meeting schedule location for the Board of Commissioners meetings. She asked could the website be checked to make sure the meeting schedule and locations are correct. Ms. Rosenberg asked for an update as it relates to the Housing Authority's position on the Small Area Fair Market Rule (SAFMR). Executive Director Eric Brown responded by stating that the Housing Authority is communicating with HUD about possible options. Ms. Rosenberg also requested an update regarding any changes to the Voucher Move Policy system wide.

Adjournment:

Chairman Paul Rowe adjourned the meeting at 7:45 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Eric C. Brown
Secretary/Executive Director