

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
November 30, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on  
November 30, 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  
Monique Ashton, Councilperson City of Rockville  
Christele Etienbla, RHE Staff Deputy Director  
Asmara Habte, Director of DHCD, City of Rockville  
Joseph Micallef, City of Rockville Senior Housing Analyst

6:37 PM Call to Order

Chairman Hedrick called the November 30, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:40 PM Consent Items

Chairman Hedrick called for a vote to approve the meeting minutes from the following Board Meetings; October 26, 2022; Commissioner Marr moved the meeting minutes be approved; Commissioner Duffy seconded the motion. All present voted aye.

6:43 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 October**

## Activities during the month of October 2022

### Meetings/Activities

- Parkside Landing Property Management calls were held bi-weekly
- Weekly closing calls held for Parkside final endorsement.
- MTW/Annual Plan Public Hearing held on October 5, 2022
- RHE Staff Costume contest October 29, 2022
- Closing on Scarborough Square Acquisition November 1, 2022
- Mayor and Council Meeting Presentation November 7, 2022

### Upcoming Activities

- Closing on financing of acquisition December 15, 2022.
- RHE Strategic Planning Session on December 13<sup>th</sup> and 14<sup>th</sup>.
- RHE closing reception January 2023 date TDB
- RHE Annual Report Vol. 1 being created set to be issued first Quarter 2023

It was noted that RHE will be the property manager for Scarborough Square. RHE will likely assume the current property staff to continue the management of the site in addition to the new Property Manager hired by RHE to manage the site. It was also noted that RHE will apply for the Youth Build grant that provides funding for skills training for local youth.

### Financial Management (See Tab 3)

#### **Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;) FYB 10-1-2022**

The Net Restricted Assets (HAP) for the month of October 2022 is a positive \$66,147. Year to date the HAP is a positive \$66,582.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending October 2022 is a positive \$27,531.84. Year to date is a positive \$27,531.84.

#### **Mainstream Vouchers (50 Mainstream) FYB 10-1-2022**

The Net Restricted Assets (HAP) for the month of October 2022 is a positive \$3,537.

The Unrestricted Net Assets (Administrative Expenses) for the month ending October 2022 is a positive \$1,800.53. Year to date is a positive \$1,800.53.

#### **Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2022**

The Program cash flow for the month of October 2022 is a positive \$1,083. Year to date the HAP is a positive \$1,083.

#### **Public Housing Program (PH) (79 PH Units) FYB 10-1-2022**

The Net Income on the PH Cash Flow Report for the month of October 2022 indicates a positive \$25,857.10. Year to date is a positive \$25,857.10.

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

The Cash Flow Statement for the month ending October 2022 indicates a negative (\$4,721.27) due to the reclass transfer. Year to date is a positive \$120,790.25.

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

The net income for RELP One for the month of October 2022 is positive \$9,159.26. Year to date net income is a negative (\$20,433.51)

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

The Cash Flow Statement for the month ending October 2022 indicates a positive \$1,401.74. Year to date is a negative (\$9,575.04).

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

There was no activity for this entity during the month of October 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 October 2022 indicates a negative (\$113,620) due to Wires for RHE Scarborough Square closing fees. Year to date net income is a negative (\$113,620).

**RHE FIRESIDE PARK FYB 01-2022**

The Cash Flow Statement for the month ending September 2022 indicates a positive \$329,487.51. Year to date net income is a positive \$1,421,077.52.

At the time of the printing of this report, the Financials for the month of October have not yet been received from Parkside Landing Apartments.

*Please note the financial data in the minutes has been corrected from the Director's Report as shown in the November Board packet.*

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

- PH Occupancy (David Scull) was as follows (76 units):
  - 97.37% for the month ending September– (2 vacancies)
  - Rent Collection Percentage 111.35%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
  - 100% for the month ending September
  - Rent Collection Percentage 99%
- RELP One Occupancy was as follows (56 units).:
  - 96% for the month ending September – (2 vacant)
  - Rent Collection Percentage 107.73%
- RHEP Occupancy was as follows: (4 units).

- 100% for the month ending September
- Rent Collection Percentage 76%
- Fireside Occupancy was as follows:
  - Occupancy – 95% occupancy rate for the month ending September

Maintenance Activity Summary for September

- RHE maintenance staff completed 155 work orders in September due Pre REAC-Inspections.
- REAC inspection were completed for RELP 1, Fireside, and David Scull. Both RELP 1 and Fireside received scores of 93%. The score for David Scull is still pending.
- RHE maintenance staff accompanied pest control on 38 preventive pest control appointments.
- The maintenance department facilitated 19 HQS inspections with third-party landlords in the month of September .
- There were 0 move-in and 2 move-outs for September. Vacant units are in process of turnover.

Housing Choice Voucher Program (HCVP) Management

**September 2022**

- HCV Program voucher units leased for the month ending September 2022 was 85.10%, and calendar year to date in September 2022 was 85.01%. HCV Program budget utilization for the month ending September 2022 was 93.42% and calendar year to date in September 2022 was 100.98%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 90% leased for the month of September 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 September 2022.
- The 10 VASH vouchers are 40% 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-two (22) referrals from Montgomery County Child Welfare.
- RHE has been awarded eighteen (18) Fostering Youth into Independence Vouchers.
- RHE has issued eighteen (18) vouchers to youth transitioning into housing.
- Seventeen (17) vouchers are leased.

