

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, July 26, 2021

Minutes

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista
Commissioner Cherice Shannon
Commissioner Layton Wilson
Commissioner Regina Nadir
Commissioner Euron Blackwell
Commissioner Brett Theodos
Commissioner W. Marshall Knight

Staff: Nathan F. Simms Jr., Executive Director, HA
Ron McCoy, RAD Manager, HA
Belay Ademu, FAS Manager, HA
Crystal Harris, Asst. Property Manager, HAD
Dante Clark, Asst. Property Manager, HAD
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Gloria Bowens, Compliance Manager, HA
Nicole Garrett, 504 Coordinator, HA
Carrie Blackburn Riley, Legal Counsel-HA
Mugure Crawford, HA, Recorder

Location: **Via Microsoft TEAMS and Conference Call-Dial In:**
301-883-6600 **Code:** 480647

Call to Order: Chairwoman Yolanda Hawkins-Bautista called the meeting to order at 5:33 p.m. having declared a quorum with the following Commissioners present: Commissioners W. Marshall Knight, Layton Wilson, Cherice Shannon, Regina Nadir, Vice Chair Euron Blackwell, and Brett Theodos.

Approval of Minutes: Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the June 28, 2021 meeting minutes. Commissioner Layton Wilson motioned to approve the minutes and Commissioner Euron Blackwell seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board.

Housing Assistance Division Waiting List:

- Rental Assistance Division Manager Ron McCoy reported that as of June 2021, there were no applicants pulled from the Public Housing (PH) Program Waiting List. The cumulative number of persons pulled from the PH Waiting List for the year to date is zero.

Rental Assistance Division Waiting List:

- Rental Assistance Division Manager Ron McCoy presented the Rental Assistance Division’s report, stating that for June, there were zero (0) pulls for the Housing Choice Voucher Program; zero (0) pulls for Moderate Rehab; and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are zero (0) for HCV, MOD, and Project Based vouchers.
- As of June, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of June twenty-two (22) new vouchers were issued.

Resident Fulfillment:

- No new updates at this time for the Resident Fulfillment log

Housing Assistance Division:

Assistant Property Manager Crystal Harris presented the HAD report, as follows:

- There were two (2) move-in and one (1) move-out for the month of June 2021

PHA-wide

- The Housing Authority of Prince George’s County (HAPGC) hasn’t had any new confirmed cases of COVID this month.
- Applicant outreach is continuing to move forward successfully.
- HAD is in the final stages of the procurement process and bringing onboard new landlord tenant counsel to help us meet agency and team collection goals and push our enforcement goals from last month to the next level.
- HAD has put in place new Incident reporting documents, personal property release form, and a complete revamp of our recertification packets .
- HAD has welcomed a new member to the Team to manage our properties at Marlborough Towne & Coral Gardens her name is Ms. Jamila Eccles. This helped with the goals of having a dedicated site manager for Cottage City.

Property Management

Owens Road

- No comments or questions were expressed by the Board.

Cottage City Towers

- No comments or questions were expressed by the Board.

Rollingcrest Village

- No comments or questions were expressed by the Board.

Kimberly Garden

- No comments or questions were expressed by the Board.

Occupancy/Recertification

- For June, there were (32) re-certifications completed, two (2) new admission, and one (1) transfer. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Crystal Harris also presented the Vacancy Report for June reporting an overall occupancy rate of 94%.

Resident Services

Executive Director Nathan Simms reported the Resident Services report on behalf of Resident Services Manager, Crystal Ford for June 2021:

- No comments or questions were expressed by the Board.

Development

James McGraw presented the Development & Modernization Report for June 2021:

- No comments or questions were expressed by the Board.

Financial Report

Accounting Services Manager Belay Ademu presented the Finance Report and reported on key highlights for the month ending June 30, 2021.

- Follow up discussion occurred with the board expressing the need for a definitive plan regarding overpayments.

New Business:

- RAD Manager Ron McCoy and Compliance Manager Gloria Bowens presented significant changes to the Administrative Plan

Unfinished Business:

- None

Public Comments:

- None

Adjournment:

- Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:40 p.m.

Attest/ Witness:



**Yolanda
Hawkins-
Bautista**

Digitally signed by Yolanda Hawkins-Bautista
DN: cn=Yolanda Hawkins-Bautista,
o=Housing Authority of Prince
George's County, ou=Chair,
email=yhلبautista@gmail.com, c=US
Date: 2021.10.19 15:20:08 -04'00'

Yolanda L. Hawkins-Bautista
Chairwoman



Nathan F. Simms Jr.
Secretary/Executive Director