

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, June 24, 2019

**Minutes**

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA  
Alvin Coley, Regional Property Manager, HA  
Michael Jackson, Project Manager, HA  
Jacqueline Massiah, Accounting Services Manager, HA  
Crystal Ford, Resident Services 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 5:46 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon(via cell phone), Commissioner Linda Green, Commissioner Ndy Otis and Vice Chairman Leonard Hamlin.

**Approval of Minutes:** Chairman Paul Rowe called for a motion to approve the May 28, 2019 meeting minutes. Commissioner Linda Green noted a correction to the minutes on page 6 with the omission of Acting Executive Director Estella Alexander's last name, adding her last name be included in the sentence. Chairman Paul Rowe noted a correction to the minutes on page 4 referencing Owens Road Roof Exhaust fan #5 is scheduled to be replaced by June 7, 2019 and not May 24<sup>th</sup>, 2019. Chairman Paul Rowe noted a correction to the minutes on page 5 referencing UFAS units and compliance, Chairman is requesting clarity in the paragraph. Corrections were made to the paragraph and an updated chart has now been included in the May minutes. Chairman Paul Rowe noted a correction on page 7 regarding a 202 solicitation. Chairman referenced a 202 Solicitation in the event there is a financial gap in the project with Homes for America, adding that the solicitation might be something that Housing Authority may want to explore. Commissioner Ndy Otis motioned to approve

the minutes and Commissioner Linda Green seconded the motion with correction. The minutes were approved with correction.

**Communications & Correspondence:**

**Reports by the Executive Director:**

- HCV Manager Michelle Johnson reported that for May 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 20.
- As of May 31, 2019 there are 4,663 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 May, 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-50, and Project Based-165.
- There is a total of 2,438 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.
- As of May 31, 2019, the HA has 5837 vouchers available of which 5673 are leased. The HA is at 97% utilization for vouchers and 100% for dollar utilization. For the month of May fourteen (14) vouchers were issued bringing the total to 59 for the year. Eleven (11) vouchers were leased for the month of May bringing the total to 54 for the year.

**Resident Fulfillment:**

Regional Property Manager Al Coley presented the Resident Fulfillment Report.

- In response to of Ms. Terry's items regarding her kitchen cabinets, a vendor was contacted to determine if cabinets can be refinished. A contractor was then sent for an estimate of cost for cabinet restoration. Ms. Terry was contacted on two separate occasions to schedule a visit into her unit, for the contractor to determine the estimate. Ms. Terry declined services on those two occasions. In terms of her Fire concerns on the property, staff did not observe fire

occurrences behind the resident's unit. Follow up to the camera issue the HA has not been issued approval for the installation of camera(s) on site. In closing, property management has reached out to Ms. Terry to schedule a meeting to discuss her issues and concerns as well as overall property issues. As of this report, Ms. Terry has not responded back to HA staff regarding her availability with scheduling a meeting.

- Draft Fire Safety plan is still in process. A more comprehensive Fire and Safety Risk Management Plan has been developed and was made available at the April Board of Commissioners Meeting. Chairman Paul Rowe provided feedback and guidance on next steps in terms of assigning floor captains in the event of a fire. HA Staff will use tenant council meetings to present the plan and assist in assigning floor captains.
- Rollingcrest Village resident Mary Williams concerns pertaining to the Yardi system is still in process. HA is anticipating online payments by the summer/Summer 2019.
- Cottage City resident Charmaine Phelai's requests for unit upgrades. Ms. Phelai's unit is apart of the Phase 5 of the work being done of the Cottage City 10-unit renovations. Ms. Phelai's unit will be offline by the end of May and her unit will be modified. During this period she will be relocated between 14-20 days. Completion of her unit should be complete by the end of June 2019.
- Marlborough Towne resident Dorothy Holloman experienced flooding in her unit on May 27, 2019. All of the work in her unit has been completed including an air quality test and results will be provided in 7 days.
- Marlborough Towne resident Tamika Garris expressed concerns about vehicle thefts and vandalism to her vehicle on the property. Outside lighting on the property has been fixed to hopefully deter this issue. Tenant also has called the police and been provided with a case number regarding theft and vandalism to her vehicle.
- Marlborough Towne resident Mary Snow expressed concerns about her rent calculations. Housing Authority has scheduled a meeting with Ms. Snow to review her rent calculations.

### **Housing Assistance Division:**

Al Coley presented the HAD report including:

- There were 4 move-ins and 0 move-outs for the month of May.

