

Tab 1

Meeting Minutes

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
Tuesday, June 25, 2024, Board Meeting**

MEETING TO BE HELD VIA ZOOM/ TELECONFERENCE

To Join via Zoom Video Conference:

<https://zoom.us/join> Meeting ID: 92765065009 Passcode: 226657

To Join via Zoom Telephone Conference:

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

Present

Chair- Stacy Kaplowitz
Vice Chair – Edward J. Duffy
Commissioner- Kapres Meadows
Commissioner- Mayela Ngimbi
Commissioner- Bobby Bird

In Attendance

Christele Etienbla, RHE Staff Executive Director
Tosha Dyson, Manager of all Special Programs
Rebecca Niaba, Voucher Manager
Jane Lyons Raeder– Housing Program Manager at the City of Rockville
Hyunsuk Choi-CDC-Scarborough Square Consultant
Brian Kim- CDC Consultant
Dominick Bonomolo- Parkside Landing Asset Manager

6:32 PM Call to Order

Chair Stacy Kaplowitz called the June 25th, 2024, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:32 PM Consent items

Chair Stacy Kaplowitz discussed the previous month's meeting minutes to approve, which included May 22, 2024. Commissioner Edward J. Duffy moved this motion, and Commissioner Kapres Meadows seconded it. All present voted aye in favor of this motion.

6:32 PM Agenda

Chair Stacy Kaplowitz called for the next item on the agenda, the Executive Director Report.

Rockville Housing Enterprises
Executive Director's Report
As of June 18, 2024

Activities during the month of May 2024

Meetings/Activities

- Monthly Property Management meetings for Parkside Landing were held.
- Monthly meetings with the HUD Officer were conducted to discuss HCV utilization.
- Biweekly meetings were held with Oak Ridge Construction LLC regarding the progress of the Community Center renovation.
- Weekly discussions focused on the submission of the Low-Income Housing Tax Credit application for Scarborough Square.
- A kickoff call with the State for the Statewide Rental Assistance Voucher Program took place on May 15, 2024.
- A kickoff call with CDA for the Scarborough Square application occurred on May 29, 2024.
- The Relp Audit was received with no findings.

Financial Management (See Tab 3)

Housing Choice Voucher (HCV) Program (400 Regular Vouchers ;) FYB 10-1-2023

The Net Restricted Assets (HAP) for the month of May 2024 is positive \$28,614. Year to date is negative (\$235,866).

The Un-Restricted Net Assets (Administrative Expenses) for the month ending May 2024 is positive \$14,907.91. Year to date is a positive \$161,780.70.

Mainstream Vouchers (50 Mainstream) FYB 10-1-2023

The Net Restricted Assets (HAP) for the month of May 2024 is a positive \$11,463. Year to date is a positive \$31,781.

The Unrestricted Net Assets (Administrative Expenses) for the month ending May 2024 is a positive \$6,076.58. Year to date is a positive \$39,971.48.

Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2023

The Program cash flow for the month of May 2024 is a positive \$1068. Year to date is a positive \$10,744.

Public Housing Program (PH) (79 PH Units) FYB 10-1-2023

The Net Income on the PH Cash Flow Report for the month of May 2024 indicates a positive \$986.88. Year to date is a positive \$96,001.34.

RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2024.

The Cash Flow Statement for the month ending May 2024 indicates a positive \$14,270.92. Year to date is a positive \$16,468.80.

RELP – (56 Low-Income Housing Tax Credit Units) FYB 01-1-2024

The net income for RELP One for the month of May 2024 is negative (\$7073.32) due to one HVAC, one unit turnover, and three building repairs invoices. Year-to-date net income is a positive \$22,507.64.

RHE Properties (4 – Affordable Units) FYB 01-1-2024

The Cash Flow Statement for the month ending May 2024 indicates a positive \$2,344.87. Year-to-date is a positive \$12,434.66.

RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2024

This entity did not have any activity during May 2024. Its year-to-date net income is \$0.

RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2024.

The Cash Flow Statement for the month ending May 2024 indicates a negative (\$22,152) due to the community center renovation expenses. Year-to-date net income is negative (\$424,994.14).

RHE PARKSIDE LANDING FYB 01-2024

The Cash Flow Statement for the month ending May 2024 indicates a positive \$190,179.53. Year-to-date net income is positive \$738,218.70.

RHE Scarborough Square FYB-01-1-2024

The Cash Flow Statement for the month ending May 2024 indicates a negative (\$30,578.71) due to four pay periods, building repairs, and plumbing invoices. Year-to-date net income is negative (\$140,206.40).

