

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, December 21, 2020

**Minutes**

Present:

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

Staff:

Estella Alexander, Executive Director, HA  
Nathan F. Simms Jr., Deputy Director, HA  
Alvin Coley, Regional Property Manager, HA  
Ronald McCoy, Rental Assistance Manager, HA  
Carolyn Floyd, Ombudsman Program Coordinator, HA  
James McGraw, Development Manager, HA  
Michael Jackson, Development & Modernization, HA  
Belay Ademu, Accounting Services Manager, HA  
Jacqueline Massiah, General Ledger Supervisor, 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 5:33 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, and New Commissioners Regina Nadir, Euron Blackwell, Brett Theodos and W. Marshall Knight, II.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the November 23, 2020 meeting minutes. Commissioner Layton Wilson motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. There was one abstain vote from Commissioner Brett Theodos since he did not attend the November board meeting. The minutes were approved.

**Correspondence/Communication:** Chairwoman Yolanda Hawkins-Bautista introduced one (1) new Board of Commissioners to the Board and HA Staff. Commissioner Brett

Theodos addressed staff and expressed appreciation for the opportunity to serve on the Housing Authority Board of Commissioners.

**Reports by the Executive Director:**

- Executive Director Alexander presented an overview of the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Ms. Alexander reported and provided to the board a timeline of specific requirements, notable VCA meetings with HUD, and the status of assigned tasks. Executive Director Alexander expressed that the VCA is a 7-year Agreement and that the Authority is working cooperatively with HUD to ensure all requirements are met.

**Housing Assistance Division Waiting List:**

- Rental Assistance Manager, Ron McCoy reported that as of November 30, 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.

**Rental Assistance Division Waiting List:**

- Rental Assistance Manager, Ron McCoy presented the Rental Assistance Division's report, stating that for November, 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-100, MOD-25, and Project Based-0.
- As of November, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of November twenty-five (25) vouchers were issued.
- RAD alerted 4,000 landlords introducing its new Division Manager Ombudsman.
- Regency Lane provided notice to RAD that it intends to opt-out of their MOD Contract in 2021 and pursue HUD RAD. Regency Lane has not reported any new crimes to RAD in the month of November 2020.

**Resident Fulfillment:**

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

**Housing Assistance Division:**

Al Coley presented the HAD report, as follows:

- There were zero (0) move-ins and (3) three move-outs for the months of November 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 November there were 17 re-certifications completed, no new admissions, and 2 transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Al Coley also presented the Vacancy Report for November reporting an overall occupancy rate of 94%.

**Resident Services**

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

- No comments or questions were expressed by the Board.

## **Development**

James McGraw and Michael Jackson presented the Development & Modernization Report for November 2020:

- Chair Hawkins-Bautista requested staff to provide the Board with a one (1) page executive summary of new and current Housing Authority projects.

## **Financial Report**

Deputy Director Nathan Simms presented the Finance Report including key highlights for the month ending November 2020.

- No comments or questions were expressed by the Board.

## **Unfinished Business:**

- None

## **New Business:**

- Deputy Director, Nathan Simms presented Resolution #1327, a resolution to enter into agreement with Bureau Veritas for Independent Licensed Architectural Services. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1327. Commissioner Brett Theodos motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Chair Bautista noted a grammatical error in the last paragraph of the resolution. Resolution #1327 was approved by the Board upon correction of the grammatical error.

## **Other Attendee Remarks:**

- None

## **Public Comments:**

1. **Kimberly Thomas (resident at 1100 Owens Road)**- Ms. Thomas expressed concerns about a gas leak incident that took place on the property with another resident who requires mental health support. Site Manager Vicki Beale responded and updated the staff and the board on the incident. HA staff will further investigate follow up procedures regarding the resident who requires mental health services.

**Adjournment:**

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:24 p.m.

At 6:25pm, Commissioner Cherice Shannon motioned to go into Executive Session and Commissioner Euron Blackwell seconded the motion.

By a unanimous vote, the Board of Commissioners went into Executive Session with Housing Authority Staff and HUD at 6:26pm to discuss a personnel matter.

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the Executive Session and return to open session. The open session was adjourned at 7:36pm.

**Attest/ Witness:**

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**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=yhbautista@gmail.com, c=US  
Date: 2021.02.02 20:44:36 -05'00'

**Yolanda L. Hawkins-Bautista  
Chairwoman**

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: 2021.02.03 09:27:38 -05'00'

**Nathan F. Simms Jr.  
Secretary/Executive Director**