

Housing Authority of the City of College Park



Board Minutes Regular Monthly Meeting Virtual Meeting September 28, 2023

Present:

Chairperson, Arelis Perez;
Vice Chairperson, Robert Catlin;
Commissioners, Victoria Evans, Theresa Keeler, and James McFadden;
Executive Director, Michelle Johnson;
Property Manager, Cheryl Gleason;
Residents of Attick Towers, Carl Patterson, Earthele Kornegay, Elizabeth Norman;
Guest, Maithili Sule;

I. Roll Call:

Ms. Perez opened the meeting at 10:05 a.m. All Commissioners were present. Ms. Michelle Johnson, Executive Director was not present at the beginning of the meeting.

II. Agenda Changes:

The Board reviewed/discussed the agenda of September 28, 2023. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the agenda, as submitted. Robert Catlin, Victoria Evans,

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Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

III. Comments-Resident Council:

None.

IV. Comments-Tenants and General Public:

Mr. Patterson discussed the 90+ year senior celebration has moved to 4912 Nantucket Road at the Family Senior Services Building. The celebration will be held on September 29, 2023 from 10am – 1 pm. He also thanked the Board for the installation and activation of the emergency pull cords in the units.

V. Chairman and Commissioner Reports:

Commissioner 3–5-minute appointed discussions:

- Ms. Perez: discussed Sharon Johnson, Director of GAIL and Christal Batey submitted the Senior Connect Grant and Ms. Perez was asked to be the coordinator for Attick Towers and Spellman House, if the grant is approved 50 lap tops will be provided to Attick Towers and Spellman House, aging solo series, PEACE course, Alzheimer’s awareness series, Family and unpaid caregiver resource fair, and Memory course.
- Mr. Catlin: discussed Cruz Development, shopping center closing down, upcoming College Park elections, Alvin Jenkins passed away, new Covid vaccine, College Park Day, and student housing subsidy program.
- Ms. Keeler: discussed shopping for mental health gifts ([Etsy and choosingtherapy.com/healthgifts](https://www.etsy.com/choosingtherapy.com/healthgifts))
- Ms. Evans: thank the Board for putting up the sign for Good Neighbor Day poster, the 50 tablets, and shout out to office staff for very well multi-tasking.
- Mr. McFadden: Nothing to report.

VI. Review and Approval of Financial Reports for July and August 2023:

The Board reviewed/discussed the (check registry, reconciliation summary, unaudited accounting

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summary, and bank account statements) for July 31, 2023. A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the financial reports of July 31, 2023, as submitted. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

(Michelle Johnson entered the meeting at 10:51 am)

The Board reviewed/discussed the (check registry, reconciliation summary, unaudited accounting summary, and bank account statements) for August 31, 2023. A motion was made by Ms. Perez and seconded by Ms. Evans to approve the financial reports of August 31, 2023, as submitted. Robert Catlin, Victoria Evans, Theresa Keeler, 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 July 27, 2023 Regular Monthly meeting:

The Board reviewed/discussed the regular monthly meeting minutes held on July 27, 2023. There were several corrections. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the regular monthly meeting minutes from July 27, 2023, as amended. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

VIII. Executive Directors Report:

Ms. Johnson discussed various issues, i.e.:

- Capital Funds (documents have been sent)
- ARPA funds and CDBG grant (will be utilized for the HVAC replacement project)
- Resident fraud awarding of \$7,850
- ROSS position- Ms. Greene will no longer be the ROSS coordinator. She will be assisting in the back ground. Resumes are being accepted, reviewed and scheduled interviewing.
- Short Fall Funding grant award of \$211,678.00
- Grant of \$20,000 for emergency preparedness for Attick Towers

Property Updates: Ms. Gleason discussed various issues, i.e.

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- 95 occupied units and 13 vacant units
- Leases 2 units in August and 3 in the next 2 weeks
- Date to decide to turn on heat
- Emergency pull cord test
- Elevator inspection on 10/16/23
- Washington Gas laying new pipe
- Covid/Flu shots provided last week

ROSS Grant Coordinator: Ms. Greene will no longer be the ROSS Grant Coordinator. She will be working in the background.

IX. Old Business:

None.

X. New Business:

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

July 2023:

a. Kelly Benefits for \$6,728.92

August 2023:

a. Kelly Benefits for \$6,728.92

September 2023:

a. Kelly Benefits for \$6,728.92

A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the payment of the invoices submitted over \$4,000. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 5-0.

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XI. Resident Comments:

- Mr. Patterson thanked Ms. Johnson for caring the ball in fine shape, her staff handling things well, and Mr. Kornegay for doing a well job.

XII. Commissioner Comment:

- Ms. Evans discussed the Beacon magazine (reference regarding the executive director of Attick Towers), and the WiFi/Antenna in the building.

XIII. Agenda items for the next meeting.... Next Meeting: October 26, 2023:

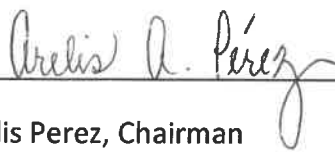
- College Park Affordable Housing Coalition meeting will be held October 26, 2023 at 1:00 p.m.

XIV. Adjournment of Regular Session:

A motion was made by Ms. Perez and seconded by Ms. Evans to adjourn the regular monthly meeting of September 28, 2023. Robert Catlin, Victoria Evans, Theresa Keeler, James McFadden, and Arelis Perez voted for this motion. The motion was unanimously approved by a vote of 5-0. The Board adjourned the regular monthly meeting held on September 28, 2023 at 11:45 a.m.

XV. Executive Session:

None.



Arelis Perez, Chairman



Michelle Johnson, Executive Director