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Meeting Minutes

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
Wednesday, October 23, 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

In Attendance

Christele Etienbla, RHE Staff Executive Director
Rebecca Niaba, Voucher Manager
Irving Hyde, Waiting List/ Housing Financial Analyst
Kurt Turnier, Youth Build Program Manager
Modoya Likekele, Resident Services Coordinator
Ryan Trout, Director of Housing and Community Development
Zola Shaw, City of Rockville Councilmember
Jacki Mills, Grady Management Regional Manager
Dominick Bonomolo, Parkside Landing Asset Manager
Hyunsuk Choi-CDC-Scarborough Square Consultant

6:32 PM Call to Order

Chair Stacy Kaplowitz called the October 23rd, 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 September 25th, 2024. Commissioner Edward J. Duffy moved this motion, and Commissioner Kapres Meadows seconded it. All present voted aye in favor of this motion.

6:33 PM Citizens Forum

Chair Stacy Kaplowitz called for the following item on the agenda, the Citizens Forum. No speaker

6:34 PM Executive Directors Report

- Rockville Housing Enterprises
Executive Director's Report

As of October 18, 2024

Activities during the month of September 2024

Meetings/Activities

- Monthly Property Management meetings for Parkside Landing were held.
- Weekly Property Management meetings for RHE Scarborough Square 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 submitting Scarborough Square's Low-Income Housing Tax Credit application.
- RHE Scarborough Square received with no findings.

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

The Net Restricted Asset (HAP) for September 2024 is negative (\$19,854). Year to date, it is negative (\$180,049).

The Un-Restricted Net Assets (Administrative Expenses) for the month ending September 2024 is a positive \$8,330.02. Year to date is positive \$172,233.45

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

The Net Restricted Assets (HAP) for September 2024 is negative (\$2,309). Year to date is negative (\$2,792).

The Unrestricted Net Assets (Administrative Expenses) for the month ending September 2024 is positive \$4,797.21. Year to date is a positive \$63,188.17.

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

The Program's cash flow for September 2024 is positive \$1,717. Year to date, it is positive \$17,612.

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

The Net Income on the PH Cash Flow Report for the month of September 2024 is negative (\$13,756.47) due to the real estate tax bill, four flooring replacements, six general building repairs, and end-of-fiscal-year expenses. Year to date is a positive \$122,222.07.

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

The Cash Flow Statement for the month ending September 2024 indicates a positive \$4,180.29. Year to date is a positive \$19,399.24.

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

The net income for RELP One for the month of September 2024 is negative (\$27,963.82) due to a decrease in rent collections, tax bill expenses, costs associated with the turnover of two units, and expenses related to the replacement of flooring in two units. Year-to-date net income is negative (\$46,472.48).

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

The Cash Flow Statement for the month ending September 2024 indicates a positive \$3,703.73. Year-to-date is positive \$21,378.91.

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

This entity did not have any activity during September 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 September 2024 indicates a positive \$30,969. Year-to-date net income is negative (\$348,850.46).

RHE PARKSIDE LANDING FYB 01-2024

The Cash Flow Statement for the month ending September 2024 indicates a positive \$319,157.46. Year-to-date net income is positive \$1,210,780.64.

RHE Scarborough Square FYB-01-1-2024

The Cash Flow Statement for the month ending September 2024 indicates a negative \$56,066.87 due to reduced rent collections and predevelopment expenses. Year-to-date net income is negative (\$118,389.94).

Maintenance Activity Summary for September 2024**Work orders.**

RHE maintenance staff completed **215** work orders in September

Work Order Period Activity

Completed Date From: 09/01/2024

Completed Date To: 09/30/2024

Period Date From: 09/01/2024

Period Date To: 09/30/2024

Property	Opening Balance	Created	Closed	Closing Balance
David(david)	7.00	65.00	72.00	0.00
Mainstream(ms)	0.00	1.00	1.00	0.00
PBV SCATTERED SITE(pbv-sca)	1.00	29.00	30.00	0.00
RELP LP(relp1)	4.00	21.00	25.00	0.00
RHE Property(rhep1)	0.00	2.00	2.00	0.00
RHE Scarborough Square (rhe-sq)	19.00	62.00	81.00	0.00
RHEP PBV SCATTERED SITE(rhep-sca)	1.00	3.00	4.00	0.00
Total	32.00	183.00	215.00	0.00

Pest Control

- RHE maintenance staff accompanied pest control 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 September.
- 1. David Scull is on a weekly pest control schedule; **76 units** were scheduled for pest control service during September for David. Special Request- **3** 1228, 1250 and 1254 due to concern for rodents and roaches. There were no findings at the time of inspection.

