

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, March 22, 2021

**Minutes**

Present:

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

Staff:

Nathan F. Simms Jr., Executive Director, HA  
Ronald McCoy, Rental Assistance Manager, HA  
Crystal Harris, Housing Assistance Division, HAD  
Crystal Ford, Resident Services Manager, HAD  
James McGraw, Development Manager, HA  
Michael Jackson, Development & Modernization, HA  
Belay Ademu, Accounting Services Manager, HA  
Jacqueline Massiah, General Ledger Supervisor, HA  
Nicole Garrett, 504 Coordinator, HA  
Carrie Blackburn Riley, Legal Counsel-HA  
Mugure Crawford, HA, Recorder

Location:

**Via Microsoft TEAMS 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, Regina Nadir, Euron Blackwell, Brett Theodos and Commissioner W. Marshall Knight.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the February 22, 2021 meeting minutes. Commissioner Cherice Shannon motioned to approve the minutes and Commissioner Brett Theodos seconded the motion. On page 2 of the Executive Director's report Chair Bautista noted an edit needed to be made regarding the update provided on the Independent Licensed Architect. The acronym (ILA) needed to be spelled out for further clarification and consistency within the sentence. The minutes were approved upon correction.

**Reports by the Executive Director:**

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Mr. Simms reported on notable VCA meetings with HUD (FHEO and PIH) on March 18, 2021 that discussed VCA related correspondence sent to the HAPGC on March 3, 2021. Executive Director Simms also reported to the board HA activities and efforts related to the County's Emergency Rental Assistance (ERAP) Program, a meeting with FSC First to discuss energy improvements at existing public housing and new construction developments and lastly reported on a grant award that HA received for the Family Self-Sufficiency (FSS) Program.
- Follow-up discussion occurred with Chair Bautista requesting a copy of the March VCA letter response for HUD from HAPGC. Executive Director Nathan Simms responded and will provide the board a copy for the Board.

**Housing Assistance Division Waiting List:**

- Rental Assistance Manager Ron McCoy reported that as of February 28, 2021, there were no 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 zero.

**Rental Assistance Division Waiting List:**

- Rental Assistance Manager Ron McCoy presented the Rental Assistance Division's report, stating that for February, there were zero (0) pulls for the Housing Choice Voucher Program; zero (0) pulls for Moderate Rehab; and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are zero (0) for HCV, MOD, and Project Based vouchers.
- As of February, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of February thirty (30) new vouchers were issued.
- Ron McCoy also reported that the HCV Program received a Family Self-Sufficiency (FSS) grant to hire two (2) FSS Coordinators.
- The HCV Program received a HUD invitation to administer 172 Tenant Protection Vouchers for families at Regency Lane.

**Resident Fulfillment:**

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

**Housing Assistance Division:**

Site Manager Crystal Harris presented the HAD report, as follows:

- There were no move-ins and (1) one move-out for the month of February 2021

**PHA-wide**

- Follow up discussion occurred with Chair Bautista regarding the number of balance/payment notices were sent out to residents and how many of those payment agreements were sent back into the Housing Authority. Crystal Harris responded and will provide the board with an update at the April Board meeting.

**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 February, there were 24 re-certifications completed, no new admissions, and 1 transfer. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Crystal Harris also presented the Vacancy Report for February reporting an overall occupancy rate of 96%.

**Resident Services**

Resident Services Manager, Crystal Ford presented the Resident Services report for February 2021:

- No comments or questions were expressed by the Board.

### **Development**

James McGraw presented the Development & Modernization Report for February 2021:

- No comments or questions were expressed by the Board.

### **Financial Report**

Accounting Services Manager Belay Ademu presented the Finance Report including key highlights for the month ending February 2021.

- No comments or questions were expressed by the Board.

### **Unfinished Business:**

- None

### **New Business:**

- Executive Director Nathan Simms presented resolution #1335, a resolution to submit Rental Assistance Demonstration (RAD) Applications for Public Housing Properties and to simultaneously submit a RAD Portfolio Award to the U.S. Department of Housing and Urban Development (HUD). Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1335. Commissioner Euron Blackwell motioned to approve the resolution and Commissioner Regina Nadir seconded the motion. Resolution #1335 was approved by the Board.
- Executive Director Nathan Simms presented resolution #1336, a resolution approving a Resident Agent for The Housing Authority of Prince George's County. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1336. Commissioner Euron Blackwell motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1336 was approved by the Board.

### **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 6:43 p.m.

**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=yhbaautista@gmail.com, c=US  
Date: 2021.05.12 19:55:50 -04'00'

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Yolanda L. Hawkins-Bautista  
Chairwoman

**Nathan F.  
Simms**

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: 2021.05.17 12:50:17 -04'00'

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Nathan F. Simms Jr.  
Secretary/Executive Director