

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, April 22, 2019

**Minutes**

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA  
Michael Jackson, Project Manager, HA  
Eric Sink, Comptroller, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2<sup>nd</sup> Floor Largo, Md 20774

**Call to Order:** Chairman Paul Rowe called the meeting to order at 5:45 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Vice Chair Leonard Hamlin and Commissioner Ndy Otis.

**Approval of Minutes:** Chairman Paul Rowe called for a motion to approve the March 25, 2019 meeting minutes. Chairman Paul Rowe noted a correction to the minutes on page 6 regarding the 1313 Southern Ave project. Chairman Paul Rowe stated that he requested a development plan before the next meeting and inquired as to whether the HA received a development plan from the developer. He stated that they(the developers) were obligated to supply a plan by January which speaks to the feasibility of this project. Commissioner Ndy Otis motioned to approve the minutes and Vice Chair Leonard Hamlin seconded the motion with correction. The minutes were approved.

**Reports by the Executive Director:**

- Acting Executive Director Estella Alexander reported that for March 25, 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 March 25, 2019, there are 4,700 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:**

- Acting Executive Director Estella Alexander presented the Rental Assistance Division report and reported that for the month of March, there were 0 pulls for the Housing Choice Voucher (HCV) Program, 50 for Moderate Rehab, and 25 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-0, MOD-50, and Project Based-85.
- There is a total of 2,504 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.
- As of March 31, 2019, the HA has 5837 vouchers available of which 5672 are leased. The HA is at 97% utilization for vouchers and 98% for dollar utilization. For the month of March twelve (12) vouchers were issued bringing the total to 31 for the year. Fifteen (15) vouchers were leased for the month of March bringing the total to 30 for the year.

### **Resident Fulfillment:**

Project Manager, Michael Jackson presented the Resident Fulfillment Report.

- In terms of Rollingcrest Village resident Lorraine Terry's items, property management has addressed the following concerns: Trash enclosure; a pipe was inserted in the ground to prevent the door hitting the side of the laundry building. Retaining Wall; Fallen bricks were retrieved and replaced properly on the retaining wall. These items are closed.
- In terms of Ms. Terry's items regarding her kitchen cabinets, a vendor was contacted to determine if cabinets can be refinished. In terms of her Fire concerns on the property, staff did not observe fire occurrences behind the resident's unit. In terms of camera; 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 any of 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.
- Joseph Harrell has requested a unit upgrade; the renovation is still on schedule for late March 2019. Currently he has been bumped up to a UFAS unit. The unit is scheduled to be completed this week and Mr. Harrell is scheduled to move back in this week.

- 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.
- Veronica Powell unit went into abatement in 2017; HA has sent attorney a settlement offer. Chairman Paul Rowe asked Ms. Powell whether or not she has reconciled the issue, Ms. Powell stated she has not accepted HA's settlement offer and has also declined further legal counsel regarding this matter. Ms. Powell now has a new issue regarding her voucher. HA Management will address. An update will be provided during next board meeting.
- 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 upgrade is still pending approval of the Capital Fund Budget. 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. She will be relocated between 14-20 days. Completion of her unit should be complete by the end of June.

**Housing Assistance Division:**

Michael Jackson presented the HAD report including:

- There were 0 move-ins and 6 move-outs for the month of March.

**PROPERTY MANAGEMENT**

**Owens Road**

Elevator modernization activities are underway at Owens Road. One service call made for the freight elevator during the month of March. The repair was made immediately.

A new Access Control System is required at the Owens Road property. Door entry and communication problems exist between access reader panel and outdated software. Replacement is required because the software is no longer supported by its manufacturer.

**Cottage City Towers**

Phase I of the Cured In-Place Pipe (CIPP) main sewer relining project at the Cottage City Towers property is complete. The Authority is awaiting a proposal from the Nova Lining Company for Phase II. The second phase will include:

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

**Kimberly Gardens**

A contractor was called to make an electrical repair at unit #9156. BG&E confirmed that the phase outage was the responsibility of the Authority. Excavation was required in order to complete the repair.

**Occupancy/Recertification**

- For the month of March there were 41 re-certifications completed and 3 new admission transfers. There was 1 court appearance for mental health court
- Al Coley also presented the Vacancy Report for the month of March, reporting that the overall Occupancy rate is 95%.

