

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, October 28, 2019

Minutes

Present:

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

Staff: Estella Alexander, Acting Executive Director, HA
Michelle Johnson, HCV Manager
Alvin Coley, Regional Property Manager, HA
Michael Jackson, Project Manager, HA
James McGraw, Development & Modernization Manager, HA
Jacqueline Massiah, Acting Accounting Services Manager, HA
Crystal Ford, Resident Services Manager, HAD
Mugure Crawford, HA, Recorder

Location: 9214 Cherry Lane Laurel, Maryland 20708

Call to Order: Chairman Paul Rowe called the meeting to order at 5:41 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Commissioner Linda Green, and Vice Chairman Leonard Hamlin.

Approval of Minutes: Chairman Paul Rowe called for a motion to approve the September 23, 2019 meeting minutes. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Linda Green seconded the motion. The minutes were approved.

Communication/Correspondence:

Chairman Rowe addressed the Board of Commissioners and staff regarding the end of his term as Board Chairman, Linda Green's term as Board Commissioner, and the appointment of new Commissioners. Chairman Rowe introduced new Board Commissioner Deborah Patrick and alerted staff that Ndy Otis and Cherice Shannon will remain as Commissioners along with Leonard Hamlin who will remain Vice Chairman. Lastly, there will be two (2) additional board members who will be appointed to the HA Board.

Reports by the Executive Director:

- HCV Manager Michelle Johnson reported that for September 30, 2019, there were 0 applicants pulled from the Public Housing (PH) Program Waiting List. The cumulative number of persons pulled from the PH Waiting List for the year is 20.
- As of September 30, 2019 there were 4,136 households on the PH Waiting List. Sixty-eight percent of the households on the list reported that they were county residents or worked at least 30 hours per week. Eighty-Five (85) households on the 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 September, there were one-hundred (100) pulls for the Housing Choice Voucher (HCV) Program, zero(0) for Moderate Rehab, and three-hundred and twenty-two (322) pulls for Project-Based Waiting List Program. The cumulative totals to date are: HCV-100, MOD-50, and Project Based-497.
- There are 2,185 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of September 30, 2019, the HA has 5837 vouchers available of which 5689 are leased. The HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of September twenty (20) vouchers were issued for a year to date total of 288. Twelve (12) vouchers were leased for the month of September bringing the year to date total to 157.

Resident Fulfillment:

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

- **Follow up discussion:** Chairman Rowe requested the open and closed dates be added back to the Resident Fulfillment Log.

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There was 0 move-in and 3 move-outs for the month of September.

PHA-wide

- On September 17th, 18th, and 19th annual HUD Real Estate Assessment Center (REAC) physical inspections were performed at Kimberly Gardens, Cottage City Towers, and Owens Road respectively.
- **Follow up discussion:** Chairman Paul Rowe asked is there anything unanticipated with the REAC assessment scores? Al Coley responded, stating a few things affected the format this year. Normally the HA has 30-45 days to prepare, now the preparation time is 10 business days. Mr. Coley stated he feels that this reduction in prep time had an effect on the scores. In addition, two of the new staff members had never experienced a REAC inspection before and the HA was also missing a maintenance superintendent.

Property Management

Owens Road

- Sample microbial assessments and air testing was performed at 1100 Owens Road. Of the eleven (11) samplings taken, the contractor stated, "The results do not suggest conditions of concern within the sampled spaces."
- **Follow up discussion:** Chairman Paul Rowe asked what was the incidence behind this assessment, since HA already had extensive testing prior? Al Coley responded, stating this recent assessment was a follow up just to ensure, the air quality is safe.

Kimberly Garden

- On October 21, 2019, an underground water main break was discovered at Kimberly Gardens. The repair will require water to be shut off to the entire community.
- **Follow up discussion:** Chairman Paul Rowe asked the question was the repair taken care of? Al Coley responded by stating at the time of this report the repair had been made.

Occupancy/Recertification

- For the month of September, there were 31 re-certifications completed, 0 new admissions, and 3 transfers. There were zero (0) court appearances for mental health court.

- Al Coley also presented the Vacancy Report for the month of September, reporting that the overall Occupancy rate is 95%.

Family Self-Sufficiency Program

Crystal Ford presented the FSS Coordinator Activity Report for the Month of September 2019:

- No comment or questions were expressed by the Board.

Modernization

Project Manager Michael Jackson presented the Modernization Report for September 2019:

- No questions or comments were expressed by the Board.

Bond Program

Development & Modernization Manager, James McGraw presented the Development & Modernization Report for September 2019:

- **Follow up discussion:** Chairman Paul Rowe suggested HA look at a lower bandwidth in reference to the AMI percentage to accommodate a lower demographic of 50-60%, since HA's demographic is lower.

