

Housing Authority of the City of College Park



Board Minutes

Regular Monthly Meeting

Teleconference

June 24, 2021

Present:

Chairperson, Arelis Perez;
Vice Chairperson, Robert
Catlin;
Commissioners, Theresa
Keeler, Betsy Lynn, and James
McFadden
Executive Director, Michelle
Johnson;
Attick Towers Property
Manager, Cheryl Gleason;
Guest Speaker, Michaela
Kammer

I. Roll Call:

Ms. Perez opened the meeting at 10:14 a.m. All Commissioners were present. Michelle Johnson joined the meeting, as noted.

II. Agenda Changes:

The Board reviewed/discussed the agenda. A motion was made by Mr. Catlin and seconded by Ms. Lynn to approve the agenda, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

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III. Comments-Resident Council:

None.

IV. Comments-Tenants and General Public:

None.

V. Chairman's Report:

Ms. Perez discussed several issues, i.e.

- Ms. Michelle Johnson, Executive Director is currently in training with the State of Maryland concerning the grant process for the bond bill.

- Commissioner meeting Sunday, June 27, 2021 (9am – 6pm) at Attick Towers to review, make suggestions, comments, and questions for the revised ACOP updates. The meeting will be recorded. Ms. Keeler will be participating through Zoom. Breakfast, lunch, and dinner will be provided.

VI. Review and Approval of Financial Report:

The Board reviewed/discussed the Housing Authority financial report (check registry, reconciliation summary, bank accounts, and unaudited accountant report) of May 31, 2021. A motion was made by Ms. Lynn and seconded by Mr. Catlin to approve the financial reports, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

VII. Decision & Approval of Minutes from the Regular Monthly meeting held on May 27, 2021:

The Board reviewed/discussed the minutes from the regular monthly meeting held on May 27, 2021. There was one minor correction. A motion was made by Mr. McFadden and seconded by Ms. Lynn to approve the regular monthly meeting minutes from May 27, 2021, as amended. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

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- Kelly & Associates: Ms. Perez introduced the guest speaker Michaela Kammer, Kelly & Associates. Michaela Kammer gave a presentation to the HACCP and discussed various items, i.e.

- * Kelly & Associates have been in business for 45 years
- * Benefits provided (payroll services, 401K, HR benefits, employee online tracking, fees, program costs, training on system, new hiring reporting, and child support services)
- * HR online training
- * HACCP services (employee clock rings, logins, benefits, personal information, and e-signatures)
- * Robust technology that is frequently enhanced
- * Robust reporting system

(Ms. Michelle Johnson joined the meeting at 11:26 a.m.)

- * Cost effectiveness
- * Health insurance benefits
- * Administrative benefits
- * Rates based on the number of employees utilized in the system/ one time fee of \$250/ Every pay an administrative fee of \$25/ \$8 tax fee/ \$4.95 end of year W-2 fee/ \$2.50 monthly fee – per employee/ \$11 site fee = estimated total cost of the program would be \$1855 annually/ or \$155 monthly.
- * 1099 forms
- * All training would be part of the service

The Board further discussed various issues, i.e.

- City Services compared to Kelly Services
- PILOT program with the City
- The current cost for services with the City is \$0. It should be noted that the City payroll services provided does not offer many of the features described under the Kelly & Associates program.

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- Attick Towers being a commercial property, with a residential usage.

VIII. Executive Directors Report:

Ms. Johnson discussed the following issues, i.e.

1) Board Resolution for Triennials: The Board reviewed/discussed issues concerning the Resolution LHA 2021-2, i.e.:

- Recalculations every three years for fixed income residents
- Unfixed income residents recertifications annually
- Less forms to submit for triennial recertifications
- Interim reexaminations
- 60 to 120 day process in advance of scheduled effective date

A motion was made by Ms. Perez and seconded by Ms. Lynn to approve of Resolution LHA 2021-2 recertification for triennials. Robert Catlin, Theresa Keeler, Betsy Lynn, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

2) Kelly Services Presentation: Previously discussed.

3) IT Presentation: Table until next month HACCP meeting.

4) Cap Fund:

- Submission of the 5-year environmental plan to the P.G. County Dept. of Housing Community Environment
- June 9th the HACCP review was assigned number 61 out of 78
- Ms. Johnson explained to the supervisor the urgency of the deterioration of Attick Towers, and the review was moved up to assignment number eleven.
- The Cap funds have been provided by HUD, and can be drawn down after the environmental review has been performed.
- The 2021 Capital funds provided is \$195,322.

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IX. Old Business:

1) **Parking Lot:** The parcel of land the City of College Park owns cannot be leased. The City has to agree to give the land to the HACCP. The City has not chosen to do so.

The Board discussed a secondary plan, in which they could go to the State of Maryland Dept. of Environment Park Review to request that the land being utilized for the garden, could be utilized for the parking lot. The garden would be reconfigured equally and diverse for all residents on Attick Towers premises in the rear area.

2) **Extend RFP:** The Board decided by consensus to extend the RFP for the parking lot for 30 days, which is scheduled to expire on June 30, 2021.

3) **Update of ROSS Grant:** The ROSS grant has been awarded as of May 3, 2021, and a coordinator is being solicited.

(James McFadden left the meeting at 12:07 p.m.)

4) **Safety Emergency Security Grant:** The HACCP was not approved for the safety emergency security grant. The HACCP will reapply.

5) **Obsolescence update:** The Board reviewed/discussed this issue. i.e.:

- Different options for repositioning

- The HACCP does not meet the requirements for the obsolescence position.

- The elevator replacement cost will provide the threshold to be approved under the obsolescence score.

- Emergency proposal to HUD to provide the funds to replace the elevators at Attick Towers.

6) **MDE Water Sampling:**

- No active covid cases.

- Test are continuing

- High covid vaccination rate among residents

(5)

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7) Board Meeting: The Board may meet in person at the July meeting. The Board will discuss this on Sunday. Ms. Johnson will not meet in person at the July meeting.

8) Resident Grounds Keeper: Flyers have been completed to solicit a resident to perform ground keeping duties at Attick Towers.

X. New Business:

1) Approval of invoices over \$2,000: The Board reviewed/discussed invoices over \$2,000, i.e.

a. Barbacane & Thorton: The Board reviewed/discussed an invoice submitted by Barbacane & Thorton for \$5400.00

A motion was made by Ms. Lynn and seconded by Mr. Catlin to approve the payment of the invoice for \$5400.00 submitted by Barbacane & Thornton. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

XI. Resident Comments:

None.

XII. Commissioner Comments:

- Ms. Johnson read resident comments provided by the resident commissioner, i.e.

- When will building be back to normal

- Why are lights off in the front office

- Call center for Korean interpretation

- Ms. Perez discussed culturizing, and empowering within the HACCP. All should work together (residents, staff, and Commissioners).

- Suggestion to have a greeting outside between residents and Commissioners. The Board discussed a plan of action, date, and budget for the greeting event.

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A motion was made by Ms. Perez and seconded by Ms. Keeler to approve a \$1000 or less budget for the meet and greet, that shall be provided from the Resident Council funds. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by vote of 4-0.

XIII. Agenda items for the next meeting.... Next Meeting: July 22, 2021:

None.

XIV. Adjournment of Regular Session:

A motion was made by Ms. Keeler and seconded by Ms. Perez to adjourn the regular monthly meeting. Robert Catlin, Theresa Keeler, Betsy Lynn, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0. The regular monthly meeting was adjourned at 12:58 p.m.

XV. Executive Session:

None.



Arelis Perez, Chairman



Michelle Johnson, Executive Director