

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, December 16, 2019

**Minutes**

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista  
Commissioner Cherice Shannon  
Commissioner Layton F. Wilson  
Commissioner Deborah K. Patrick

Staff: Estella Alexander, Executive Director, HA  
Alvin Coley, Regional Property Manager, HA  
James McGraw, Development & Modernization Manager, HA  
Jacqueline Massiah, Acting Accounting Services Manager, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2<sup>nd</sup> Floor Conference Room Largo, MD 20774

**Call to Order:** Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:36 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton F. Wilson, Cherice Shannon and Deborah K. Patrick.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the November 25, 2019 meeting minutes. Commissioner Layton F. Wilson motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

**Reports by the Executive Director:**

- Regional Property Manager Al Coley reported that as of November 30, 2019, there were 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 20.
- As of November 30, 2019 there were 4,115 households on the PH Waiting List. Sixty-eight percent of the households on the list reported that they were county residents or worked in the county at least 30 hours per week. Eighty-five (85)

households on the list indicated that they are not county residents, nor do they work in the County.

### **Rental Assistance Division:**

- Regional Property Manager Al Coley presented the Rental Assistance Division report and reported that for November, there were twenty (20) pulls for the Housing Choice Voucher (HCV) Program, zero (0) pulls for Moderate Rehab, and zero (0) pulls for Project-Based Waiting List Program. The cumulative totals to date are: HCV-40, MOD-50, and Project Based-510.
- There are 2,144 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of November 30, 2019, the HA has 5837 vouchers available of which 5711 are leased. The HA is at 98% utilization for vouchers and 108% for dollar utilization. For the month of November, thirty-three (33) vouchers were issued for a year to date total of 358. Eleven (11) vouchers were leased for the month of November bringing the year to date total to 183.

### **Resident Fulfillment:**

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

- **Follow up discussion:** Commissioner Layton Wilson inquired about the Fire Safety Plan. Al Coley responded stating final preparation of the document is now with HA's Public Information Officer.
- Chairwoman Bautista inquired about Charmaine Phelai's damage claim (Cottage City Towers). Chairwoman suggests giving Ms. Phelai a letter stating a 30-day deadline to resolve this matter.

### **Housing Assistance Division:**

Al Coley presented the HAD report, as follows:

- There was 1 move-in and 1 move-out for the month of November 2019

### **PHA-wide**

- No comment or questions were expressed by the Board.

## **Property Management**

### **Owens Road**

- No comment or questions were expressed by the Board.

### **Cottage City Towers**

- No comment or questions were expressed by the Board.

### **Rollingcrest Village**

- No comment or questions were expressed by the Board.

### **Kimberly Garden**

- No comment or questions were expressed by the Board.

## **Occupancy/Recertification**

- For November, there were 36 re-certifications completed, 0 new admissions, and 1 transfer. There were zero (0) court appearances for mental health court.
- Al Coley also presented the Vacancy Report for November, reporting an overall Occupancy rate of 95%.

## **Resident Services**

Resident Services Manager Crystal Ford presented the Resident Services report for November 2019:

- **Follow up discussion:** Chairwoman Bautista inquired about what programs the Family Self-Sufficiency Program offers and how they can be leveraged. Crystal Ford will provide this information in a separate document.

## **Modernization**

Development & Modernization Manager, James McGraw presented the Modernization Report on behalf of Michael Jackson for November 2019:

- **Follow up discussion:** Chairwoman Bautista inquired about the December 31, 2019 target completion date for HAPGC UFAS Units. James McGraw provided additional clarification regarding the target dates.

## **Development**

Development & Modernization Manager, James McGraw presented the Development & Modernization Report for November 2019:

- **Follow up discussion:** Additional comments and questions were expressed by the Board regarding the 1313 Southern Ave project.

## **Financial Report**

Jacqueline Massiah presented the Finance Report and key highlights for the month ending November 2019.

- **Follow up discussion:** Chairwoman Bautista requested more detail information regarding the Finance reports.

## **New Business:**

- Executive Director, Estella Alexander presented Resolution LHA 1317 a resolution authorizing the Executive Director to enter into a contract on behalf of the Housing Authority of Prince George's County with Habitat for Humanity Metro Maryland for the sale of certain real estate known as 5613 Kolb St. lots 5,6, and 7, Capitol Heights, Maryland owned by the Authority not subject to the United States Department of Housing and Urban Development's Annual Contributions Contract.
- Follow up discussion: Chairwoman Bautista inquired about the sale of the property at 5613 Kolb St. and is the selling price an accurate amount based on current property value. Commissioner Layton F. Wilson motioned to table Resolution LHA 1317 for further review and Commissioner Deborah K. Patrick 2<sup>nd</sup> the motion to table Resolution LHA 1317. Chairwoman Bautista tabled the resolution to allow the board an opportunity for further review.

## **Other Attendee Remarks:**

- None

## **Public Comments:**

1. Tanja Miles(HCV Participant-6860 Walker Mill Road)- Ms. Miles reported her issues living at the Regency Lane apartments. She expressed concerns about the violence in the neighborhood that has affected her family. Ms. Miles is requesting a transfer to move. Executive Director, Estella Alexander

responded and will have HA staff investigate and work with Ms. Miles on this matter.

2. Zita Orji-Legal Aid- Ms. Orji expressed concerns with the lack of communication and education for residents when dealing with landlords. Ms. Orgi also expressed concerns about the lack of HA caseworkers' response. Chairwoman Bautista inquired about the process or protocol for residents when dealing with landlords and caseworkers. HA staff will investigate Ms. Orji's concerns and will provide this information to the Board.


**Adjournment:**

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:28 p.m.

At 7:30 p.m. Commissioner Layton F. Wilson motioned to go into Executive Session and Commissioner Cherice Shannon seconded the motion. By a unanimous vote, the Board of Commissioners went into Executive Session with Housing Authority Staff and Legal Counsel at 7:30pm to discuss a Moderate Rehabilitation client and to discuss legal matters.

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the Executive Session and return to open session. The open session was adjourned at 8:30pm.

Attest/ Witness:



Yolanda L. Hawkins-Bautista  
Chairwoman



Estella Alexander  
Secretary/Executive Director