Resident Services

Resident Services Manager Crystal Ford presented the Resident Services report for September 2019:

- **Follow up discussion:** Commissioner Cherice Shannon reported a correction to the report noting that Ms. Ellis is the Acting Tenant Council President for Cottage City instead of the Tenant Council President.
- **Follow up discussion:** Commissioner Cherice Shannon expressed concerns regarding the process for HIV testing at Owens Road occurring on site. HA Acting Executive Director will convene a special meeting to discuss and better understand how the County Department of Health conducts HIV testing for county residents.

Financial Report

Jacqueline Massiah presented the Finance Report. Key highlights for the month ending September 2019 are as follows:

- **Follow up discussion:** Chairman Paul Rowe expressed concerns about the Account Receivables (AR) totals. He asked what HA is proactively doing to get a handle of these numbers. Jacqueline Massiah responded stating by conducting court filings on a regular basis. Chair Rowe, asked when do the 1st notices of non-payment sent to tenants? Ms. Massiah responded by stating currently notices and statements are not going out to tenants. Acting Executive Director Estella Alexander requested more time to figure out why statements/notices have not gone out.

Other Attendee Remarks:

- FSS coordinator, Cherelle Silue, presented a brief presentation to the board on the Family Self Sufficiency program.
- **After the presentation, follow up discussion** occurred with Chairman Rowe asking about the escrow portion of the program.

Public Comments:

1. **Lachea Jenkins-9212 Kimberly Gardens**-Ms. Jenkins spoke on behalf of Kimberly Gardens resident Maria Clark (Unit #9198), who could not attend the meeting. Ms. Jenkins reported that currently Ms. Clark does not have any heat in her unit and has been using heaters that maintenance staff gave her a week ago. Ms. Jenkins has been without heat for 2-3 weeks. The board requested further clarification on proper protocol for reporting and submitting any work that needs to be done in resident units. Al Coley responded, stating residents are supposed to call the emergency number, if after hours, or visit the site manager in the office to report the maintenance issue and receive a work order number. Site managers will assign a work order in person, or if after hours, site managers are dispatched to respond the following morning. Residents should not reach out directly to maintenance staff or contractors without notifying their site manager. Mr. Coley further stated HA will address Ms. Clark's issue and reminded residents to contact their site manager in order to follow the maintenance protocol.
2. **Doreen Black-9194 Kimberly Gardens**- Ms. Black raised concerns about completion of her vanity, she is still awaiting a work order number and completion

date. She first reported her issue on August 22, 2019. Ms. Black also reported issues with the pipes in her unit. HA staff will follow up with her work order requests.

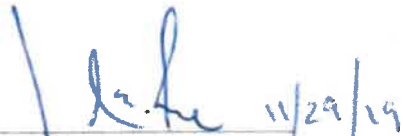

3. **Taytihona Taylor-9178 Kimberly Gardens-** Ms. Taylor raised concerns about her previous unit at 9178. Her unit had become infested with rats, mice, and mold, which she had to immediately vacate, and became homeless. Ms. Taylor was given a voucher back in June of 2019. She has not secured a new place to live, however needs assistance with the security deposit. Ms. Taylor raised concerns that HA staff Nicole Garrett was rude and unwilling to help her secure a security deposit for her new unit. HA staff will investigate this matter.
4. **Niyah Day-9222 Kimberly Gardens-** Ms. Day thanked Al Coley for assisting her with her unit transfer from Kimberly Gardens to Marlborough Towne. Ms. Day raised concerns about HA staff members reaching out to her too late in the day or receiving response back from HA staff after 3 o'clock. Ms. Day discussed the lack of accessibility with speaking to Acting Executive Director Estella Alexander and issues dealing with HA staff Nicole Garrett. Acting Estella Alexander responded to Ms. Day's concerns and will coordinate a meeting with staff to address customer service issues within the HA.
5. **Laquitta Gassaway-9170 Kimberly Gardens-** Ms. Gassaway raised concerns regarding her move/transfer. She is currently waiting for a voucher, in the meantime, HA secured Ms. Gassaway a hotel stay for her and her four kids. The family contracted bed bugs from the hotel room. Once the hotel room was determined to have bed bugs, HA then transferred Ms. Gassaway to Marlborough Towne, into a two-bedroom unit, which is not large enough for her family of five. Ms. Gassaway is now currently waiting for her voucher from HA to find a new place big enough to accommodate her family.

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:





Paul Rowe
Chairman

Estella Alexander
Acting Secretary/Executive Director