**MODERNIZATION**

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

**Elevator Owens Road Emergence Elevator Purchase Order**

As a general update about the project, materials are in production and HA is on track for starting per the June schedule. HA is looking at possibly expediting as production time nears, The actual arrival of the material, will determine what our exact start date can be.

**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 2 , Units 107 and 511(vacant) both UFAS units have been completed with punch list items being addressed at this time, and resident have returned to their units. Phase 3 is well underway with demolition complete in units 211 and 203.

**UFAS Unit updates and compliance**

The Housing Authority received UFAS Certifications for nine (9) of our accessible units. The HA currently has 5 additional accessible units undergoing construction and modifications that are to be certified later for UFAS compliance. The completion of these units has increased the HA’s stock of UFAS accessible and designated reasonable accommodation units.

UFAS Certifications (9)		
Owens Road	Cottage City	Marlborough Towne
Unit 107	Unit 102 Unit 110 Unit 616 Unit 603	Unit 1847 Unit 1921 Unit 1923 Unit 1925

**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 met with Erica Bannerman Energy Manager of Sustainable Energy, Office of Central Service’s Sustainable Energy Program, Energy Efficiency & Solar Grants and representatives from Empower MD. Another meeting is scheduled for March 27 to, resume finalizing the grant application process and exploring other opportunities.

- Chairman Paul Rowe asked Michael Jackson what occurred during the meeting with Erica Bannerman and what does HA need to do to get this project moving? Michael Jackson responded by stating that at the meeting with Ms. Bannermen, she introduced HA to two of her staff members and the 3<sup>rd</sup> party architect. Previously the project had been stalled due to staffing issues. Michael Jackson further responded by stating to get the project moving along, HA has to complete the application process. Our properties have been surveyed, and now, once the application is completed, the project should move forward within the next 2-3 weeks. Mr Jackson adds that there is grant money out there and HA will continue to submit the application and move forward with the 3<sup>rd</sup> party architect Derrick Adams who attended the last meeting. Although not under contract yet, Mr Adams is assisting the HA in completing the application. Mr. Jackson added the board should be seeing some movement with this project by

next board meeting. Staffing issues have been addressed. Chairman Paul Rowe asked the question is the application based on a certain amount of money? Michael Jackson responded by stating its reimbursable grant money and anything related to energy efficiency we can apply for up to \$100,000 per site. Vice Chair Hamlin asked is this competitive? Is everyone submitting together? Michael Jackson responded by stating it's based on a need set aside for Housing Authorities. They're approaching us based on our certification and how we go thru Pepco with how we are rated and scored. The HA is being reviewed individually, how much we receive is based on our scoring from Pepco and Empower.

## **Redevelopment**

### **1313 Southern Avenue**

The project has entered the pre-design development phase required for pricing Municipal compliance. A recently scheduled successful meeting with Maryland National Capital Park and Planning (MNCPPC) was held in February. It resulted in the project qualifying under the Mandatory Referral Process which will greatly expedite the approval process with MNCPPC. An initial meeting has been planned for late march 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.

- Chairman Paul Rowe is still requesting the developer provide a development plan that speaks to the feasibility to finances or any physical impediments. They are obligated to have done that and the board wants to see that. It's important for the board to see what the milestones are. Michael Jackson stated the development plan has still not been received and that he feels that once two critical steps have been completed *MNCPPC receiving the mandatory referral and DPIE having to deal with 2 separate municipalities. ( DC Government and Prince George's County Government)* a more clarified development plan will emerge.

### **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.

## **Resident Services**

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

- The Delta Sigma Theta of Fort Washington provided a Saturday Zumba workout and information session for our residents of Owens Road.
  - Commissioner Cherice Shannon asked Crystal Ford is there a timeline for companies offering services to the property? Crystal Ford responded by stating in regards to the Delta Sigma Theta of Fort Washington offering Zumba, their activity at Owens Road is currently not on-going event. Vice Chairman Leonard Hamlin asked for clarification regarding how many classes will be available for the sites? Crystal Ford responded by stating Resident Services is seeking to secure a different Zumba instructor. However based off prior discussions, they can only do 1 session per site.
  
- The Federal American Heart Association presented at Cottage City and received an overwhelming response from residents about participating in Heart Healthy Cooking classes and receiving matching SNAP benefits for purchases at farmers market.
  - Commissioner Cherice Shannon asked the question did the Heart Association express interest in cooking classes for the other sites? Crystal Ford responded by stating it's all about timing, but they would like to get to each site.
  
