

**Minutes of
Housing Authority of the City of College Park
Regular Monthly Meeting
February 28, 2019**

Present: Chairperson, John Moore; Vice Chairperson, Robert Catlin;
Commissioners, James McFadden, Carl Patterson and Arelis A. Perez;
Executive Director, James Simpson; Guest, City Councilperson, Monroe
Dennis, Shaun Brent, Cost Recovery Specialist; Residents of Attick
Towers;

I. Roll Call:

Mr. Moore opened the meeting at 2:00 p.m. All Commissioners were present.

II. Comments-Resident Council:

None.

III. Comments-Tenants and General Public:

A resident stated she is anticipating that good things will be coming out of the meeting today.

City Councilperson Monroe Dennis discussed Ms. Lomax being under the weather. Ms. Lomax was hospitalized and is now in a rehab in Baltimore, MD. He noted he is here as an observant and is attentive to the residents of Attick Towers.

Shaun Brent, Cost Recovery Specialist for Utility Advocate discussed various issues, i.e.

- Contingency audit company
- Services provided (water in, water out, electricity, gas, telecom, internet, emergency services, and the cable bill
- Only two outcomes (agency has been charged accurately or billed incorrectly)
- Billing research goes back four years
- Funds have already been retrieved for the HACCP regarding the gas charges
- There are no out of pocket charges for the services provided

IV. Chairman's Report:

None

V. Agenda Changes:

None.

A motion was made by Mr. McFadden and seconded by Ms. Perez to accept the agenda, as submitted. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

VI. Review and Approval of Financial Report:

The Board reviewed/discussed the financials and bank statements.

A motion was made by Mr. Patterson and seconded by Ms. Perez to approve the financials, as submitted. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

The Board requested that Mr. Simpson,

- put out a RFP for the painting and plumbing
- Bids for landscaping
- Bids on building maintenance cleaning service

VII. Decision & Approval of Minutes from Regular Monthly meeting and the executive session held on January 24, 2019:

The Board reviewed/discussed the minutes from the regular monthly meeting held on January 24, 2019. There was one minor correction.

The Board reviewed/discussed the executive session held on January 24, 2019. There were no corrections.

A motion was made by Ms. Perez and seconded by Mr. Catlin to approve the minutes from the regular monthly meeting and the executive session held on January 24, 2019, as amended. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

VIII. Executive Directors Report:

Financial Report: Mr. Simpson discussed various issues, i.e.

- Thanked the Board for changing the meeting date
- Condolences for Mr. Patterson for losing his sister
- Betty Gibbons in the hospital (Does the recertification and the lease of tenants)
- Lead removal work completed
- Paint unit, smoking, bio hazard firm
- Resident got sick and was admitted to a nursing home, died recently
- Received check from T-Mobile for \$2500
- Physical needs assessment onsite inspection (American Property Consultants)
- HUD REAC inspection
- Board reviewed the civil engineer preliminary site plan (100-year flood zone)
- Applications (110 submitted/49 returned)
- Waiting list (one person housed)

The Board decided to pause the regular meeting and go into executive session. After the executive session has been completed the Board will come back to the regular monthly meeting. A motion was made by Ms. Perez and seconded by Mr. McFadden to pause the regular meeting and go into executive session to discuss executive search, and legal advice. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0. The meeting was temporary adjourned at 2:58 p.m.

The regular monthly meeting was reconvened at 4:03 p.m.

IX. Old Business:

- 1) Repositioning: Mr. Simpson discussed various issues, i.e.
 - Training on line
 - Provided Board with RAAD information
 - Board come up with an official position
 - More information needed
 - Work through process
 - Work shop
 - Board members do a one-day training on various issues
 - Invite Glen Arden Board members to come and talk to the HACCP
 - A motion was made by Ms. Perez and seconded by Mr. Patterson to table the issue of repositioning until a work shop by Mr. Brown and/or communication with the Glen Arden Board of Commissioners and/or communication with the City of College Park, City Manager can be obtained. The repositioning discussion will be tabled until the April meeting. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

- 2) Roaches: Mr. Simpson noted he is having a meeting, next Friday with the current pest control company to do a sweep for roaches. He is also working on a proposal.

