

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, February 22, 2021

Minutes

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA
Ronald McCoy, Rental Assistance Manager, HA
Crystal Harris, Housing Assistance Division, HAD
Crystal Ford, Resident Services Manager, HAD
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Belay Ademu, Accounting Services Manager, HA
Jacqueline Massiah, General Ledger Supervisor, 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 L. Hawkins-Bautista called the meeting to order at 5:34 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, Regina Nadir, Euron Blackwell, and Brett Theodos.

Approval of Minutes: Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the January 25, 2021 meeting minutes. Commissioner Cherice Shannon motioned to approve the minutes and Commissioner Euron Blackwell seconded the motion. The minutes were approved.

Correspondence/Communication: Chairwoman Yolanda Hawkins-Bautista expressed condolences on the passing of Regional Property Manager Alvin Coley. Executive Director Nathan Simms expressed condolences and thanked him for his 28 years of service with the Housing Authority of Prince George's County.

Reports by the Executive Director:

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Mr. Simms reported and provided to the board a timeline of specific requirements, notable VCA meetings with HUD, and the status of assigned tasks. Mr. Simms reported to the board updates regarding new landlord recruitment, transfer logs, and information regarding fair housing policies. Information regarding the Independent Licensed Architect (ILA) selection was also discussed. A meeting was held to discuss the review of HA's overall portfolio and the number of accessory units HA is required to have. HA continues to conduct a number of activities and efforts related to the modification fund and repositioning efforts.

Housing Assistance Division Waiting List:

- Rental Assistance Manager Ron McCoy reported that as of January 31, 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 Manager Ron McCoy presented the Rental Assistance Division's report, stating that for January, 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 January, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of January ten (10) new vouchers were issued.
- Ron McCoy also reported that tenant protection vouchers have been requested to HUD for families impacted by the owners of Regency Lane Apartments (MOD Property). HAPGC anticipates receipt of these vouchers in May 2021.

Resident Fulfillment:

There were no new updates reported for the Resident Fulfillment Report.

Housing Assistance Division:

Executive Director Nathan Simms introduced site manager Crystal Harris to the Board and Crystal Harris presented the HAD report, as follows:

- There were thirteen (13) move-ins and (6) six move-outs for the months of January 2021.

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 January, there were 36 re-certifications completed, 13 new admissions, and 2 transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Crystal Harris also presented the Vacancy Report for January reporting an overall occupancy rate of 96%. Ms. Harris also reported to the board additional comments regarding Public Housing vacancies at Cottage City Towers.

Resident Services

Resident Services Manager, Crystal Ford presented the Resident Services report for January 2021:

- No comments or questions were expressed by the Board.

Development

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

- No comments or questions were expressed by the Board.

Financial Report

Accounting Services Manager Belay Ademu presented the Finance Report including key highlights for the month ending January 2021.

- Chair Bautista acknowledged the Finance updates and consistent communication regarding the delinquent account receivables however, the board is still awaiting policies regarding this matter.
- Executive Director Simms addressed the board regarding delinquent account receivables and alerted the staff and board that these items will be further addressed at next Finance Committee meeting scheduled for Tuesday March 16, 2021 at 5:30pm.

Unfinished Business:

- None

New Business:

- Bond and Development Manager James McGraw presented in groups resolutions #1335-1338, resolutions to submit an application for the HUD Rental Assistance Demonstration (RAD) Program. These resolutions were tabled as the Board requested more information regarding the application and also requested Table I be attached to the resolution.
- Bond and Development Manager James McGraw presented resolution #1339, a resolution authorizing the Executive Director to enter into agreement with Qualified Developers. Chairwoman Yolanda Hawkins- Bautista called for a motion to approve resolution #1339. Commissioner Cherice Shannon motioned to approve the resolutions and Commissioner Euron Blackwell seconded the motion. Resolution #1339 were approved by the Board.

Staff Remarks:

- Executive Director Nathan Simms introduced Housing Authority new hires Gloria Bowen, Compliance Officer; Keith Moone, Rental Market Specialist and Mobility Counselor, who will be working with landlords and working to keep HA active in recruitment. Executive Director Simms introduced to the board Kelvin “Jay” Noble, Contract and Procurement Specialist (not present in the meeting). Lastly, Executive Director Simms reported to the board new hires Carmella Brazelle, Senior Project Manager and Tina Turner, senior advisor to the Executive Director. He noted they both will be present at the next board meeting.

Public Comments:

1. **Leigh-Ann Smith Rosenberg(MD. Legal Aid-)**-Ms. Rosenberg expressed her deepest sympathies on the loss of Alvin Coley. Ms. Rosenberg offered HA any assistance and support on PHA repositioning efforts.

Adjournment:

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:53 p.m.

Attest/ Witness:



**Yolanda
Hawkins-Bautista**

Yolanda L. Hawkins-Bautista
Chairwoman

**Nathan
F. Simms**

Nathan F. Simms Jr.
Secretary/Executive Director

Digitally signed by Yolanda Hawkins-Bautista
DN: cn=Yolanda Hawkins-Bautista, o=Housing Authority of Prince George's County, ou=Chair, email=yhbaautista@gmail.com, c=US
Date: 2021.04.07 09:27:44 -04'00'

Digitally signed by Nathan F. Simms
DN: cn=Nathan F. Simms, o=Directors Office, ou=Housing Authority, email=nfsimms@co.pg.md.us, c=US
Date: 2021.04.07 09:57:16 -04'00'