

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, September 28, 2020

**Minutes**

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista  
Commissioner Cherice Shannon  
Commissioner Layton Wilson

Staff: Estella Alexander, Executive Director, HA  
Nathan Simms, Deputy Director, HA  
Alvin Coley, Regional Property Manager, HA  
Carolyn Floyd, Acting Rental Assistance Manager, HA  
James McGraw, Development Manager, HA  
Belay Ademu, Accounting Services Manager, HA  
Jacqueline Massiah, Accounting Services, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

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

**Call to Order:** Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:39 p.m. having declared a quorum with the following Commissioners present, including Commissioners Layton Wilson and Cherice Shannon.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the July 27, 2020 meeting minutes. Commissioner Layton Wilson motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

**Reports by the Executive Director:**

- Executive Director Estella Alexander highlighted and briefly reviewed the VCA deliverables to the Board. Estella Alexander also updated the Board on notable VCA meetings with HUD and assigned tasks. HA has submitted 7-8 responses to HUD noting specific submissions as indicated. HUD is reviewing the documents submitted by HAPGC pertaining to the VCA. Chair Bautista requested the Board have access to submissions/documents regarding the VCA via a shared drive. Executive Director Estella Alexander will work with IT Coordinator, TaSheena Brooks to respond to this request.

### **Housing Assistance Division Waiting List:**

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of August 31, 2020, there were zero (0) 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 111.
- As of August 31, 2020, there were 3,778 households on the PH Waiting List. Sixty-eight (68%) percent of the households on the list reported that they were County residents or worked in the County at least 30 hours per week. Two (2) percent of the households on the list indicated that they are not county residents, nor do they work in the County.

### **Rental Assistance Division Waiting List:**

- Acting Rental Assistance Manager, Carolyn Floyd presented the Rental Assistance Division's report, stating that for August, there were zero (0) pulls for the Housing Choice Voucher (HCV) Program; zero (0) pulls for Moderate Rehab; and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are HCV-200, MOD-25, and Project Based-0.
- There are 1,933 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of August, the HA has 5872 vouchers available, of which 5693 are leased. The HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of August, fourteen (14) vouchers were issued for a year to date total of 162. Ten (10) vouchers were leased for the month of August, bringing the year to date total to 189.
- Acting Rental Assistance Manager, Carolyn Floyd also updated the Board on the Rental Assistance Division's current HUD performance review. As of August 2020, HA's RAD has received a rating of 98%, representing a high performer status for the agency.

### **Resident Fulfillment:**

Regional Property Manager, Al Coley presented the Resident Fulfillment Report.

- HA IT Coordinator did not have any new updates at this time. HA IT Coordinator will continue to provide the board with a timeline and status report for implementing the Yardi system module.

- Discussion occurred regarding a damage claim for a Cottage City resident. HA is now waiting for the resident to accept the dollar amount offered for the claim. Upon acceptance, this matter will be closed.
- Carolyn Floyd updated the Board regarding criminal activity at Regency Lane. There are no new updates, however Ms. Floyd contacted the staff to see if there are any new reports of criminal activity. Currently, none have been reported.
- Carolyn Floyd updated the Board regarding the Resident Advisory Board and client outreach. A draft notice has been prepared to share with a current HCV client to re-engage her interest in participating with the RAB. HA plans to invite her again to participate through these efforts.

**Housing Assistance Division:**

Al Coley presented the HAD report, as follows:

- There were four (4) move-ins and (4) four move-outs for the months of July and August 2020.

**PHA-wide**

- No comments or questions were expressed by the Board.

**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 August, there were 19 re-certifications completed, 4 new admissions, and 0 transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Al Coley also presented the Vacancy Report for August, reporting an overall Occupancy rate of 93%.

### **Resident Services**

Resident Services Manager, Crystal Ford presented the Resident Services report for August 2020:

- No comments or questions were expressed by the Board.

### **Development**

James McGraw presented the Development & Modernization Report for August 2020:

- Chair Bautista is requesting one shared location and access to documents regarding HA development projects. James McGraw acknowledged this request and will have a response by the next board meeting.

### **Financial Report**

Belay Ademu presented the Finance Report including key highlights for the month ending August 2020.

- Chair Bautista requested the reformatting of Finance Reports. Specifically, the Chair discussed including the 30, 60, 90-day report to show the status the HA.
- Chair Bautista requested information on the numbers that reflect a loss of income due to COVID 19. Chair would like this reflected in the next Board report.
- Chair Bautista requested a clear Accounts Receivables policy.
- Chair Bautista also requested a chart on vacant positions within the HA

### **Unfinished Business:**

- None

**New Business:**

- Deputy Director, Nathan Simms presented Resolution #1321, a resolution to approve the Spending Plan for Funding allocated by HUD under the CARES Act. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1321. Commissioner Layton Wilson motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1321 was approved by the Board.

**Other Attendee Remarks:**

- 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 6:38 p.m.

**Attest/ Witness:**

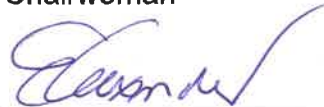
Mugure K.  
Crawford

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Housing Authority of Prince  
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Hawkins-Bautista

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Yolanda L. Hawkins-Bautista  
Chairwoman



Estella Alexander  
Secretary/Executive Director