Asset Management May 2024 (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull) was as follows (76 units):
 - 98.68% for the month ending May – (1 vacancy)
 - Rent Collection Percentage 88.65%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
 - 96.5% for the month ending May - (1 vacancy)
 - Rent Collection Percentage 99.83%
- RELP One Occupancy was as follows (56 units):
 - 94.64% for the month ending May – (3 vacancies)
 - Rent Collection Percentage 97.21%
- RHEP Occupancy was as follows: (4 units):
 - 100% for the month ending May.
 - Rent Collection Percentage 92.19%
- RHE Scarborough Square Occupancy was as follows: (121 units):
 - 95.58% for the month ending May (5 vacancies)
 - Rent Collection Percentage 113%
- Fireside Occupancy was as follows:
 - Occupancy – 94% occupancy rate for the month ending May.
 - Rent Collection Percentage 81.49%

Maintenance Activity Summary for May 2024

Work orders.

- RHE maintenance staff completed **103** work orders in May

Work Order Period Activity

Completed Date From 05/01/2024

Completed Date To: 05/31/2024

Period Date From: 05/01/2024

Period Date To: 05/31/2024

Approval Status: completed

Type: Work Order

Property	Opening Balance	Created	Closed	Closing Balance
David	5.00	9.00	14.00	0.00
RELP LP	5.00	3.00	8.00	0.00
RHE Scarborough Square	6.00	74.00	80.00	0.00
RHEP PBV SCATTERED SITE	0.00	1.00	1.00	0.00
Total	16.00	87.00	103.00	0.00

Pest Control

- RHE maintenance staff conducted the pest control services with ASAP Pest Control LLC on **preventive and special requests (residents who requested pest control outside of customarily scheduled preventive Pest control)** appointments for David Scull and Scarborough Square. RELP1, Scattered Site, and RHEP properties receive pest control services as needed.

1. Scarborough Square is currently on a weekly pest control schedule; **121 units** were scheduled for pest control service in May.
2. David Scull is on a weekly pest control schedule; **76 units** were scheduled for pest control service during May for David.

HQS

- The maintenance department facilitated **6 HQS** inspections in May.

Vacancy

- There was 1 move-in and 0 move-out in May. Vacant units are in the process of turnover.
 - David Scull: 0 move-in. 0 move-out.
 - RELP: 0 move-in, 0 move-out.
 - RHEP (Scattered and MPDU): 0 move-out.
 - Scarborough Square 1 move-in 0 move-out

Housing Choice Voucher Program (HCVP) Management

May 2024

- HCV Program voucher units leased for the month ending May 2024 was 84.15%, and the calendar year to date in May 2024 was 84.62%. HCV Program budget utilization for the month ending May 2024 was 97.02%, and the calendar year to date in May 2024 was 100.70%.

RHE purposely keeps some vouchers utilized for various reasons. There are vouchers purposely not leased so they can be reserved for purposes such as: unutilized project-based vouchers at Scarborough Square. RHE has also set aside vouchers for Foster Youth, which only have a 3-year term. Once the three years are up, RHE will issue the Foster Youth Voucher holders a regular RHE voucher. RHE is also required to issue a tenant-based voucher to PBV voucher holders once they have lived in a PBV unit for at least two years. The units are purposely under-leased to ensure RHE has enough vouchers to meet future voucher issuance obligations.
- The 50-unit Mainstream Disabled Voucher program, in which funds are allocated dollar for dollar based on utilization, is 100% leased for May 2024.
- 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 May 2024.
- The 10 VASH vouchers are 80% leased. Two additional VASH vouchers have been issued, and the clients are searching for a unit.

	Allocated	Utilized
Regular Voucher (TP, PBV, Port Out)	359	306
Additional Voucher	6	1
Vash	10	8
Scattered	29	28
Stability	5	0
Foster	20	18
Total	429	361
Mod Rehab	5	5
MS	50	50

Fostering Youth into Independence (FYI) Vouchers

RHE has received thirty-four (38) referrals from Montgomery County Child Welfare.

- RHE has been awarded twenty (20) Fostering Youth into Independence Vouchers.
- RHE has issued twenty (20) vouchers to youth transitioning into housing.
- Eighteen (18) youth has leased.
- Two (2) are searching.
- one (1) on waitlist
- Mentorship meeting with FYI participants
- Transitioning Youth Collaborative

Parkside Landing

Reporting Period: May 2024

Key Fobs

The site team is working to get a vendor on-site to repair two doors- Building 741 and 737. All doors have currently been secured until repairs can occur.

Maintenance

43 open tickets

A total of 7 compressors require replacement. We are awaiting Thorton's date for repair (733-201 and 721-303). The remaining 5 compressors are pending scheduling for completion.

Pool Opening

The pool passed inspection. The pool opened on time for the Memorial Day weekend, 5/31/2024.

