

Housing Authority of the City of College Park



Board Minutes

Regular Monthly Meeting

Teleconference

February 24, 2022

Present:

Chairperson, Arelis Pérez;
Vice Chairperson, Robert
Catlin;
Commissioners, Theresa
Keeler, Betsy Lynn;
Executive Director, Michelle
Johnson;
Property Manager, Cheryl
Gleason;
ROSS Coordinator, Mia Greene;
Residents of Attick Towers,
Elizabeth Norman;
Guest, Maria Mackie,
Councilmember for District 4

I. Roll Call:

Ms. Perez opened the meeting at 10:09 a.m. All Commissioners were present except for James McFadden.

II. Agenda Changes:

The Board reviewed/discussed the agenda of February 24, 2022. Ms. Johnson requested "Mia Greene, resident services" be added under the executive report. Ms. Lynn requested "tenants lock out policy"

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be added under new business. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the agenda, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

III. Comments-Resident Council:

None.

IV. Comments-Tenants and General Public:

- Ms. Lynn discussed two comments by residents concerning the towing company contract, and people living in the building that are not on the lease. It was noted that there is currently no towing company on contract, and residents can submit an anonymous letter to the office noting the date and time of individuals who are suspected to live on the premises illegally.
- Ms. Norman discussed pest exterminations should continue. It was noted that the pest control company comes out every Thursday to perform exterminations. Residents should contact the office noting any problems that need to be addressed.

V. Chairman's Report: Ms. Perez discussed several issues, i.e.

- Email concerning the WSSC beginning a major sewer project in north College Park called the Northeast Branch Basin Sanitary-Sewer System Rehabilitation that could affect the residents at Attick Towers, as well as the surrounding community. The construction project is scheduled for one year beginning in 2022.
- Birthdays in February (Ms. Lynn-2/23, Ms. Perez-2/16, Ms. Keisha-2/11, Mr. Catlin-2/9)
- Appreciation and thanks for the housing authority staff and Board commissioners on their support, prayers and condolences to her, during her grieving of the passing of her beloved mother on February 1, 2022. A moment of silence was given to acknowledge Ms. Perez mother, to show our respect and love for Ms. Perez.

VI. Review and Approval of Financial Report:

The Board reviewed/discussed the Housing Authority financial reports (check registry, reconciliation summary, bank accounts, and unaudited accountant report) of January 31, 2022. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the financial reports of January 31, 2022, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The

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motion was unanimously approved by a vote of 4-0.

VII. Decision & Approval of Minutes from the Regular Monthly meeting held on January 27, 2022:

The Board reviewed/discussed the minutes from the regular monthly meeting held on January 27, 2022. There was one correction. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the regular monthly meeting minutes from January 27, 2022, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

VIII. Executive Directors Report:

1) Ms. Johnson discussed the HTVN training that is available to staff, and commissioners. The HTVN training is equivalent to the NAHRO training.

2) ROSS Coordinator: Ms. Greene discussed several issues, i.e.

- Case management software being utilized – AASC (American Association of Service Coordinators)
- CKAR-CDC delivered fresh meals on 2/2
- AL-HUDA delivered meals on 2/3
- Resident walk program on 2/11
- CKAR-CDC delivered fresh meals on 2/16
- Valentines Day social (donors- Costco, Value Village)

Next Month Scheduled program donations:

- CKAR-CDC committed to delivering fresh meals
- Capital Food Bank
- AL-HUDA committed to providing a meal
- Maryland Department of Health mobile vaccine program

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- Office of Emergency Management committed to provide KN95 masks
 - Lutheran Church can assist residents with medical equipment
- 3) Five-year plan: Ms. Johnson gave a thorough and extensive presentation on the five-year plan. Some of the topics discussed, i.e.
- Housing Authority goals and objectives
 - Demolition/Disposition Section 18
 - RAD (Rental Assistance Demonstration) program
 - HACCP converting to project rental assistance
 - Resident procedural rights
 - Resident participation and funding
 - Waiting list
 - Grievance procedures
 - Description of units to be converted
 - Obsolescence test
 - Health and Safety risks
 - More efficient/effective housing
 - Five-year plan compared to a Three-year plan
 - Other Miscellaneous Provisions

(Ms. Perez left the meeting at 12:50 p.m.)

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IX. Old Business:

- Emergency Preparedness booklet: Currently being printed. Commissioners will receive a copy by the next meeting.

X. New Business:

1) Approval of invoices over \$4,000: The Board reviewed/discussed invoices over \$4,000, i.e.

a. VOYA Institutional Trust Co.: An invoice was submitted by VOYA Institutional Trust Co, for \$14,554.15

b. Elevator Company: An invoice was submitted by the elevator company for the maintenance contract and inspection for \$7,845.62

c. Ferguson Enterprises: An invoice was submitted by Ferguson Enterprises for the cost of a pipe repair machine for \$4,458.63. The machine will be utilized by maintenance staff.

A motion was made by Ms. Lynn and seconded by Mr. Catlin to approve the payments of all the invoices over \$4,000. Robert Catlin, Theresa Keeler, and Betsy Lynn voted for the motion. The motion was unanimously approved by a vote of 3-0.

2) Tenant lockout policy: Tabled until the next meeting.

XI. Resident Comments:

None.

XII. Commissioner Comments:

- Ms. Lynn discussed the commissioner stipend, and whether the commissioners will be receiving a tax form.

XIII. Agenda items for the next meeting.... Next Meeting: March 24, 2022:

- Update on tenant lockout policy.

XIV. Adjournment of Regular Session:

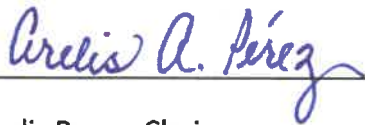
A motion was made by Mr. Catlin and seconded by Ms. Lynn to adjourn the regular monthly meeting.

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Robert Catlin, Theresa Keeler, and Betsy Lynn voted for the motion. The motion was unanimously approved by a vote of 3-0. The regular monthly meeting was adjourned at 1:23 p.m.

XV. Executive Session:

None.



Arelis Perez, Chairman



Michelle Johnson, Executive Director