

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, February 25, 2019

Minutes

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA
Michelle Johnson, HCV Manager, 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 (via phone), Linda Green (via phone), and Commissioner Ndy Otis.

Approval of Minutes: Chairman Paul Rowe called for a motion to approve the January 28, 2019 meeting minutes. Commissioner Ndy Otis motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Communication/Correspondence:

- Chairman Paul Rowe discussed the upcoming County Budget meetings. The first will be the County Council's Towne Hall budget meeting at Prince George's Community College on Tuesday February 26, 2019 at 7:00pm. The second will be the County Executive's budget hearing at Flowers High School starting at 6:30pm. Chairman Paul Rowe recommends and encourages all to attend if you have an interest in the county's budget process.

Reports by the Executive Director:

- Regional Property Manager, Al Coley reported that for January 31, 2019, 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 January 31, 2019, there are 4,728 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-three (93) 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 January, 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-0, MOD-0, and Project Based-50.
- There is a total of 2,504 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.
- As of January 31, 2019, the HA has 5837 vouchers available of which 5713 are leased. The HA is at 98% utilization for vouchers and 98% for dollar utilization. For the month of January fifteen (15) vouchers were issued bringing the total to 316 for the year. Thirty-One (31) vouchers were leased for the month January.

Resident Fulfillment:

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

- Rollingcrest Village resident Lorraine Terry's items have been closed.
 - Chairman Paul Rowe asked if work orders were established for each of Ms. Terry's items, that she has referenced to work orders. Al Coley responded by stating that without the site manager being present, he cannot confirm if a work order was established for each item. Follow up discussion occurred with Chairman Paul Rowe asking if work orders are issued at the time of service. Chairman Rowe requests to pull all outstanding work order requests made by Ms. Terry to determine if there is correspondence to document her issue(s) and validate the existence of a work order. Chairman Paul Rowe also requests

staff to attempt to arrange mediation between Ms. Terry and the residents of Rollingcrest Village as well as Ms. Terry and the Housing Authority staff in order to address overall property issues. (i.e. Chairman Rowe described Ms. Terry's complaint of vandalism on the Rollingcrest property) Acting Executive Director Estella Alexander responded to Chairman Paul Rowe acknowledging his request and adding that at the Housing Authority we want to ensure we are giving residents good customer service while at the same time acknowledging the work of the staff.

- Rollingcrest Village resident Ms. Price damage claim is now closed.
- Mary Williams concerns regarding the parking issues at Rollingcrest is closed. Chairman Paul Rowe requests Resident Services draft a letter to residents explaining that the only recourse for the lack of parking at Rollingcrest is to park at Save-A-Lot. Additional detail will be provided regarding any additional parking fees that may incur from parking on their lot.
- Joseph Harrell has requested a unit upgrade; the renovation is scheduled late March 2019.
- Draft Fire Safety plan is still in process. Chairman Paul Rowe expressed this was first brought to the board's attention in July of 2018 and reiterated the need to complete this safety plan in the event a property experiences a fire emergency. Acting Director Estella Alexander responded by stating Mr. Coley is working in collaboration with Bert Lawrence and that Ms. Lawrence has been tasked to finish the plan for all the HA properties. Ms. Lawrence has received the original draft and is in the process of tailoring the plan to meet the needs of each property. Ms. Lawrence has spoken with representatives from the Prince George's County Fire Department, Risk Management, and Housing Authority's Insurance Company. Ms. Lawrence has a deadline for the draft of Monday March 4, 2019, with the goal to present the final draft to the board at the next board meeting.
- Audrey Henderson asked when will HA enforce parking at Owens Road. A towing contract was signed with All County Towing for services at 1100 Owens Road, Kimberly Gardens, and Rollingcrest Village. Those (3) three properties were identified as the ones with the most concerns. Al Coley also stated that HA will phase in Marlboro Towne and Cottage City properties within the next 60 days.

- Rollingcrest Village resident Mary Williams concerns pertaining to the Yardi system is still in process. HA is anticipating online payments by the summer 2019.
- Cottage City resident Charmaine Phelai requests for unit upgrade is still pending approval of the Capital Fund Budget.

