

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
February 23, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on
February 23, 2022**

To Join via Zoom Video Conference:

<https://zoom.us/join> Meeting ID: 927 6506 5009 Passcode: 226657

To Join via Zoom Telephone Conference:

Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657

Present

Chairman – James Hedrick, PhD
Commissioner- Edward J. Duffy
Commissioner – Steve Marr
Commissioner – Stacy Kaplowitz

In Attendance

Jessica Anderson, Executive Director RHE
Christele Etienbla, RHE Staff
Tosha Dyson, RHE Staff
Asmara Habte, Director, DHCD City of Rockville
Monique Ashton, Councilmember City of Rockville

6:30 PM Call to Order

Chairman Hedrick called the February 23, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order. Chairman Hedrick noted a change in the agenda. Action and Discussion Items will be moved to the top of the agenda.

6:35 PM Action and Discussion Items

Director Anderson presented the RHE Foundation bylaws and incorporation documents for approval. Commissioner Duffy and Marr, noted some inconsistencies in the documents that need to be addressed such as the title of officers, election of officers, appointing and firing board members and other details that do not apply to RHE entries. Director Anderson noted she will get back with the attorney and get the items of concern addressed and will represent the documents when they have been corrected.

Chairman Hedrick had to dismiss himself from the meeting. Vice Chairman Kaplowitz took over in the role of Chairman.

6:45 PM Consent Items

Vice Chairman Kaplowitz called for a motion to approve or make changes or corrections to the meeting minutes for the board meetings held on January 20, 2022. Commissioner Duffy moved to

approve the meeting minutes from the January 2022 meeting. Commissioner Marr seconded the motion. All present voted Aye.

6:48 PM Citizen Comments

There were not citizens present.

Activities during the month of January 2022

Meetings/Activities

- Fireside Park Property Management calls were held bi-weekly.
- Staff continues a telework schedule due to COVID 19 Social Distancing restrictions.
- Food Distributions at the David Scull Community have been transitioned to only two days a week.
- RHE continues to engage in social distancing measures. RHE continues to not see clients in the office, but are servicing clients through email, mail, phone and fax.
- RHE was notified of the approved MTW Plan on February 8, 2022.

Move to Work (MTW) Program Implementation

RHE received the MTW Plan final approval on February 8, 2022. Staff are working to implement the policy and program changes.

Waiting List

RHE will open the waiting list for all bedroom sizes for the Public Housing Program and the RHEP Project Based Voucher Scattered Site development on March 16th, 17th and 18th.

Financial Management (See Tab 3)

Public Housing Program (PH) (108 PH Units)

The Net Income on the PH Cash Flow Report for the month of January 2022 indicates a negative (\$29,254.31). The negative is due to the decreased rent collection of David Scull only (excluding scattered site rent collections), decreased subsidy received (prorated for David Scull only, and the \$9,000 in invoices for the snow removal. Year to date is a negative (\$74,040.64). Once the scattered site cash flow has been steady for a couple of months, Finance will reallocate expenses from David Scull to Scattered sites to off the negative balance in David Scull.

Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;)

The Net Restricted Assets (HAP) for the month of January 2022 is a negative (\$20,627) due to a back payment to landlords. Year to date the HAP is a negative (\$387,400.63). The negative HAP is covered by PHA held reserves.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending January 2022 is a positive \$3,482.89. Year to date is a negative (\$28,274.46).

Mainstream Vouchers (50 Mod Vouchers)

The Net Restricted Assets (HAP) for the month of January 2022 is a positive \$8,472. Year to date the HAP is positive \$17,007.

The Unrestricted Net Assets (Administrative Expenses) for the month ending January 2022 is a positive \$802.38. Year to date is positive \$7,759.32

Mod Rehab Program (5 Mod Vouchers)

The Program cash flow for the month of January 2022 is a negative (\$2,759) due to not receiving any funding from HUD. Year to date the HAP is positive \$44.

RELP – (56 Low Income Housing Tax Credit Units)

The net income for RELP One for the month of January 2022 is a positive \$1,512.31. Year to date net income is a positive \$1,512.31.

RHE Properties (4 – Affordable Units)

The Cash Flow Statement for the month ending January 2022 indicates a positive \$1,365.72. Year to date is a positive \$1,365.72.

RHE Properties Scattered (29 – Scattered Units)

The Cash Flow Statement for the month ending January 2022 indicates a positive \$66,100.53. Year to date is a positive \$66,100.53.

RHE Corporation (the General Partnership entity for RELP One)

There was no activity for this entity during the month of January 2022. Year to date net income is a positive \$332,297 due to the transfer of ILP & SLP interests on RHE Corporation's financial statement.

RHE Development Account (bank account that receives and holds non-federal funds)

The Cash Flow Statement for the month ending January 2022 indicates a positive \$6,226.54. Year to date net income is a negative (\$109,824.49).

RHE FIRESIDE PARK

The Cash Flow Statement for the month ending January 2022 indicates a positive \$67,557.35. Year to date net income is a positive \$67,557.35

Commissioner Marr requested the fiscal years be presented for each entity for clarity purposes. Commissioner Duffy requested the scattered site financials be presented closer to the David Scull financials.