- Resident Services attended court alongside Site Manager Vicki Beale in the District of Columbia on behalf of a resident at Owens Road who was suffering from body lice and scabies when admitted to United Medical Center. Resident was also diagnosed with Dementia and was malnourished. The District of Columbia appointed a 90-day temporary health care guardian of resident until Prince George's County APS can develop a plan of action.
  - Commissioner Cherice Shannon asked the question for the resident at Owens Road, is she coming back to Owens Road? Crystal Ford responded by stating we have to speak with the Legal Counsel. Chairman Paul Rowe asked the question what's the nature of the resident's issues? Is it Physical or Psychological? Crystal Ford stated its both. Chairman Paul Rowe asked the question just for my own edification, what does APS stand for? Crystal Ford responded by stating Adult Protective Services. Chairman Paul Rowe asked the question what services does HA provide at Owens Road? In terms of residents at Owens with varying degrees of psychological/behavioral conditions, does

HA have someone from a Prince George's County agency or Hospital that offers onsite services to our residents? Crystal Ford responded by stating HA has in place CLAY (Changing Lives Adult and Youth agency). CLAY provides therapy, case management and any services the resident's need. CLAY also can provide food for residents. Chairman Paul Rowe asked the question is the service only or Owens Road or Cottage City. Crystal Ford responded by stating they are branching out with offering services at Marlborough Towne also.

- Resident Services was able to get a blind resident of Cottage City the necessary services he needs. The resident lost his sight while residing at Cottage City and does not have a support system. Resident Services made a referral to the Department of Aging; Health and Social Services that assisted the resident in obtaining medical insurance as well as a Case Manager that will assist our resident in living without his sight.
- Resident Services met with John Wilson of T-Mobile. T-Mobile is interested in partnering with Prince George's County Housing Authority to provide tablets, computers and affordable internet services to the residents of public housing.
- Telephone conference was held with Prince George's Hospital Smoking Cessation Program Coordinator Letisha Vinson about starting classes with residents and the free devices available to residents that are ready to stop smoking.
- Meeting with Sydney Rutledge, Health Educator/Tobacco Treatment Specialist of Anne Arundel Medical Center, about Smoking Cessation and Diabetes classes also free information available to residents of the State of Maryland.
- Attempted to conduct a Tenant Council Interest meeting at Kimberly Gardens however only 1 resident expressed interest.
  - Chairman Paul Rowe asked the question in terms of issues with organizing a Tenant Council at Kimberly Gardens what is a plan B? Crystal Ford responded by stating cold calling residents has been the plan B and (3) individuals have expressed interest from that effort. Commissioner Cherice Shannon also responded by stating Kimberly Gardens last had a Tenant Council when she first came into housing Ms. Jenkins was the president at the time but declines to do it now. Commissioner Shannon further states the younger crowd doesn't want to participate, they feel nothing is going to be done. Commissioner Shannon explained to them it's to also help to beauty your community. Chairman



Paul Rowe also added in terms of forming a tenant council for Kimberly Gardens there needs to be community cohesiveness. Commissioner Shannon plans to get residents together for an event during the summer months.

- Continued assisting residents from Cottage City and Marlborough Towne with hotel accommodations and returning to their units

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

- The Family Self Sufficiency Program has recruited 2 new applicants for the month of March, which brings our FSS program participation to 7 families.
- Public Housing Coordinator and Housing Choice Voucher Coordinator together held their first Program Coordinating Committee/Advisory Board meeting.
- FSS attended the District of Columbia's Housing Authority Roundtable discussion.
- FSS received a donation of 500 calculators for FSS participants from Jena Roscoe of Operation Hope.
- FSS continues to seek vendors to add to resource bank to provide services to FSS participants and continued community outreach to residents.

### **Kimberly Gardens**

- Tenant Council Interest Meeting attempted on March 28, 2019
- Phone calls conducted to residents about developing and joining a Tenant Council.

### **1100 Owens Road**

- The Tenant Council met as scheduled.
- Residents developed an interest list of summer activities
- Mr. Jamison of Farmers Insurance was in attendance to brief residents of the importance of having insurance as well as brought in Mr. Malik of Legal Shield to advise residents on Legal and ID Shield.
- Discussed re opening an account with Prince George's Credit Union for the Tenant Council.