## **PROPERTY MANAGEMENT**

### **Owens Road**

- Elevator modernization work is underway at the Owens Road property.
- A new Access Control System was installed at the Owens Road property.
- A new exhaust fan #5 was installed on May 24<sup>th</sup>. In June, roof exhaust fans #11 and #20 stopped working. Replaced (2) defective exhaust fan motors and (2) new capacitors.

### **Cottage City Towers**

- Phase II of the main sewer relining project at the Cottage City Property is scheduled to commence June 26, 2019. Phase II includes: jetting, CCTV of branch lines, pipe repair, and location of the pit for bypass pumping.
  - Follow up discussion occurred with Chairman Paul Rowe asking when the expected completion date of this project is. Al Coley responded by stating the start date is June 26 and the project should be completed within two weeks.

### **Marlborough Towne**

- Telephone services were restored in late May, 2019 by Verizon; following Pepco's electrical restorations to the management building (#1849).
- As the result of complaints, work was completed in #1823 (Ms. Snow's unit). Work is to be completed on Wednesday, June 20<sup>th</sup>.

### **Kimberly Gardens**

- Numerous pole lights were reported out at the Kimberly Gardens property. A service request has been made to retro-fit existing 250 watt Metal Halide Dual Head pole lights to the equivalent wattage in LED.
- Extensive renovation work was performed on unit #9232 for roof leaks and infestation.

### **Occupancy/Recertification**

- For the month of May there were 25 re-certifications completed and 4 new admission transfers. There was 0 court appearance for mental health court
- Al Coley also presented the Vacancy Report for the month of May, reporting that the overall Occupancy rate is 96%.

## **MODERNIZATION**

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

### **Elevator Owens Road Emergency Elevator Purchase Order**

The elevator installation commenced on **Tuesday, June 11**, a full week ahead of schedule. Otis elevator mobilization is well underway. Crane activity in front of the building is scheduled to take place on June 19th and completed on the same day. During which time all affected areas will be cordoned off and a 10-foot drive lane will be maintained at all times for tenant and EMS access.

The contractor has the full cooperation of the Authority in exploring areas of expediting the installation where applicable.

- Follow up discussion occurred with Chairman Paul Rowe requesting an idea of a completion date for this project. Michael Jackson responded by stating about 5 months or by the end of this year. There is currently at least one (1) operating elevator at Owens Road at all times.

### **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 proposed scope of work to include replacement of kitchen cabinets and counters, bathroom components, flooring and interior painting.

Phase 4, Units 217 and 415 have been completed, and resident have returned to their units. The Final Phase 5 is well underway for units 216 and 414. With a scheduled completion date of June 27.

### **UFAS Unit updates and compliance**

The third-party inspector (EMG) returned on May 28, 2019 to inspect 3 additional units for UFAS compliance and certification. The HA has three (3) additional units under renovation and modification at Owens Road and Rollingcrest communities.

To date, The Housing Authority received UFAS Certifications for twelve (12) of our accessible units. The completion of these units has increased the HA's stock of UFAS accessible and designated reasonable accommodation units. An updated chart is provided below

UFAS CERTIFICATIONS AS OF JUNE 6, 2019					
Units	Reporting Date	Development	Unit #	Occupancy Status	UFAS Certification Date
	As of June 6, 2019				
1		Cottage City Towers	107	Occupied	6/6/2019
2		Cottage City Towers	203	Vacant	6/6/2019
3		Cottage City Towers	511	Vacant	6/6/2019

**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**

The HA continues to meet and provide information as required to representatives of Energy Manager of Sustainable Energy, Office of Central Service’s Sustainable Energy Program, Energy Efficiency & Solar Grants and representatives from Empower MD. The HA is working with Derrick Adams AIA, registered Architect in finalizing the grant application process and exploring other opportunities. Site Visits are scheduled with the staff of Central Services driving around to visit the different HA properties for July 16, 2019.

- Follow up discussion occurred with Chairman Paul Rowe regarding the submission of the application for this project. Chairman stated HA has yet to formally submit an application, correct? Michael Jackson responded by stating Yes, correct this is the pre-application process.

**Redevelopment**

**1313 Southern Avenue**

The developer partner Homes for America (HFA) HA recently met provided the BOC and staff with a comprehensive over view of the status of the 1313 Southern Avenue redevelopment. The topics reviewed were building design, site programming, project schedule and funding.

A meeting was conducted with DPIE for preliminary code related issues regarding architectural, MEP and fire protection components of the building that could have an impact on conceptual building layout.