Asset Management January 2022 (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull) was as follows (76 units):
 - 96.1% for the month ending January – (3 vacancies)
 - Rent Collection Percentage 79.8%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):

- 89.7% for the month ending January – (3 vacancy)
- Rent Collection Percentage 105.4%
- RELP One Occupancy was as follows (56 units):
 - 94.6% for the month ending January – (3 vacant)
 - Rent Collection Percentage 116.4%
- RHEP Occupancy was as follows: (4 units).
 - 100% for the month ending January
 - Rent Collection Percentage 72.3%
- Fireside Occupancy was as follows:
 - Occupancy – 98% occupancy rate of available units
 - 48– units off-line reserved for current construction/hospitality
 - 4- units vacant available for rent

Maintenance Activity Summary for January

- RHE maintenance staff completed 90 work orders in January.
- RHE maintenance department replaced damaged interior doors in 16 units on First Street. Residents were notified of charges to their ledger for any tenant-caused damage.
- RHE maintenance department facilitated 35 HQS inspections with third-party landlords in the month of January of which 5 inspections failed and were scheduled for reinspection.
- There were 2 move-ins and 4 move-outs for January. Vacant units are in process of turnover.
- RHE maintenance department had two staff out on vacations in January and had three snow events, but maintained the work flow & emergency calls without any interruptions or issues.

Housing Choice Voucher Program (HCVP) Management

January 2022

- HCV Program voucher units leased for the month ending January 2022 was 93%, and calendar year to date in January 2022 was 93.%. HCV Program budget utilization for the month ending January 2022 was 109.26% and calendar year to date in January 2022 was 109.26%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 96% leased for the month of January 2022.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of January 2022.
- The 5 VASH vouchers are 80% leased. An application has been received from Veterans Affairs and has been approved. Applicant is conducting housing search.

Fostering Youth into Independence (FYI) Vouchers

- RHE has received sixteen (16) referrals from Montgomery County Child Welfare.
- RHE has been awarded fourteen (14) Fostering Youth into Independence Vouchers.
- RHE has issued fourteen (14) vouchers to youth transitioning into housing.
- Thirteen (13) vouchers are leased.

Fireside Park

Reporting Period: December 1 – December 31, 2021

Milestones

RHE Board and development team have re-launched the site’s new brand identity campaign. The marketing team has provided additional naming concepts for **Reporting Period:** January 1 – January 31, 2021

Milestones

- The development will be rebranded as: ***Parkside Landing***. The marketing team is working on a new branding/image campaign and will be sharing concepts/color images.
- The foundation for the new community signage is being laid out at the front of the site entrance.
- RHE conducts bi-weekly transition progress/coordination calls with WINN management
- RHE Team and Jubilee Housing manager have identified the units for the remaining 7 (seven) clients needed to complete the placement for the project-based voucher units.
- The relocation team is the process of relocating residents back to two of the remaining five buildings.
- New site infrastructure is fully installed.

Schedule

- The project is 83.35% complete
- The project is currently tracking for May 18, 2022 as a substantial completion date.

Section 3/MBE Participation

	Goal	Actual
Section 3 Goal	10%	11.64%
MBE Goal	29%	31.96%

Construction Look-Ahead

- Building 717
 - Fire alarm install & programming
 - Trade/Fire Inspections
 - Final Clean
 - Turnover

- Building 719
 - Fire alarm install & programming
 - Trade/Fire Inspections
 - Final Clean
 - Turnover

- Building 743
 - Demo & Abatement

- Begin MEPS
- Building 745
 - Demo & Abatement
 - Begin MEPS
- Site
 - Civil As-Builts
 - Site BFP vault and final tie-in

Pending Items

- Units under rehab: 22
- Relocation % Completed: approximately

Family Self Sufficiency/Resident Services Detailed Report-Period YTD: January 2022

25- Public Housing
 15- FSS Progress Reports
 47- Voucher
 8- Homeownership

Community/Resident Services

Youth Programming/Summer

- Team of Stars- with Project Change, which includes theater arts and takes place in fall/winter sessions.
- After School Programming- K-12 active engagement around health and wellness, sustainability, mindfulness, service, sports, and social-emotional wellness.

Community Events

- Food, Fresh Produce, Clothing, Household Items, and Infant and Toddler items distributed Monday-Friday 10:30 am – 6:00 pm at Lakeforest Mall.

Vice Chair Kaplowitz asked if Winn was involved in the rebranding of Fireside Park. It was confirmed that Winn’s marketing team was leading the efforts. Director Anderson noted the two homebuyers were not FSS participants but regular program participants that purchased homes. Director Anderson noted RHE is recruiting for a Resident Services Coordinator position and finding the right person has been difficult. Councilmember Ashton, suggested reaching out to Every Mind.

7:00 PM City of Rockville (COR) Report

Councilmember Ashton noted the City had a great meeting on the implementation of the Comprehensive Plan. There are housing elements to the plan that affect zoning. Councilmember Ashton is in support of Bank on Rockville as a way to promote financial literacy. There are plans to expand the Lincoln Park Community Center. Also noted the Terrific Kids Bike program will be happening in May. The City approved the climate action plan. Councilperson Ashton is working on ways to improve home energy efficiencies in the Public Housing units.

Director Habte noted the voluntary rent increase guideline for the City of Rockville was approved at the February 8th Council meeting is 0.4%. The city has not yet lifted the COVID mask mandate. The city has received the CDBG grant contract from the state. The City will send the subgrantee agreements out soon. RHE received. \$140,000 for roof replacements for David Scull.

7:30 PM Commissioner Comments

Commissioner Marr asked the Director to send the marked up of the RHE Foundation documents up to the Board as soon as they are available.

7:35 PM Adjourned

Vice Chair Kaplowitz called for a motion to adjourn. Commissioner Marr moved to adjourn; Commissioner Duffy seconded the motion. All present voted Aye.