

Housing Authority of the City of College Park



Board Minutes

Regular Monthly Meeting

October 22, 2020

Present:

Chairperson, Robert Catlin;
Vice Chairperson, Arelis Perez;
Commissioners, Theresa Keeler,
Betsy Lynn, and James McFadden;
Attick Towers Administration
Representative, Cheryl Gleason

I. Roll Call:

Mr. Catlin opened the meeting at 10:00 a.m. All Commissioners were present. It should be noted that Michelle Johnson, Executive Director was not present at the meeting.

II. Agenda Changes:

The Board reviewed the agenda. Ms. Lynn requested that "Laundry Receipts" and "Interim Commissioner status" be added to Old Business. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the agenda, 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.

III. Comments-Resident Council:

None.

IV. Comments-Tenants and General Public:

Ms. Perez discussed various issues presented by a resident's email, i.e.

- Laundry room has been a mess and various washing machines and one dryer are not working
- Residents very happy with the food distribution from various organizations in the area

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- Food pantry full of food
- Thanked management for their updates on the coronavirus, as it affects them

V. Chairman's Report:

Mr. Catlin discussed various issues, i.e.

- City special elections scheduled for 11/8/2020 at the College Park Community Center
- Covid-19 testing for free, tomorrow morning behind the University of Maryland hotel

VI. Review and Approval of Financial Report:

The Board reviewed/discussed the Housing Authority financial and bank statements. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the financial report, 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 September 24, 2020:

The Board reviewed/discussed the minutes from the regular monthly meeting held on September 24, 2020. There was one minor correction. A motion was made by Ms. Perez and seconded by Ms. Keeler to approve the regular monthly meeting minutes held on September 24, 2020, 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.

VIII. Executive Directors Report:

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

- Live in officer: Mark Grimes has accepted the position contingent on viewing the unit #300 tomorrow.
- Free meals: Every other Wednesday, has been going smoothly, and residents are very appreciative
- Result of the RFP for legal services: Results by the end of the month
- Security grant: Applying for a HUD grant for surveillance and lighting
- Laundry machines: Converting the laundry and dryer machines from coin to card acceptance
- Cleaning company: Cleaning company doing a deep cleaning of the building, today.

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The Board discussed the mental health status that some of the residents may be feeling from feeling isolated, because of Covid mandate protocols in the building. It should be noted that Ms. Gleason and Ms. Keisha call each resident weekly to help them cope with these feelings. Ms. Keeler volunteered to put together some items to assist the residents in coping with anxiety, and will send it to the Commissioners, as well as staff. Ms. Gleason stated she will check to verify that the suicide notice is currently on the bulletin board.

IX. Old Business:

1) Resident Council's bank statements: Ms. Lynn discussed no one is positioned to receive the bank receipts of the Resident Council. She noted there is approximately \$5,000 in the account. She inquired if the funds could be utilized to take care of tenant needs and services in the building.

2) Interim Resident Commissioner: Ms. Lynn inquired how long she would be an interim commissioner. Ms. Lynn was appointed by the Mayor, and until the Mayor finds it safe during this pandemic, Ms. Lynn will be the Interim commissioner. The Mayor has promised he would confide in the residents of Attick Towers to gather input into appointing the permanent Resident Commissioner. There is no time limit on an interim commissioner's service.

3) Invoices over \$2,000:

a. Elevator maintenance contract: The Board reviewed/discussed the invoice submitted for the elevator contract for \$2,419.26. A motion was made by Ms. Perez and seconded by Ms. Lynn to approve the payment of the invoice submitted for the elevator contract for \$2,419.26. Robert Catlin, Theresa Keeler, James McFadden, Betsy Lynn, 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:

None.

XII. Commissioner Comments:

- Resident Covid update: Mr. McFadden inquired about the status of the resident that was admitted to the hospital for coronavirus infection.

- Budget for 2021: Ms. Perez noted the update needed for the budget 2021 status.

- Executive Director performance evaluation: Ms. Perez noted the Executive Director's performance evaluation is due. The board needs to schedule a meeting to discuss.

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- Flu shot clinic: Ms. Perez discussed a flu shot clinic being established at Attick Towers for the residents.

- Cost of living increase for Attick Towers staff: The staff at Attick Towers receives their COLA increase by the approval of the Executive Director. The Executive Director receives their COLA increase by the approval of the HACCP. The Board reviewed the offer letter, as well as the contract for Ms. Johnson.

A motion was made by Ms. Perez and seconded by Theresa Keeler and Betsy Lynn to approve a 2.5% COLA increase to Ms. Johnson, based on the City's COLA increase retroactively. 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.

XIII. Agenda items for the next meeting.... Next Meeting: November 19, 2020:

- Budget

- Retreat/Training

- ACOP (Admissions and Continuing Occupancy Policy)

- Email to Mayor of College Park noting stance of Resident Commissioner

XIV. Adjournment:

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 11:30 a.m.



Robert Catlin, Chairman



Michelle Johnson, Executive Director