HQS

- The maintenance department facilitated **1 HQS** inspections in September.

Vacancy

- There were **0** move-in and **5** move-out in September. Vacant units are in the process of being turned over.
 - David Scull: **0** move-ins. **3** move-out.
 - RELP: **0** move-in, **1** move-out.
 - RHEP (Scattered and MPDU): **0** move-ins **1** move-out.
 - Scarborough Square **0** move-in **6** move-outs.

Housing Choice Voucher Program (HCVP) Management

September 2024

- HCV Program voucher units leased for the month ending September 2024 was 85.05%, and the calendar year to date in September 2024 was 84.48%. HCV Program budget utilization for the month ending September 2024 was 99.24%, and the calendar year to date in September 2024 was 95.60%.

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 vouchers that only have a 3-year term. Once the 3 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 2 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, for which funds are allocated dollar for dollar based on utilization, is 100% leased for September 2024.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 60% leased for the month of September 2024.
- The 10 VASH vouchers are 70% 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	314
Additional Voucher	6	1
Vash	10	7
Scattered	29	27
Stability	5	0
Foster	26	21
Total	435	370
Mod Rehab	5	3
MS	50	50

Family Self Sufficiency (FSS) Detailed Report

- **25 Active Public Housing**
- **3 Progress reports**
- **52 Active HCV**
- **FSS Office Hours w/HUD**
- **3 Homeowners**
- **FSS Graduate 5 YTD**

Fostering Youth Into Independence (FYI)

<u>Referral</u>	<u>Voucher Issued</u>	<u>Status</u>	<u>RFT A in Proce ss</u>	<u>Lease Up</u>	<u>HAP Pending</u>	<u>Total Current Paid Vouchers</u>
<u>1</u>	<u>0</u>		<u>2</u>	<u>2</u>	<u>2</u>	<u>21</u>

Resident Opportunities and Self-Sufficiency (ROSS) Services detailed report

- 50 -Public Housing Active Participants 2- Progress Reports
- Montgomery College Family Resource Fair

Client Services Detailed Report

- Laptop Distributions- 2
- Food Referrals -6
- Emergency Rental Assist. – 3
- Emergency Services -3
- Holiday Drive – 11
- Washer and Dryer – 1
- Career Coaching – 2
- Financial Literacy -6
- Meeting on lease up process to improve access to and delivery of services to prevent housing instability Montgomery County Gov't
- David Scull Renovation
- Understanding ROSS program requirements training
- After School activity planning with So What Else
- City of Rockville Survey & Rockville Steering Committee meeting
- State of the City with Mayor
- Montgomery College Family Resource Fair
- **We also had our monthly calls for Parkside, Jubilee, and Bi-weekly call with MOCO VETS**

Youth Build Services Detailed Report

- Youth Build Bi-Weekly Call with Dept. of Labor & YB Coach
- Construction at Scarborough Sq.
- Montgomery College Family resource fair

Vice Chair Edward Duffy expressed concern over vacancies, particularly in public housing and scattered sites. Executive Director Christele Etienbla explained that the vacancies resulted from evictions for non-payment. RHE has been pulled from the waiting list to fill these vacancies, though the process can be delayed due to issues such as applicant ineligibility, screening results, and delays in submitting required documentation.

Vice Chair Edward Duffy inquired whether Bozzuto has been given approval to begin work without an immediate payment guarantee, or if work is on hold until after the new year. Hyunsuk Choi, CDC Consultant, informed that Bozzuto preferred not to proceed without financial assurance, especially for expenses like materials and shop drawings.

Councilmember Zola Shaw asked about the 38 outstanding work orders at Parkside Landing. Dominick Bonomolo, Parkside Landing Asset Manager, informed that he does not have a breakdown of the work orders but would be able to provide the list at a later time.

7:05 City of Rockville Report

Ryan Trout, The City Housing Director, gave the following updates:

- The City has contracted Health Management Associates to conduct a human service needs assessment and gap analysis. As part of this project, they conducted interviews and focus groups, and a survey is set to launch in early November, closing in early December, with a report

expected for the Mayor in 2025.