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**  
Maryland National Capital Park & Planning Commission  
Review and approvals - Qualified for Mandatory referral  
DPIE  
Preliminary approvals and recommendations
  - **CDA application**  
Approximately 12 months before (ideally July 2019)
  - **Final Site Plan/Permit approval - approximately 15 months (MAR 2019 - Jul 2020)**
  - **Close on the Construction Financing – Summer 2020** |
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**Resident Services**

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

- Resident Services met with Goodwill of Washington to possibly partner to bring Career Services to the residents of Public Housing. Which include Security Guard and Certified Nursing Assistant training, Micro Soft Office Certification and Pepco Intern training.
- Resident Services also met with KRA to bring workforce development training such as Resume writing, career matching, mock interviews and workshops specifically to the residents of Kimberly Gardens and Marlborough Towne.
- Resident Services also assisted in the planning of the Fire Evacuation meetings to all developments.
- Prepared and provided per diem checks to residents of Cottage City who were relocated to Woodspring Suites while their units were renovated.
- Provided transportation to resident from Cottage City to Woodspring Suites.
- Planned another Interest Meeting for Kimberly Gardens scheduled for June 05<sup>th</sup>

- Discussed a strategy with Property Management and Site Managers of implementing the “No Smoking in Public Housing” policy.
- Resident services were acknowledged with crowns and a certificate for their work by Owens Road Tenant Council at their Annual Women’s Tea
- Registered 10 seniors from Cottage City and Rollingcrest for the World Elder Abuse Awareness Day on June 14.
- Met with each Tenant Council to discuss spending of their annual budget.

### **The Family Self Sufficiency Program**

FSS continued to visit Kimberly Gardens and Marlborough Towne and:

- Engaged with residents by knocking on doors
- Met residents in the community room
- Encouraged other residents to encourage enrollment in the FSS Program via phone conversation
- Established Resource Bank
  - **EDSI** – Prince George’s County workforce development partner will assist with employment opportunities and provide information on job fairs, etc.
- Attended a presentation on the “Color of Money” led by Civil Rights Leader “Andrew Young”
- Attended the Bank One Conference on May 29<sup>th</sup>
- Conducted a “Money Vision Board workshop” at both Kimberly Gardens and Marlborough Towne

### **Kimberly Gardens**

- Tenant Council Interest Meeting planned for June 05, 2019.
- Follow up discussion occurred with Commissioner Linda Green asking the question did the Kimberly Gardens tenant council meeting occur on June 5, 2019. Crystal Ford responded by stating yes, the tenant council meeting did occur on June 5, 2019. Chairman Paul Rowe asked how the attendance was for the June 5<sup>th</sup> tenant council meeting? Crystal Ford responded by stating there was a great turn out. Twelve (12) residents attended the meeting and food was provided. Individuals also signed up that expressed interest on becoming a part of the tenant council and who are interested in holding a position on the tenant council. A follow up meeting is scheduled with residents in July. Residents were given a notice three weeks in advance that gave residents ample time to attend. Resident Services would like to repeat this same action to ensure attendance at the next interest meeting.

### **1100 Owens Road**



- The Tenant Council met as scheduled.
- Discussed Women's Day Tea, sewing and crochet classes
- Discussed Public Housing Smoking policy and signed residents up for Junes Smoking Cessation Class.
- Discussed educational activities utilizing Housing Authority Allotment.
- Informed residents of the upcoming Housing Fair at the Sports and Learning Complex on June 08,2019.

### **Marlborough Towne/Coral Gardens**

- Tenant Council meeting was cancelled due to power outage.
- Spoke with Tenant Council President Blanche Simmons to discuss spending of Public Housing Allotment and the upcoming Housing Fair at the Sports and Learning Complex on June 08,2019.

### **Rollingcrest**

- The Tenant Council met as scheduled.
- Signed Residents up for Junes Smoking Cessation Program and World Elder Abuse Awareness Day
- Discussed how to spend Housing Authority's allotment.
- Informed residents of the upcoming Housing Fair at the Sports and Learning Complex on June 08,2019

### **Cottage City**

- The Tenant Council met as scheduled.
- Assist residents in moving in and out of unit renovation.
- Discussed upcoming activities and concerns.
- Planned activities for Community Allotment.
- Informed residents of upcoming Housing Fair.

### **Financial Report**

Jacqueline Massiah presented the finance report. Key highlights for the month ending May 2019 are as follows:

1. **Overall Position** — May had deficits in Bond and Public Housing, but an overall gain of 128,448 and a year to date positive position of \$148,568.
2. **Accounts Receivable (AR)** –May's overall Accounts Receivable balance increased to \$108,420 due to adjustments made to the AR report.

