

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, October 26, 2020

**Minutes**

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista  
Vice Chairman Leonard Hamlin  
Commissioner Cherice Shannon  
Commissioner Layton Wilson

Staff: Estella Alexander, Executive Director, HA  
Nathan Simms, Deputy Director, HA  
Alvin Coley, Regional Property Manager, HA  
Ronald McCoy, Rental Assistance Manager, HA  
Carolyn Floyd, Rental Assistance Division, HA  
James McGraw, Development Manager, HA  
Michael Jackson, Development & Modernization, 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 5:40 p.m. having declared a quorum with the following Commissioners present, including Commissioners Layton Wilson, Cherice Shannon, and Vice Chair Leonard Hamlin

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the September 28, 2020 meeting minutes. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Layton Wilson 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. Enterprise Community Partners conducted and completed needs assessment interviews with selected HA staff. HUD will provide a written report to HA. Enterprise visited HA onsite on October 23, 2020 and

reviewed an array of documents from the Rental Assistance Division, Housing Assistance Division, 504 Coordinator documents, Modernization, Financial Administration documents and Board of Commissioner files. Executive Director Estella Alexander also reported that HUD provided the Modernization team with guidance regarding the Public Housing Repositioning Strategy.

- Executive Director Estella Alexander introduced Ronald McCoy as the HA new Rental Assistance Division Manager.

**Housing Assistance Division Waiting List:**

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of September 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.
- As of September 30, 2020, there were 3,639 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. Seventy-nine (79%) 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 September, 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 1,856 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of September, the HA has 5,872 vouchers available, of which 5,688 are leased. The HA is at 97% utilization for vouchers and 100% for dollar utilization. For the month of September, seventeen (17) vouchers were issued for a year to date total of 185. Sixteen (16) vouchers were leased for the month of September, bringing the year to date total to 205.

**Resident Fulfillment:**

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

- The HA IT Coordinator did not have any new updates at this time. The 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. One (1) incident was reported on the property. A family member of a household who lives at Regency Lane was charged with murder. The incident happened off site, not on the Regency Lane property. The family member has been removed off the lease. Ms. Floyd will continue to work with Regency Lane staff to provide HA of any new reports of criminal activity.
- There were no new updates regarding the Resident Advisory Board (RAB). Carolyn Floyd previously 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 three (3) move-ins and (0) no move-outs for the months of September 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 September there were 28 re-certifications completed, 3 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 September, reporting an overall occupancy rate of 94%.

### **Resident Services**

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

- No comments or questions were expressed by the Board.

### **Development**

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

- No comments or questions were expressed by the Board
- A November Development Committee Meeting is scheduled for Thursday November 19, 2020 at 4:30pm

### **Financial Report**

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

- Follow up discussion occurred with Chair Bautista regarding the use of HUD expenditures for COVID 19 HA activities. Presently, HA has been unable to execute activities due to COVID 19. Executive Director Estella Alexander and Deputy Director Nathan Simms will continue to work with staff on the use of the COVID 19 expenditures to ensure the use funds by the December 30, 2021, the extended deadline given by HUD.
- Follow up discussion occurred with Chair Bautista regarding delinquent tenant payments. Deputy Director Nathan Simms updated the board regarding conducting

a Yardi database scrub of delinquent accounts along with the implementation of a Public Housing Finance Taskforce. The Public Housing Finance Taskforce will have an update for the Board by the next meeting.

- A November Finance Committee Meeting is scheduled for Tuesday, November 17, 2020 at 4:30pm

**Unfinished Business:**

- None

**New Business:**

- None

**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 6:56 p.m.

**Attest/ Witness:**

Mugure K.  
Crawford

Digitally signed by Mugure K. Crawford  
DN: cn=Mugure K. Crawford, o=Housing  
Authority of Prince George's County,  
email=mcrawford@haco.org.md.us, c=US  
Date: 2020.12.15 12:30:31 -0500



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=yhbaustista@gmail.com,  
c=US  
Date: 2020.12.15 10:59:59 -05'00'

Yolanda L. Hawkins-Bautista  
Chairwoman



Estella Alexander  
Secretary/Executive Director