Housing Assistance Division:

Al Coley presented the HAD report including:

- There were 0 move-ins and 1 move-out for the month of January.

PROPERTY MANAGEMENT

PHA

Owens Road, Marlborough Towne and Rollingcrest Villages properties were treated for the brief snow and ice occurrence of February 11, 2019.

All County Towing was contracted to provide towing services at 1100 Owens Road, Kimberly Gardens, and Rollingcrest Villages. Towing notices were presented to all resident households. Towing signs were posted on the property by the contractor.

Owens Road

Elevator modernization activities are underway at Owens Road. Two service calls made for the freight elevator during the month of January.

Marlborough Towne

New HVAC systems were installed in: #M1881, #M1935.

Kimberly Gardens

Completed renovation work in unit #K9240.

Cottage City Towers

Operations were fully restored to the passenger elevator at Cottage City on February 7, 2019.

Plan of Action – Main Sewer Line

The Nova Lining Company started work related to Phase I of the Cured In-Place Pipe (CIPP) main sewer relining project at the Cottage City Towers property. Phase I restoration work commenced on February 12, 2018. For clarification, a brief synopsis of Phases I & II, along with a statement of completed Phase I work/findings are described below.

Phase I Scope of Work

- Installation of two cleanouts on the sewer mainline at each end of the hallway located on the first floor.
- Investigation work which includes, Closed Circuit Television (CCTV) inspection, and locating of the mainline on the first floor, branch line CCTV investigation and marking of sewer for re-installment purposes.
- CCTV investigations will also enable discovery of any problems that originate in individual sewer laterals to first floor apartments.
- Provide cleanout installations on branch lines.

Phase I Completed Work/Findings

- Due heavy grease buildups, additional jetting was required to gain effective CCTV access needed to determine cleanout placements.
- Discovered pipe(s) to be deeper than initially projected. Pipes were located 6' to 7' beneath floor level.
- Pipe depth affected accurate markings thereby requiring reconsideration for the placement of the two cleanouts.

Phase II

- CIPP liner installation and branch line reinstatement with optional bypass pumping.
- CCTV video inspection of the finished CIPP liner and reinstatements.

Again, based on the success of the Action Plan provided, there would not be any need to convert 1st floor residential units of Cottage City Towers building into commercial spaces.

- Follow up discussion occurred with Chairman Paul Rowe asking the following question: are we able to put in the clean-outs? Al Coley responded by stating that we originally thought that we could; however, the contractor will return Thursday Feb. 27th to look at the concerns.

The new Access Control System for building entry was completed on January 31st at the Cottage City Towers property.

Rollingcrest Village

A new HVAC unit was installed in #R5631 and a furnace repair was made at unit #R5637 in early February 2019.

Occupancy/Recertification

- For the month of January there were 44 re-certifications completed and 0 new admission transfers.
- Al Coley also presented the Vacancy Report for the month of January, reporting that the overall Occupancy rate is 95%

MODERNIZATION

Project Manager Michael Jackson presented the Modernization report for the Month of January 2019:

Elevator Owens Road Emergence Elevator Purchase Order

Otis elevator's modernization team has mobilized and is on-site conducting surveys and collecting required engineering data as part of Phase I of the elevator modernization project. The HA will seek to expedite currently scheduled project.

Resolution No 1311 – Authorizing the Award for contracting of services for the Kitchen and Bath Improvements at the Cottage City Community

The HA awarded a contract to Colossal Contractors Inc., for Improvement and upgrades to 10 one-bedroom apartments, to include 4 UFAS units, at the Cottage City Community. The HA scheduled a brief presentation to the operations committee, per their recommendation Resolution No. 1311 was voted on and signed into record on February 6, 2019

The project start date is February 16, 2019 with preliminary actions currently underway and is scheduled for completion April 12, 2019

UFAS Unit updates and compliance

At the Owens Road property, The HA is nearing completion renovation of unit No. 107, a one-bedroom apartment, into accessible unit. The completion of this unit will increase the HA's stock of UFAS accessible units. A total of 15 UFAS units are either completed, undergoing modification or currently scheduled for modification to commence.

