

Housing Authority of the City of College Park



Board Minutes

Regular Monthly Meeting

September 24, 2020

Present:

Chairperson, Robert Catlin;
Vice Chairperson, Arelis Perez
Commissioners, Theresa Keeler,
Betsy Lynn, and James McFadden
Executive Director, Michelle
Johnson

I. Roll Call:

Mr. Catlin opened the meeting at 10:00 a.m. All Commissioners were present except for Arelis Perez. Mr. Catlin stated Ms. Perez will be joining the meeting.

II. Agenda Changes:

The Board reviewed/discussed the agenda. A motion was made by Ms. Lynn and seconded by Mr. McFadden to approve the agenda, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, and James McFadden 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:

None.

V. Chairman's Report:

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Mr. Catlin discussed several issues, i.e.

- Attick Towers is part of district 2,
- One of the council members is resigning at the end of September,
- City special election scheduled for November 8, 2020 to fill the vacancy
- The Board decided by consensus that no candidates can campaign in the building, because of Covid-19. The candidates can drop off documents for the residents to review.

VI. Review and Approval of Financial Report:

The Board reviewed/discussed the Housing Authority financial report and bank statements. A motion was made by Mr. McFadden and seconded by Ms. Keeler to approve the financial report, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, and James McFadden 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 held on July 23, 2020:

The Board reviewed/discussed the minutes from the regular monthly meeting held on July 23, 2020. A motion was made by Mr. McFadden and seconded by Ms. Keeler to approve the regular monthly meeting minutes held on July 23, 2020, as submitted. Robert Catlin, Theresa Keeler, Betsy Lynn, and James McFadden voted for the motion. The motion was unanimously approved by a vote of 4-0.

VIII. Executive Directors Report:

Ms. Johnson discussed various items, i.e.

- Introduction of Lt. Corbin: Lt. Corbin has an extensive background in law enforcement. His resume has been forwarded to all Commissioners. Lt. Corbin has done an exceptional job (go getter, taken control of the site, submit daily reports, reviews cameras, submit incident reports, walks through building, and takes snapshots of incidents). Violation letters have been submitted to residents. One resident has at least five violation incidents, and a 30-day notice to vacate will be given.

Lt. Corbin discussed various issues, i.e.: thanked Ms. Johnson for bringing him on board, this is a wonderful agency to work with. Biggest challenges (two residents with mental challenges, in which he is trained on how to handle these concerns).

- Flu shots: Continuing to work with the doctor, with the costs.

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- Free meals for residents: Waiting on P.G. County program representative to contact Ms. Johnson. She has not responded. Will give a week to respond and will follow up with individual over the program. All documents have been submitted. Food has been picked up one time for the residents at Attick Towers. The food left over is very low.
- RFP for legal services: Two RFP's have been received (current attorney Mr. Thomas and Carrie Blackburn-Riley). The applications are currently being reviewed. The applicant who receives the highest score will be awarded the contract, as the HACCP sole attorney.
- Hud approved unit forms: The Board reviewed/discussed where HUD approved the offer of opportunity for units to be taken off line due to modernization. Forms have been submitted to HUD requesting three units (101,102,103) to be taken offline due to water damage. They have been approved for modernization until December 22, 2020. The emergency fund for repairs for the first floor will be submitted immediately. The proposal for repairs is for \$135,000.
- Second application to be submitted for HUD approval is under natural disaster. There have been residents that contracted and passed away from the coronavirus at Attick Towers. There also have been units from residents leaving. Ms. Johnson has applied for unit status change for units #206, 313, 401, 505, 810. The units are vacant, and have been approved by HUD to be vacant for one year without being penalized, to protect new residents. If any other units become vacant, she would apply for the same designation.
- Courtesy officer unit: HUD has approved three years for a unit to be designated to a live-in courtesy officer. The courtesy officer is Mr. Rice. Mr. Rice has not started because of an emergency family situation. Ms. Johnson receives updates concerning this matter.
- Retreat: The retreat is currently being worked on. Waiting for Board responses for dates and time to schedule the retreat.
- Website: Schedule photographer to take site and Commissioner photos after October 10th.

(Ms. Perez entered the meeting at 10:35 a.m.)

- ROSS Grant: Ms. Johnson informed the Board she will be applying for the grant. The application is due by the end of November. The grant will help toward senior and disabled residents. A narrative has to be drawn up, as well as a survey from residents. The forms would show the need at Attick Towers.
- Non-profit: All paperwork has been submitted to the IRS. The Board has been selected. The IRS has provided an EIN # for the non-profit.

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IX. Old Business:

1) Budget/Lease modification: Ms. Johnson noted she doesn't need help with lease modifications. She does need suggestions from the Board for the budget.

2) Invoices over \$2,000:

a. TelePlus Corp. (system maintenance contract). An invoice was submitted by TelePlus Corp. for \$3,064.55

b. Home Depot supplies: An invoice was submitted for supplies purchased at Home Depot for \$2,107.00

c. SunTrust: An invoice was submitted by SunTrust for miscellaneous expenses for \$3,401.31

d. Waste Removal Republic Services: An invoice was submitted by Waste Removal Republic Services for \$2,540.37.

A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the payment of the invoices submitted over \$2,000. 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.

X. New Business:

None.

XI. Resident Comments:

- Ms. Perez stated she will be speaking for one of the residents. She discussed the resident feeling isolated through the senior program. Angie Burns (Program Director for Senior Program) and staff are at Attick Towers on Tuesdays and Spellman House on Thursdays. She schedules residents by appointments only. Ms. Perez also discussed the interim Resident Commissioner and how Ms. Lynn was chosen. The resident reminded the Board that the Mayor noted he would give the residents at Attick Towers a voice in determining who the Resident Commissioner would be. Ms. Lynn is the interim Resident Commissioner and at some point, the residents can have a voice through their Resident Council in determining an appointed Resident Commissioner. Ms. Lynn was appointed interim Resident Commissioner because of the emergency concerns with the Covid pandemic. It was determined that the residents would benefit from having a Resident Commissioner immediately. The resident requested that social distance markings be put in the park area.

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XII. Commissioner Comments:

None.

XIII. Agenda items for the next meeting.... Next Meeting: October 22, 2020:

None.

XIV. Adjournment: Executive Session:

A motion was made by Ms. Perez and seconded by Mr. McFadden to adjourn the regular monthly meeting. 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. The regular monthly meeting was adjourned at 11:52 a.m.



Robert Catlin, Chairman



Michelle Johnson, Executive Director