

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, April 23, 2018

Minutes

Present:

Commissioners: Chairman Paul Rowe
Vice Chair Leonard Hamlin
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
Michelle Crittenden, HCV Manager
Eric Sink, Comptroller, HA
Alvin Coley, Regional Property Manager
Michael Jackson, Project Manager, HAD
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2nd Floor Largo, Maryland 20774

Call to Order: Chairman Paul Rowe called the meeting to order at 5:47 p.m. having declared a quorum with the following Commissioners present: Commissioners Joseph Hamlin, Cherice Shannon, Linda Green, Vice Chair Leonard Hamlin and Commissioner Ndy Otis.

Approval of Minutes: Chairman Paul Rowe called for a motion for the March 23, 2018 meeting minutes to be approved. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved with the following corrections made: at the top of page 4 Chairman Paul Rowe requested that the BOC and staff are notified in advance of any future meetings with council members on Housing Authority

property. Chairman Paul Rowe stated that on page 9 regarding Mr Bousegard that staff work with him to arrive at a mutually satisfactory agreement. Lastly at the bottom of page 9 Chairman Paul Rowe added that he assigned oversight of a resolution for Veronica Powell be worked on by the operations committee chaired by Commissioner Cherice Shannon. All corrections have been made and the minutes are approved.

Reports by the Executive Director:

- Deputy Director Sharon Land reported as of March 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 March 31, 2018, there are 4,773 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:

- HCV Manager Michelle Crittenden presented the Rental Assistance Division report and reported that for the month of March, 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-39.
- There are a total of 2,791 applicants on the Housing Choice Voucher waiting list that qualify for one or more preference.
- As of March 31, 2018, the Housing Authority has 5827 vouchers available of which 5745 are leased. The Housing Authority is at 99% utilization for vouchers and 97% for dollar utilization. For the month of March, fourteen (14) vouchers were issued bringing the total to 66 for the year. Twenty-

Three (23) vouchers were leased for the month March bringing the total to 36 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. Chairman Paul Rowe requested that concerns from Cottage City Towers residents' Austin Bousegard and Autery Weeks be added to the Resident Fulfillment log. Deputy Director 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 March.

PROPERTY MANAGMENT

PHA-wide

Lease Addendum

First round signatures for the "Smoke-Free Lease Addendum" are complete however, some tenants refused to sign. Letters are being prepared to acknowledge refusal of signature and appropriate measures will be taken to work with residents to obtain signature. Enforcement of the no smoking policy commenced April 2, 2018.

Owens Road

A leak was discovered in the 7th floor corridor. Assessments of the cause are underway. Meanwhile, repairs are being made to the interior ceiling and walls.

Jamila Jaye Woods, Candidate for Maryland State Senate convened a meeting at 1100 Owens Road on April 4, 2018.

Marlborough Towne

Property lighting outages were observed on the opposite side of the Marlborough Towne property closest to unit #1873 and the community building (1849). The staff is working to determine the cause.

Roof and siding repair work related to the March 2, 2018 storm was finalized at Marlborough Towne with the completion of units: #1871, #1869, and #1877.

Cottage City Towers

The freight elevator at Cottage City was temporarily out of service. Services were restored on April 13th.

On April 15th additional elevator services were requested because doors had been forced open. Maintenance responded to reset elevators but doors were not opening and closing properly. Issues were resolved by the elevator company.

A revised proposal was submitted for the two new recirculation pumps required at the Cottage City property. The new expected deliveries for the “built to order” pumps have not been determined.

Occupancy/Recertification

- For the month of March there were 49 re-certifications completed and 1 new admission transfer
- Regional Property Manager Alvin Coley also presented the Vacancy Report for the month of March and reported that the overall Occupancy rate is 98%

Modernization:

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

- The HA recently issued a RFQ for installation of combination smoke/carbon monoxide detectors.
- The Housing Authority is happy to announce the purchase of new desktop computers for the Family Resource Academies (FRA).
- Per the Board request, HAD has sought out the services of Traditions Energy to provide pricing from multiple energy suppliers.
- 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 program. Members from HA's FAS and HAD divisions 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.
- The Authority has engaged the services of Utility Savings Inc. who specializes in auditing electric, gas and water & sewer bills. USI will audit current and past utility bills. USI has the ability to audit as far back as permitted by each utility provider.
- FAS divisions has provided utility information and property data. The HA was provided an update that USI is currently pursuing WSSC for a possible rebate/waiver for which the HA may qualify.
- 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 current agreement. The Authority received both insightful and constructive comments on which to proceed with further negotiations.

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

1. **Overall Position** – Although Public Housing had a monthly loss of (\$136,265), we had an overall monthly gain of \$119,283 and the overall year-to-date position is a positive \$1,067,285 aided by collecting 94% of budgeted Tenant Rents for the month and 100% of yearly budgeted amounts.
2. **Use of HUD Held Reserves** – March usage reflects \$628,703, which leaves an overall balance of \$1,476,476, as of March 31, 2018.
3. **Accounts Receivable** – The March balance continued to decrease to \$21,935 due to case filings and the Amnesty Program. The new balance reflects 2% of total collections or a 98% year-to-date collection rate on \$1,239,926 in total revenue.
4. **Public Housing Performance** –There was a monthly deficit of (\$136,265) and year to date of (\$138,927), primarily due to three paydays for full time employees; one-time costs to settle old RSC invoices; and half of PH's portion of the new Yardi System Fees. Other routine maintenance expenditures were paid to K&A, HD Supply, Supreme Landscaping, Spartan Sewer Raider and Scientific Insect Control. We'll continue to monitor and report on this.

Public Comments:

1. **Leah Ann Rosenberg (Legal Aid)**- Legal Aide asked Housing Authority staff when does the RAB (Resident Advisory Board) meet and where? Commissioner Cherice Shannon responded by saying quarterly and they just had a meeting in March 2018. Meetings are held at Housing Authority offices located at 9200 Basil Court Largo, Maryland. Leah Ann Rosenberg (Legal Aid) also asked the question when are the FY2019 comments to be released? Deputy Director Sharon Land responded by saying HUD has 75 days to respond.

Adjournment:

Chairman Paul Rowe adjourned the meeting at 6:31 p.m.

Attest/ Witness:

Paul Rowe
Chairman

Eric C. Brown
Secretary/Executive Director