- Follow up discussion occurred with Chairman Paul Rowe asking the question: Of the 15 units, how many are completed? Michael Jackson responded by stating they're all completed; however, they're going through certification. Chairman Paul Rowe asked the question of the 15 units how many are currently going through modification? Michael Jackson responded by stating 4 Units at Marlborough Towne and 9 are scheduled to be modified. Acting Executive Director Estella Alexander responded, providing further clarification by stating that of the 15 units referenced, none of the units have been determined to meet the UFAS compliance. They are in process; the goal is to have staff ask the third party to put to paper the outstanding items to make sure they are in agreement with what HA has asked for. HA are awaiting a response back on this specific request. Residents may be living in the unit; however, they are still going through modification. Chairman Paul Rowe is requesting a chart with a further breakdown detailing the categories undergoing UFAS modifications. Michael Jackson will provide the requested information.

All recently completed UFAS units are to undergo certification in the coming months

Draft Housing Authority of Prince George's County Fire Emergency Action Plan

Acting Executive Director Estella Alexander provided an update during review of the Resident Fulfillment Log.

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.

Energy Efficiency & Solar Grants *No movement*

The HA 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 to be eligible for up

to \$100,000 per site for the Office of Central Service's Sustainable Energy Program, Energy Efficiency & Solar Grants.

- Follow up discussion occurred with Chairman Rowe asking the question is there any information that Ms. Bannerman requires from us? Michael Jackson responded by stating we have to get our property certified by a licensed engineer architect, we are in the process of getting that person on board meeting the qualifications for certification, then we can apply.

Redevelopment

Housing Authority owned surplus property

The HA has updated its listing of Housing Authority owned-surplus properties. The list of 31 sites along with additional property related information was recently provided to the Redevelopment Authority for review for possible mutual development opportunities and/or disposition and sale.

One of the goals of the New Administration's transition team was to foster greater synergy within DHCD.

1313 Southern Avenue

The project has entered the pre-design development phase required for pricing. A recently scheduled meeting with Maryland-National Capital Park and Planning Commission (MNCPPC) was postponed due to inclement weather, plans to reschedule will be forthcoming. The authority continues to be engaged in bi-weekly meetings with the developers design team.

Project Schedule Target Dates:

- Initial Concept Site Plan submission in March 2019
- Final Site Plan/Permit approval - approximately 15 months
- Close on the Construction Financing – Summer 2020

The goal of the project is the completion of a Senior and aged-restricted residential development.

- Follow up discussion occurred with Chairman Paul Rowe requesting the most recent copy of this project ***development*** schedule.

Owens Road Redevelopment *No movement*

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.

- Chairman Paul Rowe requests scheduling a development committee meeting including Kairos Development staff.

Resident Services

Resident Services Manager Crystal Ford presented the Resident Services report for the Month of January 2019:

- January 2019 was a month of strategizing for Resident Services. Resident Services began strategizing with the tenant councils, county agencies, and communities
- Resident services have secured future meetings with The American Heart Association, Prince George's County Health Department, Family Matters of Greater Washington, The Family Justice Center and Dimensions Health. Staff met with Changing Lives Adult and Youth Services. Resident services plan to develop a Memorandum of Agreement for C.L.A.Y to begin, on a trial basis, of assisting our residents at 1100 Owens Road and Marlborough Towne where these services have been requested.
- A priority goal of Resident Services is to fully implement the Family Self Sufficiency Program. Family Self Sufficiency Coordinator Cherelle Silue, has completed the necessary steps in preparing the program to go live.
 - Follow up discussion occurred with Chairman Paul Rowe asking the following questions: what is the FSS program going to look like, is there a program design, what kind of measurable outcomes can we expect. Cherelle Silue responded by stating Resident Services would like to keep the residents engaged by providing resources such as financial literacy. Resident Services also partners with two banks to provide second chance banking for residents. The work plan for FSS is similar to the HA's HCV program initiatives.
- Resident services goal is to provide an array of services to every resident of public housing but will make education, health and wellness priority services. Staff anticipate implementing these services as well as other developed services, in March 2019.