Look-Ahead

- RHE conducts monthly transition progress/coordination calls with WINN management.
- Ongoing coordination with the management team to maintain both economic/physical vacancy goals for stabilization and conversation.

RHE Scarborough Square

Reporting Period: May 2024

- In May, the property successfully collected 113% of rent.
- The percentage of delinquent tenants with a balance this month has decreased from 19.7% in April to 19.4% in May because the Scarborough Square Team is currently processing evictions. The RHE team is working diligently to collect the rent on time.

Look-Ahead

April/May/June 2024

- A. The Architect submitted the Building Permit drawings to the Ownership, and the Ownership submitted a Building Permit application to the City of Rockville in June. We are currently waiting for the Permit fee amount.

May/June 2024

- A. RHE Scarborough Square Team had a kickoff call with CDA.
- B. RHE Scarborough Square will submit the Combined Viability/Commitment Submission Package.

June/July/August 2024

- A. RHE Scarborough Square will submit the Application Package to HUD for Firm

- Commitment.
- B. Issuance of Building Permit.
- C. The Architect will issue the Construction Document Set.

November 2024

- A. Estimated closing

Low-Income Housing Tax Credit Status Update

Staff had a kickoff call with CDA with all consultants on May 29, 2024. Staff is currently preparing documents to submit the firm commitment application in July. Finally, staff shared the updated pro forma with the potential LIHTC investors for a best and final Letter of Intent (LOI) from R4 Capital and Boston Financial and will make a recommendation in July.

Family Self Sufficiency (FSS) /Resident Services Report-Period YTD: May 2024

- 25 Active Public Housing
- 5 Progress reports
- 52 Active HCV
- 4 Homeowners
- FSS Graduate 3 YTD
- FSS Office Hours with HUD
- Mentor DC

Resident Opportunities and Self-Sufficiency Services (ROSS) Detailed Report-Period YTD: May 2024

50 - Public Housing participant

13 - Progress Reports completed

Community Events/Activities

- Maryvale Spring Fling

Client Services Detailed Report-Period: May 2024

- Laptop Distributions (continuous) -2 distributed
- Food Referrals -11 food referrals
- Emergency Rental Assist. – 2 Referrals

- Housing Stability Service Alignment Discuss w/ Mont. Co.
- Meeting on the lease-up process to improve access to and delivery of services to prevent housing instability
- Montgomery County Continuum of Care Conference
- Statewide Rental Assistance Voucher Program Overview
- Meeting with Deputy City Manager Barack Mattie
- CoC Training

Youth Build Services Detailed Report

- Youth Build Bi-Weekly Call with Dept. of Labor
- Outreach at Rockville Library, MCPS,
- Meeting with Sydney Katz
- Partnership meeting with HOC
- Montgomery County Safety Day
- Interfaith Works Volunteer Resource Fair
- Montgomery County Collaboration for Impact
- Meals on Wheels

Monthly call for Parkside with WINN on the 3rd Wednesday of every month.

Monthly call for the VASH program with the Department of Veterans Affairs on the 10th of every month.

7:06 City of Rockville Report:

The Mayor-Council has prioritized affordable housing among its top three initiatives for its first term. Discussions began in early June, with another meeting scheduled for July 8 focusing on rent stabilization, though it's uncertain if decisions will be made then. A comprehensive follow-up meeting is planned for August to establish housing policy priorities for the next one to two years.

Several housing-related recommendations were made, including policies aligned with the RHE mission.

The new fiscal year 2025 MPDU rates will be released soon, with new units in the Twinbrook quarter.

The City is still working on the transition of The Homeownership Assistance Program from the third-party administrator to the RHE.

The Community Development Block Grant (CDBG) program is progressing, with RHE as a sub-grantee.

Due to eligibility threshold changes for rental assistance, utility assistance requests have increased significantly.

7:13 PM Actions and Discussion –

7:13 FY 25 RHE annual move to work supplement information

Chair Stacy Kaplowitz made a motion to approve the FY 25 MTW RHE Annual Plan presentation. Vice Chair Edward Duffy moved the motion. Commissioner Kapres seconded the motion. All present voted aye.

7:17 Scarbrough Square Relocation Management:

Chair Stacy Kaplowitz made a motion to approve Nix Dev. as the selected Relocation Management Services Consultant for the RHE Scarborough Square Refinance Project. Commissioner Kapres moved the motion. Vice Chair Edward Duffy seconded the motion.

7:19 Commissioners Comments:

Commissioner Kapres asked about the status of the Board Members' training. Christele Etienbla, RHE Executive Director, informed the board that she was waiting for both vendors' quotes.

7:20 PM Adjourned

Chairman Stacy Kaplowitz made a motion to adjourn the meeting. Vice Chair Edward J. Duffy moved this motion. Commissioner Kapres seconded this motion. All present voted aye.