

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, December 18, 2023

Minutes

Present:

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

Staff:

Ron McCoy, Acting Executive Director, HA
Dawnay Green, Interim HCV Program Manager, HA
Carolyn Floyd, RAD Program Manager, HA
Will Pass, FAS Consultant, HA
Jacqueline Massiah, FAS, HA
Karanja Slaughter, Division Manager, HAD
Denise Haffenden, Deputy Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
Crystal Ford, Resident Services, HAD
James McGraw, D&M, HAD
Michael Jackson, Sr. Project Manager, HAD
Thaddeus Green, Development Officer, HAD
Kelvin Jay Noble, Procurement Officer, HA
Carrie Blackburn Riley-Legal Services
Alana Speed Harris-HR Manager, HA
Mugure Crawford, HA, Recorder

Guest: Angie Rodgers-DCAO, CEX Office

Location: **Via GO-TO-MEETING Link**
Dial In: 1-(866) 899-4679 **Access Code:** 819-222-557

Call to Order: Chairwoman Yolanda Hawkins Bautista called the meeting to order at 5:35pm declaring a quorum with the following Commissioners present virtually: Commissioners Brett Theodos, W. Marshall Knight including with Commissioners Regina Nadir, Layton Wilson, Cherice Shannon, and Vice Chair Euron Blackwell.

Approval of Minutes: Chair Bautista called for a motion to approve the November 20, 2023 minutes. Vice Chair Blackwell motioned to approve the minutes and Commissioner Shannon seconded the motion. Chair Bautista noted a correction that needed to be made on pages 4 and 5, correcting the name of the new

Executive Director of the agency, Jessica Anderson-Preston. The minutes were approved w/correction.

Reports by the Acting Executive Director:

- Office of Compliance Manager, Ed Davis provided the Board with agencywide updates in the December board packet on behalf of Acting Executive Director, Ron McCoy.

Office of Compliance:

- Jay Noble, Procurement officer presented the procurement report to the Board.
- Ed Davis presented updates from the Ross Program on behalf of Keira Bell.
- Stephanie Anderson presented updates from the VCA and Reasonable Accommodations statistics.
- Ed Davis presented the Quarterly Litigation Report.
- Follow up discussion occurred with the board a request to include in the January board meeting agenda, a status update on the Ripley Agreement.

Housing Choice Voucher Program:

Interim Housing Choice Voucher Division Manager, Dawnay Green presented the HCV report:

- Follow up discussion occurred with the Board requesting an update on the employment vacancies within the HCV division. Dawnay Green responded to the board and stated that four (4) new Rental Specialists have been hired and have started working within the department.
- Chair Bautista expressed appreciation for all the hard work that the HCV division has been doing including Ms. Green and Carolyn Floyd.

Resident Fulfillment:

- No new updates currently for the Resident Fulfillment log

Housing Assistance Division:

Asset Manager, Denise Haffenden presented the HAD report, as follows:

- There were no move-ins and no move-outs for the month of November 2023

PHA-wide

- Follow up discussion occurred with Board and Legal Counsel Carrie Riley regarding recertifications. Commissioner Theodos requested to adjust the recertification report to include updates to also include pending or upcoming recertifications monthly.

Occupancy/Recertification

- For November there were no re-certifications completed, no admissions and no transfers. No eviction actions processed. There was no Criminal court appearance. There were no Landlord Tenant Court appearances.
- Ms. Haffenden presented the Vacancy Report for October reporting an overall occupancy rate of 87%.

Resident Services

Crystal Ford presented the Resident Services report for November 2023:

- No Further comments or questions expressed by the Board.

Development

Sr. Project Manager, Michael Jackson presented the Development & Modernization report for November 2023 on behalf of James McGraw, Bond & Development Manager:

- Follow up discussion occurred with Commissioner Shannon requesting a sign be placed at Cottage City noting the Fire Lane. Asset Manager Denise Haffenden responded by alerting the board that the curb will be painted yellow and a sign will be place noting the fire lane at Cottage City.

Financial Report

Acting Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending November 30, 2023:

- No further questions or concerns were expressed by the board.

New Business

- Development Officer, Thaddeus Green presented resolution 1404, a resolution approving the Amendment of the Policies & Procedures for Acquisition and Disposition of Real Property to act as the governing document for the management of properties owned or leased by the HAPGC. Follow up discussion occurred with the Board noting this resolution will take into effect after February 2024, once the new Executive Director is in place. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1404. Commissioner Theodos motioned to approve resolution #1404 and Commissioner Shannon seconded the motion. Resolution #1404 was approved.
- Legal Counsel, Carrie Riley presented resolution 1405, a resolution to Amend HAPGC's Bylaws. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1405. Vice Chair Blackwell motioned to approve resolution #1405 and Commissioner Wilson seconded the motion. Resolution #1405 was approved.

Additional Board/Staff Comments:

- Follow up discussion occurred with the board and Commissioner Shannon recognizing the following staff w/their work performance within the agency. Nicole Garrett, Mugure Crawford, Crystal Harris, and Dante Clark were all mentioned. The Board also thanked staff for their commitment to moving the agency forward.

Public Comments:

- None

Adjournment:

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting at 6:55pm to vote to go into closed session to discuss legal and personnel matters. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 6:56 p.m. At 6:58pm voting occurred to go into closed session, by unanimous vote the Board of Commissioners voted to go into closed session. The closed session started at 6:59pm. At 7:55pm Chairwoman motioned to adjourn the closed session and vote to open back the public meeting. By unanimous vote the Board of Commissioners adjourned the closed session. The Board voted unanimously to open back up the public session. Chair Yolanda Hawkins Bautista then motioned to adjourn the public meeting at 7:58pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:00pm.

Attest/ Witness:




Yolanda Hawkins-Bautista /Chairwoman



Ron M. McCoy/
Acting Executive Director/Secretary