

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
May 18, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on  
May 18, 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  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE  
Christele Etienbla, RHE Staff  
Asmara Habte, Director DHCD City of Rockville

6:30 PM Call to Order

Chairman Hedrick called the May 18, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:35 PM Consent Items

Chairman Hedrick called for a vote to approve the meeting minutes from the following Board Meeting minutes; April 27, 2022, April 1, 2022, April 6, 2022, and March 23, 2022; Commissioner Marr moved for each meeting be approved; Commissioner Duffy seconded the motion. All present voted aye.

6:38 PM Citizen Forum

Chairman Hedrick asked if there were any citizens present that had any comments. There were none.

Chairman Hedrick called for the next item on the agenda, Executive Director’s Report:

**Activities during the month of April 2022**

Meetings/Activities

- Parkside Landing formerly known as Fireside Park, Property Management calls were held bi-weekly.
- Staff are moving toward a 100% in person office experience. RHE continues to work with client virtually or by appointment only due to COVID 19 Social Distancing.
- Food Distributions at the David Scull Community have been transitioned to only two days a week.

Waiting List

RHE opened 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 18<sup>th</sup>. RHE is currently working to pull from the waiting list to fill vacancies.

Financial Management (See Tab 3)

**Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;) FYB 10-1-2021**

The Net Restricted Assets (HAP) for the month of April 2022 is a negative (\$21,545). Year to date the HAP is a negative (\$474,674.75). The RNP based on the prior year balance of \$687,865 carried over is \$213,190.25.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending April 2022 is a positive \$26,621.85. Year to date is a \$ 55,849.60.

**Mainstream Vouchers (50 Mainstream Vouchers) FYB 10-1-2021**

The Net Restricted Assets (HAP) for the month of April 2022 is a positive \$ 8,073. Year to date the HAP is positive \$ 35,362.

The Unrestricted Net Assets (Administrative Expenses) for the month ending April 2022 is a positive \$969.38. Year to date is positive \$9,929.16.

**Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2021**

The Program cash flow for the month of April 2022 is a negative (\$2,724) due to not receiving any funding from HUD. Year to date the HAP is negative (\$8,193). The prior year positive carry over amount is \$17,116 resulting in a program balance of \$61,956.

**Public Housing Program (DSC) (PH) (79 PH Units) FYB 10-1-2021**

The Net Income on the PH Cash Flow Report for the month of April 2022 indicates a negative (\$31,548.69) due a decrease in rent collections, maintenance and operation invoices such as 8 tree removals, upgrade of all exterior lighting to LED throughout first street, a building repair for one unit on first street, and audit fee for FY21. Year to date is a negative (\$64,218.58). Expenses will be reallocated from PH to RHEP Scattered Sites.

**RHE Properties Scattered Sites (29 – Scattered Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending April 2022 indicates a negative (\$19,489.11) due to staff training invoices, a kitchen cabinet replacement invoice for one

unit, a laminate installation invoice for one unit, and a grant writing service invoice for the 2021 Radon Testing and Mitigation Demonstration. Year to date is a positive \$84,602.07.

**RELP – (56 Low Income Housing Tax Credit Units) FYB 01-1-2022**

The net income for RELP One for the month of April 2022 is a negative (\$27,698.77) due to the Spectrum internal audit file invoice, 10 appliance purchases invoices for 4 units. Year to date net income is a negative (\$193.51).

**RHE Properties (4 – Affordable Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending April 2022 indicates a positive \$ 1,033.93. Year to date is a positive \$ 3,372.11.

**RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2022**

There was no activity for this entity during the month of April 2022. Year to date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022**

The Cash Flow Statement for the month ending April 2022 indicates a positive \$ 6,035.73. Year to date net income is a negative (\$36,933.69).

**RHE FIRESIDE PARK FYB 01-2022**

At the time of the printing of this report, the Financials have not yet been received from RHE FIRESIDE PARK.

