

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, November 25, 2019

Minutes

Present:

Commissioners: Chairman Yolanda L. Hawkins-Bautista
Vice Chairman Leonard Hamlin
Commissioner Ndy Otis
Commissioner Cherice Shannon
Commissioner Layton F. Wilson
Commissioner Deborah K. Patrick

Staff: Estella Alexander, Executive Director, HA
Alvin Coley, Regional Property Manager, HA
Michael Jackson, Project 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 2nd Floor Conference Room Largo, MD 20772

Call to Order: Chairman Yolanda L. Hawkins-Bautista called the meeting to order at 5:37 p.m. having declared a quorum with the following Commissioners present: Commissioner Ndy Otis, Vice Chairman Leonard Hamlin, Commissioners Layton F. Wilson, Cherice Shannon and Deborah K. Patrick

Approval of Minutes: Chairman Yolanda L. Hawkins-Bautista called for a motion to approve the October 28, 2019 meeting minutes. Vice Chair Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Communication/Correspondence:

Chairman Yolanda L. Hawkins-Bautista introduced herself to the Board of Commissioners and staff as the new Chairman for the Housing Authority Board of Commissioners. The Chairman requested each board of commissioner and staff, to introduce themselves and give a brief introduction of their roles within the agency and the County.

Reports by the Executive Director:

- Regional Property Manager Al Coley reported that as of October 31, 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 October 31, 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 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 October, there were zero (0) 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-0, MOD-50, and Project Based-497.
- There are 2,185 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of October 31, 2019, the HA has 5837 vouchers available of which 5703 are leased. The HA is at 98% utilization for vouchers and 99% for dollar utilization. For the month of October, thirty-two (32) vouchers were issued for a year to date total of 322. Eleven (11) vouchers were leased for the month of October bringing the year to date total to 172.

Resident Fulfillment:

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

- **Follow up discussion:** Chairman Bautista inquired about the Fire Safety Plan. Vice Chairman Leonard Hamlin requested an update to the implementation of the Yardi module (Rent Café feature). Ms Alexander acknowledged that The Fire Safety Plan is complete and the target date for the Yardi roll-out is March 2020

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There was 0 move-in and 0 move-outs for the month of October

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 October, there were 29 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 October, reporting that the overall Occupancy rate of 95%.

Resident Services

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

- **Follow up discussion:** Chairman Bautista inquired about the Family Self-Sufficiency Program re-evaluation plan.

Modernization

Project Manager, Michael Jackson presented the Modernization Report for October 2019:

- No comment or questions were expressed by the Board.

Development & Modernization

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

- **Follow up discussion:** Board of Commissioners requested a copy of the 1313 Southern Ave. development project plans or a summary of the project.
- Commissioner Deborah Patrick inquired about the line of credit used for the Southern Ave. project. Follow up discussion occurred with Commissioner Patrick and James McGraw briefly outlining the financing and housing options for the 1313 Southern Ave. development project versus housing options using the HCV program.

Financial Report

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

- No comment or questions were expressed by the Board.

Other Attendee Remarks:

- None

Public Comments:

1. **Alicia Jones (Arnold Place)** - Ms. Jones attended the board meeting to inform HA of her organization, Arnold Place. It has 15 slots available for women on the HCV program in need of Transitional Housing. HA staff will follow up with Ms. Jones regarding her resources.
2. **Zita Orji (Legal Aide)** - Ms. Orji reached out to HA requesting clarification on the new guidelines regarding Small Area Fair Market Rent. Ms. Orji asked the

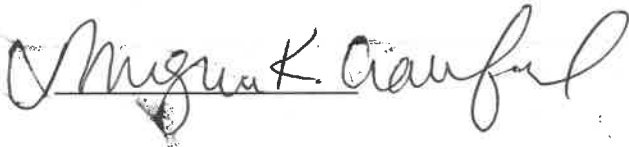
question, what is the Housing Authority doing to inform tenants of these new guidelines that may result in rent increases for HCV program participants? Executive Director Estella Alexander responded stating HA provided tenants and landlords a letter explaining the program changes with SAFMR and that HA can provide Ms. Orji with a copy of the SAFMR.

3. **Barbara Ann Jones (HCV Participant)** - Ms. Jones expressed concerns about her voucher and issues with moving. HA will investigate Ms. Jones concerns.
4. **Sylvester Valentine (HCV Participant)** - Mr. Valentine expressed concerns regarding the HCV program waitlist process. HA will investigate Mr. Valentines concerns.

Adjournment:


Chairman Yolanda L. Hawkins-Bautista motioned to adjourn the meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:33 p.m.

Attest/ Witness:


Miguel K. Crawford


Nicholas


Yolanda L. Hawkins-Bautista
Chairman


Estella Alexander
Acting Secretary/Executive Director