

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, March 28, 2022

Minutes

Present:

Commissioners: Vice Chair Euron Blackwell
Commissioner Cherice Shannon
Commissioner Regina Nadir
Commissioner W. Marshall Knight, II.
Commissioner Brett Theodos

Staff: Nathan F. Simms Jr., Executive Director, HA
Ron McCoy, RAD Division Manager, HA
Dawnay Green, RAD Deputy Manager, HA
Belay Ademu, FAS Manager, HA
Jacqueline Massiah, Accounting Manager, HA
Karanja Slaughter Division Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Ed Davis, Compliance Manager, HA
Gloria Bowens, Compliance Officer, HA
Nicole Garrett, 504 Manager, HA
Carrie Blackburn Riley, Legal Counsel-HA
Mugure Crawford, HA, Recorder

Location: **Via GO-TO-MEETING Link**

Dial In: 1-(408) 650-3123 **Access Code:** 819-222-557

Call to Order: Vice Chair Euron Blackwell called the meeting to order at 5:34 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Regina Nadir, Brett Theodos and Commissioner W. Marshall Knight, II.

Approval of Minutes: Vice Chair Euron Blackwell called for a motion to approve the February 28, 2022, meeting minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Knight seconded the motion. The minutes were approved.

Reports by the Executive Director:

- On March 8, 2022, HAPGC received a response from HUD's Office of Fair Housing and Equal Opportunity (FHEO). On March 15th, HAPGC responded to an additional information requested on the Compensation Fund Administrator's scope of work. The remaining items that require will be done so by the April 7, 2022 deadline. HAPGC staff will share the response to the Board electronically.
- HAPGC will be attending the National Association of Local Housing Finance Agencies in New York on April 24th thru April 26th.
- HAPGC will be attending the Public Housing Authorities Director's Association (PHADA) IN San Antonio, TX on May 19th thru May 22nd

Housing Choice Voucher Program:

Housing Choice Voucher Program Manager Ron McCoy presented the HCV report as follows:

- The Compliance Team has begun monitoring service levels, performing file reviews, and other programmatic activities. Additionally, HCVP assessed it was necessary to implement a comprehensive ongoing training program for staff to improve demonstrated weaknesses and ensure increased understanding of new policies and procedures
- Ombudsman arm of the Compliance Team has met with the Chair of the Landlord Advisory Committee to reintroduce the Committee in our outreach effort to avail new landlords and a larger inventory of affordable units.
- The HCV Continued Occupancy Division processed over 400 Recertifications and Interims
- Received more than 300 move request of families transferring unit from one unit to another
- Issued more than 250 vouchers
- Received more than 19 move packages of families transferring units to be inspected and leased-up
- Conducted over 460 initial, annual and/or complaint inspections
- Processed more than 43 incoming and outgoing portable family actions
- HCV is currently 95% utilized in its Housing Choice Voucher Program and 14% utilized in its Emergency Housing Voucher Program. HCV must reach a 98% utilization in its Housing Choice Voucher Program and has a goal of reaching at least 90% utilization in its Emergency Housing Voucher Program before the end of FY22
- The Housing Choice Voucher Program held a Meet & Lease event on March 17, 2022, to help boost utilization.
- HCV utilized special fees awarded by HUD for its Emergency Housing Voucher program to bring aboard a EHV Coordinator

Resident Fulfillment:

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

Housing Assistance Division:

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

- There were no (0) move-ins and (2) two move-outs for the month of February 2022

PHA-wide

- Rent Collections Procedure changes are underway, whereas we will be closing the P.O. Box currently used for rental payment processing. PH will continue directing all our residents to pay in our onsite offices or online via the Rent Café.
- Per the Admissions and Continued Occupancy Policy (ACOP), residents have the convenience of paying rent between the 1st to the 5th without penalty or late fee.
- The moratorium that was set forth preventing HAPGC to enforce failure to pay actions has been lifted as of March 4th, 2022.
- PH are in the final stages of execution for our Waitlist purge
- Cottage City towers was awarded the Commitment of Housing Assistance Payment (CHAP)
- PH sent out a special notice to all residents of Cottage City to give updates about repositioning efforts to provide more information and to inform our residents that more updates are to come in the late summer early fall.
- PH completed a major plumbing job at the Marlborough Towne property
- In completion of the routine jetting of our Cottage City building this month it was observed that the pipes were at about 60 percent passage.

Occupancy/Recertification

- For February, there were (41) re-certifications completed, no new admissions, and no transfers. One (1) eviction action processed. There was no Criminal court appearance. There were no appearances for Mental Health Court. There was one (1) Landlord Tenant Court appearance.
- Crystal Harris also presented the Vacancy Report for February reporting an overall occupancy rate of 90%

Resident Services

Resident Services Manager Crystal Ford reported the Resident Services report for February 2022:

- No comments or questions were expressed by the Board.

Development

James McGraw presented the Development & Modernization Report for February 2022:

- 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 February 28, 2022.

- No additional comments or questions were expressed by the Board

New Business:

- Ron McCoy, HCVP Manager, presented resolution #1359, a resolution amending the Administrative Plan to include regulatory changes for the update of the 2022 payment standards. Vice Chair Euron Blackwell called for a motion to approve resolution #1359. Commissioner Theodos motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1359 was approved.
- Ron McCoy, HCVP Manager, presented resolution #1360, a resolution amending the Administrative Plan to make changes to the Housing Choice Voucher Program Rent Increase Policy. Vice Chair Euron Blackwell called for a motion to approve resolution #1360. Commissioner Theodos motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1360 was approved.
- James McGraw, Bond and Development Manager presented resolution #1361 a resolution of the Board of Commissioners declaring the official intent of the Housing Authority of Prince George's County to Issue Tax-Exempt Bonds, Notes or Other Evidence of Indebtedness to fund the rehabilitation of the Cottage City Towers apartments. Vice Chair Euron Blackwell called for a motion to approve resolution #1361. Commissioner Theodos motioned to approve the resolution and Commissioner Shannon seconded the motion. Resolution #1361 was approved.

Unfinished Business:

- None

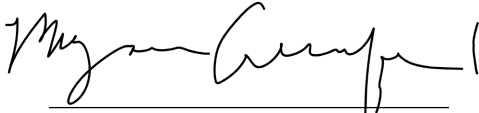
Public Comments:

- None

Adjournment:

- Vice Chair Euron Blackwell motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:38 p.m.

Attest/ Witness:



Euron Blackwell

Euron Blackwell/Vice Chairman



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