Tenant Council Updates:

Kimberly Gardens

- Meeting scheduled to form a Tenant Council
- Family Self Sufficiency Interest forms collected

1100 Owens Road

- The Tenant Council met as scheduled. Interest forms provided to residents

Marlborough Towne/Coral Gardens

- Tenant Council met as scheduled. Interest forms provided to residents.

Rollingcrest

- The Tenant Council met as scheduled.
- Votes for the new Tenant Council tallied and approved. The Tenant Council member will remain the same.

Cottage City

- The Tenant Council met as scheduled. Interest forms disseminated.

Financial Report

Eric Sink presented the finance report. Key highlights for the month ending January 2019 are as follows:

1. **Overall Position** – January had an overall gain of \$273,392 and an overall year to date positive position of \$928,336. This is primarily due to Section 8 Funding, which has been in slight excess of actual expenditures and results in aligning overall variances in the Public Housing and the Bond Programs.
2. **Accounts Receivable (AR)** –January’s AR balance decreased to \$149,101 primarily due to the previously mentioned case filings.

The AR Report has been updated with feedback from the finance Committee to note delinquent accounts and clarify active tenants versus those who left the program, which is the methodology for establishing the allowance for doubtful accounts.

3. **Public Housing Performance** –January had a monthly gain of \$79,928 and year to date positive position of \$29,892; however, please note vendor payments for prior work to address mold related issues are posting in February so the savings will likely be eliminated next month. HA will continue to monitor and report on this.
4. **Other** – A Yardi Consultant is scheduled to be on-site the week of February 25th to assist in completing Phase I (beginning balances for Family Self-Sufficiency, Portability and Fixed Assets) and then we can proceed with Phase II (Rent Café Self-Service Portal) and have a projected Go-Live estimate of Summer 2019.
 - Follow up discussion occurred with Chairman Paul Rowe asking the following questions regarding the Aged Receivable’s report and which property has the most residents not paying rent on time. For example, Chair Rowe referenced the high number of Kimberly Gardens’

residents that they're unable to pay their rent on time. HA staff member Nicole Garrett responded by stating Christmas affects their payments which makes them fall behind in the months of January and February. She explained further that in the month of March residents usually file taxes to catch up on payments. Nicole Garrett notes that Kimberly Gardens is a family site where residents often pay for shopping and transportation needs before rental payments. She also added the FSS program, will be a great program to implement with Kimberly Garden residents to promote financial literacy. Chairman Paul Rowe asked the question when does the HA intervene when staff notice past due payments? Eric Sink responded by stating as an example, at the end of December HA filed 100 cases which will result in court dates to secure those delinquent payments. Chairman Paul Rowe also asked if before court filings do residents have the option of using a payment plan? Eric Sink responded yes, if the resident is in good standing with the HA and has a balance under \$2500 or under 90 days past due. Chairman Paul Rowe suggests implementing payment plans at 30 days past due instead of 60 or 90 days. If the resident doesn't pay at 30 days, under the payment plan, then you'll know at 60 days to proceed with court filing. Chairman Paul Rowe adds considering changing payment policies and suggests revisiting this issue in June.

New Business

- Acting Executive Director Estella Alexander presented Resolution #1312 a resolution to approve Allentowne Bond transaction. Chairman Paul Rowe calls for a motion to approve resolution #1312. Commissioner Ndy Otis motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1312 was approved by the Board.

Old Business

- None

Public Comments:

- No Public Comments

Adjournment:


At 7:30 p.m. Chairman Paul Rowe motioned to go into Executive Session and Commissioner Ndy Otis seconded the motion. By a unanimous vote, the Board of Commissioners went into Executive Session with Housing Authority Staff at 7:30pm to consult with staff regarding a legal matter.

Chairman Paul Rowe motioned to adjourn the Executive Session and return to open session then adjourn the open session all at 7:55pm.

Attest/ Witness:



Paul Rowe
Chairman



Estella Alexander
Acting Secretary/Executive Director