3. **Public Housing Performance** — May had a monthly loss of \$131,457, which increased the year-to-date negative position to \$437,071.
4. We have an available cash balance of \$1,150,000 at the time of the report and are aiming to have approximately \$1.3 million as of June 30, 2019 that is still projected to be needed to maintain a "Standard Performer."
  
5. **Bond** — May had a monthly gain of \$5,830, which reduced the year-to-date negative position to \$92,299. The year-to-date loss is primarily due to costs occurring without sufficient revenue to offset expenses.

#### **New Business:**

- Accounting Services Manager Jacqueline Massiah presented Resolution #LHA1314 a resolution to Write-off Tenant Uncollectible Accounts Receivable as Collection Losses. Chairman Paul Rowe calls for a motion to approve resolution #LHA1314. Commissioner Linda Green motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #LHA1314 was approved by the Board.
  - Follow up discussion occurred with Chairman Paul Rowe requesting HA share with the board the strategies and practices that are planned and currently in place where HA can catch early instances with residents incurring a high figure of uncollectable rent. Chairman requests HA staff further educate the board on this process.
  
- Accounting Services Manager Jacqueline Massiah presented Resolution #LHA1315 a resolution to approve the Housing Authority of Prince George's County's Fiscal Year 2020 Operating Budget. Chairman Paul Rowe calls for a motion to approve resolution #LHA1315. Commissioner Ndy Otis motioned to approve the resolution and Commissioner Linda Green seconded the motion. Resolution #LHA1315 was approved by the Board.

#### **Board/Other Attendee Comments:**

- Acting Executive Director Estella Alexander introduced new HA staff member James McGraw who will work with Development/ Modernization.

**Public Comments:**

1. **Kimberly Thomas- 1100 Owens Road #208-** Ms. Thomas is requesting an over hang in the picnic area on the property. Acting Executive Director Estella Alexander responded by stating this is something HA can look into while looking for funding for this request. Ms. Thomas encouraged residents to attend tenant council meetings or to voice any concerns to their floor captains about the property and in their units.
2. **Joni Paskins-1100 Owens Road #217-** Ms. Paskins expressed concerns regarding property losses due to mold/humidity in her unit. She requested information on who she should now speak with for resolution with this matter. Acting Executive Director Estella Alexander responded to Ms. Paskins and will set up a meeting with her along with Al Coley to discuss her property loss.
3. **Ada Brown-1100 Owens Road #318-** Ms. Brown is requesting painting in her unit and her door be fixed. Site Manager Vicki Beale will revisit the unit to identify any work to be done. Ms. Brown should formally submit a work order ticket for any issues in her unit in need of repair. Ms. Brown also expressed concerns about smoke getting inside her unit. Chairman Paul Rowe reminded residents of the HA's No Smoking Policy.
4. **James Hemphill-1100 Owens Road-** Mr. Hemphill reported smelling marijuana smoke in the building.
5. **Slyvia Thomas-1100 Owens Road #609-** Ms. Thomas alerted residents that she purchased a strip for her door to prevent smoking from getting inside her unit.
6. **Carolyn Freeman-1100 Owens Road #307-** Ms. Freeman reported her carpet coming up from the floor/cement in her unit. Site Manager Vicki Beale responded that she will visit Ms. Freeman's unit for a full inspection. If the problem is something beyond her control, she will contact Al Coley for further assistance. Ms. Beale also reminded Ms. Freeman to always submit a work order ticket to address any issues in her unit.
7. **Theresa Patterson-1100 Owens Road #510-** Ms. Patterson is requesting painting and new carpet in her unit. She's lived on the property for 14 years. She also raised concerns about the bar replaced in her closet. Chairman Paul Rowe reminded Ms. Patterson to submit a work order ticket to her site manager Vicki Beale.



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

FROM: Mugure Crawford

DATE: 7/30/2019

TO: **Estella Alexander/Acting Executive Director/HAPGC**

From: **Mugure Crawford/HAPGC**

RE: **Approved May & June Board Minutes**

For Your Information

For Review & Edits

Please Circulate

For Your Approval

For Your Signature

For Your Consideration

For Immediate Action

For Your Files

Please Handle

Please Advise

Please Reply

Please Read & Destroy

Please Note & Return

Please Supply More Details

Please Discuss with Me

Please Prepare Reply for  
Signature of

No Reply Needed

Per Our Conversation

Recommendation

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**Adjournment:**

Chairman Paul Rowe motioned to adjourn the meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:50 p.m.

Attest/ Witness:

Miguel Cruz

[Signature]

[Signature] 7/30/19

Paul Rowe  
Chairman

[Signature]

Estella Alexander  
Acting Secretary/Executive Director