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

- Tenant Council met as scheduled.
- Interested in being able to pay rental payments on-line.
- Ballots developed and ready for distribution throughout community for Tenant Council.
- Discussed concerns about Community allotment from HAPGC.

- Chairman Paul Rowe asked the question what are concerns about community allotment at Marlborough Towne. Crystal Ford stated the Tenant Council president has concerns about not receiving the allotment (tenant council funds) yet and knows it needs to be spent by the end of the fiscal year.

### **Rollingcrest**

- The Tenant Council met as scheduled.
- Developed an Activities Committee
- Request for By-laws and Robert Rules of Order due to most of the residents have misplaced the initial set.

### **Cottage City**

- The Tenant Council met as scheduled.
  - Residents have moved back into units after renovation.
  - American Heart Association attended Tenant Council meeting.
  - Information provided about allotment.
  - Cottage City Commissioner Givens attended the Tenant Council meeting to provide information on upcoming activities in the community and gifted a few residents with tickets to a community Sip and Paint.
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- Chairman Paul Rowe received a call from Regina Lee who is the RAB representative for HCV residents. Chairman stated Ms. Lee is new and doesn't feel as engaged as she should be. Ms. Lee is eager to represent her constituents. Chairman suggests she meet with Commissioner Cherice Shannon and Deputy Director Sharon Land. Chairman adds whatever Ms Lee needs or attempts to do she's going to need HA staff support. Commissioner Cherice Shannon has spoken with Ms. Lee and states that she just needs the help. Commissioner Shannon suggests having her work with Crystal Ford also with working on a Newsletter and with engaging most of the residents on the HCV side. Chairman Rowe suggests acting Executive Director Estella Alexander to facilitate this process. Chairman Paul Rowe added Ms. Lee is disabled however she's a resource and is in place for a reason. Chairman further stated Ms. Lee is in effect servicing the same purpose as a site manager for public housing but for Housing Choice Voucher residents(since HCV residents have a private landlord). Chairman added Ms. Lee also has a lot of ideas. Chairman ends by stating whether it is through a conference call or a meeting HA should allow her the resources to do what she needs to do.

## Financial Report

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

1. **Overall Position** – Results are similar to last month with deficits in Bond and Public Housing and surpluses in Section 8. The overall monthly gain of \$497,216 gives a year to date positive position of \$1,569,801.

HUD has advised they may sweep approximately \$600,000 of this surplus as part of their reconciliation, which should not have any impact on services as they continue to fully fund our monthly Housing Assistance Program costs.

2. **Accounts Receivable (AR)** – March's AR continued to decrease reflecting an overall balance of \$94,731 primarily due to continued case filings and positive responses to them.
3. **Public Housing Performance** – March had a monthly loss of \$3,170 and year to date negative position of \$359,602 which is higher than the previous month due to a reconciliation of beginning balances to align with the general ledger as we continue to implement the new Yardi System.

We have an available cash balance of \$1,245,000 at the time of the report and as previously mentioned are aiming to have approximately \$1.3 million as of June 30, 2019, which is projected to be needed to maintain a "Standard Performer."

Additionally, we anticipate expenses related to the recent law suit settlement that were not budgeted, so the deficit is anticipated to grow for the construction/materials/certification costs that are preliminarily estimated at \$57,000 in the current year. We are projecting a full year cost of \$317,000 that will be added to the FY2020 draft Budget for the Finance Committee and Board's consideration in the next few months.

- Chairman Paul Rowe asked the question why the receivables have gone down considerably. Eric Sink responded by stating yes, it is in response to case filings and by staying on top of them each month. Chairman Paul Rowe noted the operating fund, he remarked about the notice of an increase in the Capital Fund. Chairman Paul Rowe asked the question what's the reason for the increase? Michael Jackson responded that he didn't realize it was an increase but implied it is more of a replacement of funds. Michael Jackson stated he was unsure and needed clarity. Acting Executive Director Estella Alexander stated HA can call the local office for clarity because the amounts are mirrored so closely.
4. **Bond** – The year-to-date negative position of \$255,457 is primarily due to costs occurring without sufficient revenue to offset those.

