

# Housing Authority of the City of College Park

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## Board Minutes

### Video Conference Meeting

March 30, 2020

#### Present:

Chairperson, Robert Catlin;  
Vice Chairperson, Arelis Perez;  
Commissioners, Theresa Keeler,  
and James McFadden;  
Executive Director, Michelle  
Johnson;  
Residents of Attick Towers

#### I. Roll Call:

Ms. Perez opened the meeting at 10:00 a.m. All Commissioners were present.

#### II. Agenda Changes:

None.

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

#### III. Comments-Resident Council:

Betsy Lynn, Vice President of the Resident discussed various issues with the Board, i.e.

- Things are quiet at Attick Towers
- Secret food bank fully stocked (9 bags have been prepared)
- Some residents have stated they feel abandoned by office staff
- Cleaners doing a great job
- A lot of relatives as well as non-relative visitors coming in and out of the building
- Bus schedules to grocery store

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- Payment of rent
- Staff working from home for safety purposes for the residents as well as staff
- Residents problem with following orders and helping out
- Staff has not abandoned residents (Ms. Perez, Ms. Johnson and staff have come into the building at least once a week, risking their personal safety)
- Posting of flyers, and information on bulletin boards
- Recommendation of installing a bulletin board with an encasement and lock

#### **IV. Comments-Tenants and General Public:**

None.

#### **V. Chairman's Report:**

Ms. Perez stated that she has made herself available to Ms. Johnson, as well as staff to help out with the residents of Attick Towers. She noted she lives 5 minutes away, and provides any useful information to staff, as well as all board members, and other organizations. She noted she witnessed Ms. Lynn's struggles with cleaning and has provided gloves and cleaning supplies. The Board discussed a resident who is selling paper products for exaggerated prices, and notes this violates an executive order given by the Governor, and they will be dealt with.

#### **VI. Review and Approval of Financial Report:**

The Board reviewed/discussed the HA financial report, check registry, and bank statement. A motion was made by Mr. McFadden and seconded by Ms. Perez to approve the financial report, as submitted. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0

#### **VII. Decision & Approval of Minutes from the Regular Monthly meeting and the Executive Session held on February 27, 2020:**

The Board reviewed/discussed the minutes from the regular monthly meeting held on February 27, 2020. There were minor corrections. A motion was made by Mr. Catlin and seconded by Ms. Perez to approve the minutes held on February 27, 2020, as amended. Robert Catlin, Theresa Keeler, James McFadden, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 4-0.

#### **VIII. Executive Directors Report:**

Ms. Johnson discussed the following:

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- Board requested brief presentation concerning T-Mobile next meeting
- Office staff will be teleworking until further notice (lap tops and printers will be provided to staff)
- Keisha (staff) created a share drive to be utilized by staff
- Work logs are regularly submitted
- Eric (maintenance) working emergency calls
- Joey (maintenance) is working all day on Tuesdays and Thursdays
- Working on a call system with Gilson
- Residents have been instructed to mail in their rent or put them in the drop box
- Late fees and evictions are being waived
- Tissue, face masks, and food has been ordered for residents of Attick Towers for emergency usage (Ms. Betsy Lynn has been helping with distribution)
- Property cameras have been updated to allow staff to watch the cameras via remote 24 hours a day
- The building is being cleaned 3 times a week by 2 different companies (regular company cleans commons areas once a week on Mondays, and a temporary company cleans all the common areas of the entire building twice a week)
- Ms. Keeler thanked Ms. Johnson, and staff for all they have done for the residents.
- Ms. Perez agreed with Ms. Keeler, and noted that everyone will get through this with compassion, hope, love, faith, and everyone working together.

(James McFadden left video meeting)

## **IX. Old Business:**

### **1. Repositioning: Ms. Johnson discussed various issues, i.e.:**

- Various options being discussed
- No final decisions have been made
- One option being investigated is streamlining process
- Contract administrator if converted to Project base (HUD will no longer be contract administrator)

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ailments. She noted she will be recommending Ms. Lynn to be considered for the position of Resident Commissioner on the HACCP.

Ms. Johnson concurred with the recommendation and also thanked Ms. Lynn. She informed the Board she has been notified that there has been a stay in executive order beginning at 8pm.

1) **Floor Monitors:** The Board discussed the floor monitors and their duties. There is a designated floor monitor assigned to each floor at Attick Towers. The floor monitors duties currently only require them to put up and monitor the flyers. It was noted that the floor monitors are different individuals from the two resident building security personnel. The Board requested documentation on the specific duties of the resident security personnel

### **XIII. Agenda items for the next meeting.... Next Meeting: April 23, 2020:**

None

### **XIV. Adjournment: Executive Session:**

A motion was made by Ms. Perez and seconded by Mr. Catlin to adjourn the regular monthly meeting and go into executive session. Robert Catlin, Theresa Keeler, and Arelis Perez voted for the motion. The motion was unanimously approved by a vote of 3-0. The video conference meeting was adjourned at 11:37 a.m.



Robert Catlin, Chairman



Michelle Johnson, Executive Director