X. New Business:

- 1) Approval of invoices over \$2,000.00:
 - a. VOYA Institutional Trust Co.: The Board reviewed/discussed an invoice submitted by VOYA Institutional Trust Co. for the pension plan for the staff at Attick Towers. The invoice is for \$17,126.00. A motion was made by Mr. Patterson and seconded by Ms. Perez to approve the payment of \$17,126.00 to VOYA Retirement Insurance and Annuity Company. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

- 2) COLA: A motion was made by Ms. Perez and seconded by Mr. Patterson to approve a 2.3% COLA for the Executive Director to be retroactive from July 1, 2018 to present. The COLA increase is approximately \$2,024 annually. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

- 3) Neighbors Helping Neighbors: Ms. Perez discussed various issues, i.e.
 - Entity working with the senior committee of College Park
 - Non-profit organization through the City of College Park
 - Transportation
 - House hold chores
 - Friendly visits or calls

- Separate from the senior program sponsored by the City of College Park
- Ms. Perez getting 125 brochures for Attick Towers

XI. Resident Comments:

None.

XII. Commissioner Comments

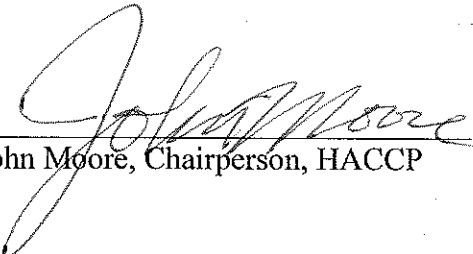
None.

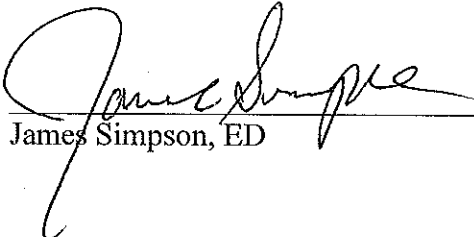
XIII. Agenda items for the next meeting.... Next Meeting: March 21, 2019:

None.

XIV. Adjournment:

A motion was made by Ms. Perez and seconded by Mr. Patterson to adjourn the regular monthly meeting. Robert Catlin, James McFadden, Carl Patterson, 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 4:42 p.m.


John Moore, Chairperson, HACCP


James Simpson, ED

**Minutes of
Housing Authority of the City of College Park
Executive Session
February 28, 2019**

Present: Chairperson, John Moore; Vice Chairperson, Robert Catlin;
Commissioners, James McFadden, Carl Patterson, and Arelis Perez;
Executive Director, James Simpson; Guest, Carrie Blackburn-Riley,
Attorney

I. Roll Call:

Mr. Moore opened the meeting at 3:04 p.m. All Commissioners were present.

II. Executive Director Search: Mr. Simpson introduced Carrie Blackburn-Riley.
Ms. Riley discussed various issues with the Board, i.e.

- Her biography and experience
- Repositioning process
- Voucher program
- Work shops
- PHADA and NAHRO resources
- Expertise of Executive Director
- Annual salary for the new ED
- Ms. Perez provided Ms. Riley with a resume of a proposed applicant
- Hourly rates of the ED head hunter
- ED search process
- ED who is easy to work with
- Proposed placement ads
- Reviewed/discussed proposal suggestions
- Suggestion to read the minutes for the Glen Arden housing authority meetings
- Finalize job description
- Select a sub committee
- Meet Wednesday, March 13th at 2:00 p.m.

III. Resident Issues:

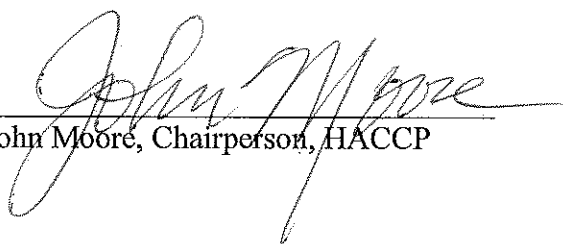
Mr. Simpson discussed a resident who filed a legal issue to appeal a previous granted court decision. The appeal was denied by the judge. The resident was not represented by legal aid.

IV. Executive Directors COLA:

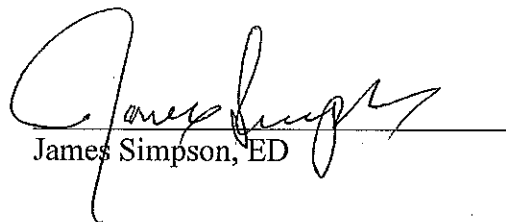
The Board reviewed/discussed the ED COLA. City staff receives a COLA every year. The COLA is 2.3% of the annual salary. The COLA is retroactive. The Board decided that this issue should be finalized in open forum during the regular monthly meeting to be reconvened.

V. Adjournment: Executive Session:

A motion was made by Ms. Perez and seconded by Mr. Patterson to adjourn the executive session and reconvene the regular monthly meeting. Robert Catlin, James McFadden, Carl Patterson, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0. The executive session was adjourned at 4:02 p.m.



John Moore, Chairperson, HACCP



James Simpson, ED