## New Business

- None

## Unfinished Business

- Housing Authority Staff lead by Bert Lawrence has developed a Draft Fire Safety Plan. Acting Director Estella Alexander stated that Ms. Lawrence has worked to bring the policies up to date and shared with her dialogue with the 3<sup>rd</sup> party agencies including representatives from the EMS department. Acting Executive Director Estella Alexander stated staff has met with RAB members and Commissioner Shannon for feedback on the draft document and looks forward to hearing from the Board of Commissioners on any other comments and concerns. Acting Executive Director Estella Alexander further states this is a policy document and not a procedural document but believes HA has what is needed to develop the step by steps procedures in the event of a fire. Acting Executive Director Estella Alexander introduced Bert Lawrence to the board and Ms. Lawrence reviewed key points of the draft Fire Safety plan document.
  - Chairman Paul Rowe provided feedback to HA staff. Chairman stated this is a terrific job that staff has done, it relays some of his concerns to the extent it comes off as a policy document than what he would call an operational document, in terms of having the floor site plans is helpful. Chairman Rowe gave credit also to Cottage City resident Fredrick Skanes. Chairman stated he is grateful for Cottage City resident Fredrick Skanes for bringing the absence of a fire safety plan for residents to the attention of HA staff and the Board. Chairman stated residents can be fully informed on what they can do in the event of a fire, where they can go. Chairman added the document is real helpful and that the only thing missing is addressing the assignment of the block captains. Bert Lawrence responded by stating that has to be completed during tenant council meetings. Chairman Paul Rowe stated we want to operationalize this document and asked how long does staff think it will take to assign floor captains? Commissioner Cherice Shannon responded by stating further assignments will be done through tenant councils. Acting Executive Director Estella Alexander responded by stating the goal is to complete this task over the next two months or 60 days. Chairman Paul Rowe ended by stating if we can work on that and if we can get done in the next 60 days this is a good step.

**Public Comments:**

1. **Veronica Powell-7515 Riverdale Road #1902 New Carrollton, MD 20784**  
*(HCV Participant)*- Ms. Powell spoke in regards to her annual review for her HCV and the fact that her income was not calculated properly therefore resulting in a 37% increase to her tenant portion. Ms. Powell filed an appeal to that decision within 10 business days of the notice date of 3/11/19 and never received any appeal hearing notice. Ms. Powell expressed her concerns about working with rental specialist LaQuitta Brown. She is requesting a new specialist to work with. Management responded and will address her concerns. Management has responded to Ms. Powell's concerns and Ms. Powell's rent portion was adjusted accordingly, she was notified along with the Landlord on April 29, 2019. Ms. Powell was assigned a new rental specialist, Shanell Williams.
  
2. **Charles Payne Jr.-7008 Hanover Parkway Apt. D1 Greenbelt, MD 20770***(does not participate in HCV or Public Housing)*- Mr. Payne discussed housing concerns at his apartment complex with property management (private landlord) and his rent increase. His concerns are not under Housing Authority jurisdiction; however Chairman Paul Rowe did offer Mr. Payne some guidance.
  
3. **Zenobia Barnes-13003 5<sup>th</sup> Street Bowie, Maryland 20720** *(FSS Program Participant)* Ms. Barnes spoke about attending a credit workshop two weeks ago held by the FSS program. Ms. Barnes stated it was very informative. Ms. Barnes stated she learned a lot of strategies on how to work with creditors to pay off debt and how to manage your credit. FSS Coordinator Cherelle Silue stated that Ms. Barnes is graduating in May with over 50,000 in escrow in preparation to own her own home. Ms. Barnes stated she is looking forward to many more workshops offered by DHCD and the FSS program.
  
4. **Katrina Vines-5536 Walker Mill Road Capital Heights, MD 20743**  
*(does not participate in HCV or Public Housing)*- did not make any comments but attended the public meeting.

**Adjournment:**

Chairman Paul Rowe motioned to adjourn the meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:45 p.m.

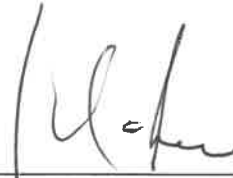
Attest/ Witness:



A handwritten signature in blue ink, appearing to read "Miguel Canfor", written over a horizontal line.



A handwritten signature in blue ink, appearing to read "Nicole Jones", written over a horizontal line.



A handwritten signature in blue ink, appearing to read "Paul Rowe", written over a horizontal line.

Paul Rowe  
Chairman



A handwritten signature in blue ink, appearing to read "Estella Alexander", written over a horizontal line.

Estella Alexander  
Acting Secretary/Executive Director