- The youth mentoring program has started, offering academic enrichment and social-emotional support for elementary students, with plans to expand its offerings.
- The Latino Youth Build program currently has 90 participants. It includes study sessions, soccer practices at Richard Montgomery and Rockville High Schools, and weekend games.
- The Youth and Family Counseling Program received numerous referrals this month. This program supports students dealing with trauma, anxiety, depression, complex family dynamics, and, in some cases, suicidal thoughts.
- The Linkages to Learning program has been based at Maryville Elementary School for over 20 years. It is a school-based health and human services initiative run in collaboration with the county's DHHS, Montgomery County Public Schools, local nonprofits, and other municipalities. The Community School Coordinator has assisted 15 students with mental health needs, managed cases for 11 families, provided 25 families with weekend snacks from Manna Food, and held parent enrichment workshops for 11 parents.
- The City recently held a housing work session that focused on subsidies, including both capital and operational funding and explored partnerships with affordable housing developers, financial institutions, and other organizations to support and preserve affordable housing in Rockville.
- The Rockville Emergency Assistance Program (REAP) receives approximately 75 calls monthly, and the City is currently working to recruit additional staff to meet demand.
- The Landlord-Tenant Office received about 75 monthly inquiries on property maintenance, security deposits, and lease-breaking requests.
- The CDG program grants cycle recently closed, and the application review process has begun.
- The first quarter of the FY25 Caregiver Grant Program concluded on September 30, 2024.
- The FY26 Community Service Enrichment Grant Program opened on September 9, 2024.
- The City of Rockville's Holiday Drive has started, with donations accepted through mid-December.

Chair Stacy Kaplowitz asked about the primary concerns raised in landlord-tenant meetings. Housing Director Ryan Trout highlighted maintenance issues and rent increases as significant challenges.

Chair Kaplowitz further inquired whether the City provides sufficient resources for landlord-tenant support. Ryan Trout responded that new employees are being added to enhance focus on landlord-tenant issues.

7:22 Year End Review Financials FY 2023

Chair Stacy Kaplowitz called the next item on the agenda, the Audit presentation.

With no questions on the audit presentation, Chair Stacy Kaplowitz made a motion to accept the audit presentation. Vice Chair Edward Duffy moved the motion, and Commissioner Kapres seconded the

motion. All present voted aye.

RHE Commissioners congratulated RHE for passing all Audits.

7:24 RHE Scarborough Square FY25 Budget

Chair Stacy Kaplowitz called the next item on the agenda, RHE Scarborough Square FY25 Budget.

Chair Stacy Kaplowitz asked if the budget covered the upcoming 12 months, to which Executive Director Christele confirmed it does.

Vice Chair Edward Duffy then asked whether the report accounted for the settlement delay. Executive Director Christele explained that it does, as reflected in the rental income and predevelopment costs.

Chair Stacy Kaplowitz made a motion to accept budget. Vice Chair Ed Duffy moved the motion, and Commissioner Kapres seconded. All present voted aye.

7:26 Commissioners Comments

Commissioner Kapres requested an update on security measures for Scarborough Square. Executive Director Christele reported that 10 cameras have been purchased and will be installed by the end of October.

Vice Chair Edward Duffy asked if there had been any further incidents. Executive Director Christele noted that there was one incident at the Ivy, but none on our property.

Vice Chair Duffy also inquired about the low attendance at recent meetings with the police. Executive Director Christele explained that while the meeting did occur, attendance was low, and another meeting is planned for 2025.

Additionally, Executive Director Christele announced that the RHE Foundation Holiday Drive has started, and donations are now being accepted to support RHE families.

7:29 Youth Build

Kurt Turnier, The Youth Build Program Manager, announced that the first cohort will be graduating in December and extended an invitation to the event.

He noted that the second cohort started with around 15 students, emphasizing the importance of the Youth Build Program and sharing positive experiences working with its participants.

Jacki Mills, Grady Regional Manager, expressed appreciation for the program and the support provided for on-site work.

7:37 Meeting Adjourned

Chair Stacy made the motion to adjourn meeting, Commissioner Kapres moved the motion. Vice Chair Edward Duffy seconded. All present voted aye.