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

- PH Occupancy (David Scull) was as follows (76 units):
  - 98.7% for the month ending April – (1 vacancy)
  - Rent Collection Percentage 98.6%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
  - 86.2% for the month ending April – (4 vacancy)
  - Rent Collection Percentage 98.9%
- RELP One Occupancy was as follows (56 units):
  - 94.6% for the month ending April – (3 vacant)
  - Rent Collection Percentage 90.1%
- RHEP Occupancy was as follows: (4 units).
  - 100% for the month ending April
  - Rent Collection Percentage 88.7%
- Fireside Occupancy was as follows:
  - Occupancy – 83% occupancy rate of available units
    - 0– units off-line reserved for current construction/hospitality
    - 39- units vacant available for rent

## Maintenance Activity Summary for April

- RHE maintenance staff completed 87 work orders in April.
- Existing parking lot lights on First Street were upgraded to LED.
- Three new cameras were installed in blind spots on First Street.
- Estimates for ADA modification to three scattered-site homes were obtained.
- New schedule for preventive maintenance and housekeeping was prepared for implementation beginning in May.
- There was 1 move-in and 1 move-outs for April. Vacant units are in process of turnover.

## Housing Choice Voucher Program (HCVP) Management

### **April 2022**

- HCV Program voucher units leased for the month ending April 2022 was 38.4%, and calendar year to date in April 2022 was 85.21%. HCV Program budget utilization for the month ending April 2022 was 106% and calendar year to date in April 2022 was 107%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 92% leased for the month of April 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 April 2022.
- The 10 VASH vouchers are 30% leased. Two additional VASH vouchers have been issued and the clients are searching for a unit.

## Fostering Youth into Independence (FYI) Vouchers

- RHE has received twenty (20) referrals from Montgomery County Child Welfare.
- RHE has been awarded eighteen (18) Fostering Youth into Independence Vouchers.
- RHE has issued sixteen (16) vouchers to youth transitioning into housing.
- Thirteen (13) youth has leased.

## Fireside Park

**Reporting Period:** April 1 – April 31, 2022

### **Milestones**

- RHE conducts bi-weekly transition progress/coordination calls with WINN management.
- The relocation team has scheduled the “final” moves for the project for the week of 5/10/22. Any remaining unit serving as a hospitality unit will be leased up by the property manager.

- Parkside Landing branding/way-finding package projected to be released with completion of site work.
- Ribbon cutting event to be planned for Summer 2022.

**Schedule**

- The project has achieved substantial completion of the unit rehabilitation scope. A short list of the remaining site work and project enhancement scope is being developed by the general contractor for final review.

**Section 3/MBE Participation**

	<b>Goal</b>	<b>Actual</b>
<b>Section 3 Goal</b>	<b>10%</b>	<b>11.64%</b>
<b>MBE Goal</b>	<b>29%</b>	<b>31.96%</b>

**Construction Look-Ahead**

- Building 747
  - o Turnover Complete
- Building 743
  - o Turnover Complete
- Building 745
  - o Turnover Complete
- Site
  - o Site Improvements, Site Package Approval

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

25- Public Housing	8- Homeownership
15- FSS Progress Reports	2- Homeownership Pending
47- Voucher	

**Community/Resident Services**

**Youth Services/Programs**

- Youth Programming with So What Else
  - o Outdoor activities (weather permitting) for the community center are being renovated.

**Adult Services/Programs**

- Career Exploration Workshop with Career Catchers (virtual)
- VITA FREE Tax Preparation

- Citizenship Preparation Class with the Gilchrist Center
- Empowered Woman International Entrepreneur Training for Success Program

*City of Rockville*

- 6 Referrals for Career Coaching through Niambi for Career Catchers

**6:50 PM City of Rockville (COR) Report**

Ms. Habte Director DHCD City of Rockville relayed the following.

- The City of Rockville FY 2023 budget has been adopted by Mayor and Council. RHE will be receiving approximately \$59,000 for the water meter installation project. In addition to the CDBG funds to be received for the water meter installation a total of \$105,000 is being funded for that project.
- The Mayor and Council approved the Bank on Rockville initiative for \$292,000 that will help 20 household and 80 individuals to help connect them with low to zero cost banking services.
- County has opened up the fourth round of rent relief applications close on June 30, 2022. A household can only receive a total of \$12,000 from all funding rounds.

7:00 PM Actions and Discussion –

There were no action or discussion items. Director Anderson noted the audits are complete there were no findings. Discussions were held regarding the market valuation of the scattered sites being \$12 Mil.

7:05 PM Commissioner Comments

Chairman Hedrick and Commissioner Marr congratulation Director Anderson and the Staff on the successful Mayor and Council presentation.

7:10 PM Adjourned

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