**Parkside Landing**

**Reporting Period:** September 2022

**Updates**

- The upper and lower parking lot entrance retaining walls have been completed and the installation of the vegetation is underway.
- Development Team has completed the cost certification and submission of the final draw.
- Ownership team is holding regular calls with the PNC debt team to drive towards the permanent loan conversion process.
- RHE’s Ribbon cutting ceremony was a success.

**Section 3/MBE Participation**

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

**Look-Ahead**

- RHE conducts bi-weekly transition progress/coordination calls with WINN management
- Jubilee Housing will be hosting a community celebration for their residents at Parkside Landing on Friday, Oct. 21<sup>st</sup>.
- Site team, development team, general contractor, property management conducting detailed site walks to evaluate and troubleshoot chronic unit/site issues post construction completion.
- Work with management team to achieve both economic/physical vacancy goals for stabilization and conversion.
- Occupancy Report attached.

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

25- Public Housing

9- Homeownership

22- FSS Progress Reports

2- Homeownership Closings Pending

47- Voucher

**Resident Opportunities and Self-Sufficiency Services Detailed Report-Period YTD: September 2022**

37- Public Housing Enrollments

12- Progress Reports

**YOUTH SERVICES**

- After school programming Mon-Friday 3:30 – 6:30 pm

## **NEWSLETTER**

### **COMMUNITY AND PUBLIC**

- COVID Rent relief
- Rocktoberfest

### **EMPLOYMENT**

- Second Chance Job & Resource Fair (virtual)
- Montgomery County Police Department
- City of Rockville Police Department
- Montgomery County Public Schools
- Frito Lay
- Salisbury University Job & Internship Fair
- Maryland Department of Public Safety and Correctional Services Healthcare Virtual Job Fair

### **LIFE SKILLS/TRAINING**

- Gilchrist - Citizenship Preparation Classes

### **7:09 PM City of Rockville (COR) Report**

Asmara Habte presented the City of Rockville report.

- The City received 4 CDBG applications in excess of \$300,000 which is about \$100,000 more than is typically received. Staff will take funding recommendations to Council for approval on December 5<sup>th</sup>. RHE will be receiving funding to individual water meters for the Davis Scull community from a combination of CDBG and AARPA funds.
- Scarborough Square closing calls are taking place. The city loan and PILOT documents will not go to Council until January 23, 2022. The County will front the City funds so the deal can close on December 15<sup>th</sup>.
- City of Rockville Budget season has started. Ms. Habte has sent out the link to the budget survey. Ms. Habte encouraged RHE Board Members and Staff to complete the survey.

Council Member Ashton noted the following

- Council Member Ashton also encouraged RHE to fill out the survey and encourage RHE clients to fill out the budget survey.
- City of Rockville welcome packets were delivered to RHE for new residents
- Council member Ashton noted the Mayor and Council has worked harmoniously on getting support Scarborough Square.

7:15 PM Actions and Discussion –

**State Legislative Funding Cycles**

The Mayor and City Council provided RHE with a letter of support to apply for state funding that is available through the legislative process to fund improvements to the Community Center. Director Anderson spoke with Linda Moran with the City to review the process. Chairman Hedrick will assist with contacting our state representatives to garner support for the funding application.

**Human Resources Policy Review**

Director Anderson reviewed the updates to the Human Resources Policy. Commissioner Kaplowitz, suggested a wording edit to the Anti-retaliation policy. There were no additional questions from the Board on the Policy.

**Procurement Policy Review**

Director Anderson reviewed the updates to the Procurement Policy. It was noted that a HUD memo was circulated that increased the small procurement and micro procurement threshold, which is the most substantial changes.

**REACH Program Assumption**

Director Anderson noted the current administrators of the REACH program contacted RHE to inquire if RHE could assume the administration of the program. Director Anderson has been in contact with Ms. Habte with the City of Rockville regarding the potential assumption of the REACH program and to get historical information on the program. Commissioner Duffy provided background information on the program from its inception. Ms. Habte noted she has spoken with the current administrator regarding program operations and program information. Council Member Ashton noted interest in providing additional resources for the REACH Program. Chairman Hedrick commented the assumption of the REACH program would be a good fit within RHE's current operations.

**Motions for Approvals**

Chairman Hedrick called for a motion to approve the updates to the RHE Human Resources Policy. Commissioner Kaplowitz moved to approve the updates to the RHE Human Resources Policy; Commissioner Duffy seconded the motion. All present voted aye.

Chairman Hedrick called for a motion to approve the updates to the Procurement Policy. Commissioner Marr moved to approve the updates to the Procurement Policy; Commissioner Duffy seconded the motion. All present voted aye.

Chairman Hedrick called for a motion to approve RHE's Assumption of the REACH program. Commissioner Kaplowitz moved to approve Director Anderson to pursue the assumption of the REACH program from HCI; Commissioner Duffy seconded the motion. All present voted aye.

**David Scull Conversion**

Director Anderson noted RHE would be working on the conversion of the David Scull Community from Public Housing to Project Based Vouchers through a Section 18 RAD Blend conversion vehicle. It was noted staff anticipates presenting the necessary approvals to City Council in March 2023.

**Other Items Discussed – Staff Christmas Bonus**

Director Anderson noted Management gives a \$500 net Christmas Bonus typically each year.

Chairman Hedrick called for a motion to approve the staff Christmas Bonus. Commissioner Marr moved to approve the staff Christmas Bonus; Commissioner Robbins seconded the motion. All present voted aye.

**Commissioners Comments**

Commissioner Marr inquired of Director Anderson's eloccs status.

**8:05 PM Adjourned**

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