

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, June 22, 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
Alvin Coley, Regional Property Manager, HA
Carolyn Floyd, Acting Rental Assistance Manager, HA
Michael Jackson, Project Manager, 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 5:35 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, and Vice Chairman Leonard Hamlin.

Approval of Minutes: Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the May 26, 2020 meeting minutes. Vice Chairman Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of May 31, 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 95.
- As of May 31, 2020, there were 4,006 households on the PH Waiting List. Sixty-seven (67%) percent of the households on the list reported that they were county residents or worked in the county at least 30 hours per week. Two (2) percent

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

Rental Assistance Division:

- Acting Rental Assistance Manager, Carolyn Floyd presented the Rental Assistance Division's report, stating that for May, 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 2,039 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of May, the HA has 5872 vouchers available of which 5714 are leased. The HA is at 97% utilization for vouchers and 102% for dollar utilization. For the month of May, sixteen (16) vouchers were issued for a year to date total of 124. Twenty-four (24) vouchers were leased for the month of May, bringing the year to date total to 142.

Resident Fulfillment:

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

- Discussion occurred regarding Yardi. Updates were provided during the Unfinished Business section of the May board report. 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 Cottage City resident and her damage claim. HA has now responded to all of the resident's issues and a dollar amount for the claim has been reached. HA is now waiting for the resident to accept the dollar amount offered for her claim. Upon acceptance this matter will be closed.
- Discussion occurred regarding any additional complaints with safety concerns at Regency Lane apartments. Carolyn Floyd provided the board with information on criminal activity and safety measures from the Property Manager at Regency Lane. Ms. Floyd also contacted the Head of Security with the Prince George's County Police Department with HA concerns and asked that they document the trends in criminal activity. As of June 22, 2020, no response has been received from the Head of Security, however the property Manager for Regency Lane acknowledged receipt of this request.
- Discussion occurred regarding the solicitation of new Resident Advisory Board members (RAB) and HCV client outreach. No new updates were

provided at this time. HUD is currently working with HA providing guidance and has briefed Executive Director, Estella Alexander on HAPGC Program strategies. As of June, HA has spoken with Commissioner Shannon discussing further outreach efforts.

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There were four (4) move-ins and one (1) move-out for the month of May 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

- Follow up discussion occurred with Chair Bautista asking about the elevator damage that occurred during an emergency service response with the Fire Department. Specifically, what Insurance does HA have and would it make sense to submit a claim for this damage. Al Coley responded and will have an update at the next Board meeting.
- Follow up discussion occurred with Chair Bautista regarding the major sewer back-up at Cottage City Towers. Chair Bautista requests HA send a reminder letter to residents detailing the appropriate and inappropriate items to flush, i.e. (not flushing PPE items such as masks, gloves, paper towel, etc. down the drains). Al Coley responded and will distribute this letter to residents.

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 May, there were 41 re-certifications completed, 4 new admissions, and no transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Al Coley also presented the Vacancy Report for May, reporting an overall Occupancy rate of 94%.

Resident Services

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

- No comments or questions were expressed by the Board.

Development

Project Manager, Michael Jackson presented the Development & Modernization Report for May 2020 on behalf of James McGraw:

- Discussion occurred with Chair Bautista requesting a list of Community Partners regarding the 1313 Southern Ave project. This information will be provided during a July Development Committee Meeting.
- Discussion occurred with the Board for a request to schedule a Development Committee Meeting before the July Board meeting.

Financial Report

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

- Discussion occurred with Chair Bautista regarding the HA A/R policy. Chair Bautista requests a copy of the policy be distributed to the board and include explicit details regarding the rent payment policy. This information will be provided during a July Finance Committee Meeting.
- Discussion occurred with Chair Bautista regarding cost cutting measures in terms of using the County's Office of Law vs. a private attorney for legal services. Chair Bautista requests HA include Minority Owned Firms as part of the outreach to include in the cost cutting proposal.

Unfinished Business:

- None

New Business:

- Resolution LHA #1230, approving the Housing Authority of Prince George’s County’s Fiscal Year 2021 Operating budget was tabled and a Special Public Board Meeting was scheduled for June 25th at 5:30pm.

Other Attendee Remarks:

- None

Public Comments:

1. **Natasha Adams(Legal Aid)-** Ms. Adams requested the status of Legal Aid and individuals reviewing tenant/client files since County Government Offices are closed. Ms. Adams asked when will Rental Specialists see HCV clients face to face? Executive Director Estella Alexander responded to both Ms. Adams concerns by stating yes County Government Buildings are closed due to the current restrictions under Phase Two of the COVID 19 protocol. Until the directive is given by the County Executive to open to the public, County Government buildings will remain closed at this time. Ms. Adams also requested a list of Rental Specialists email and contact information. Ms. Adams also inquired about unit inspections. Carolyn Floyd responded to Ms. Adams and will provide a contact list. Ms. Floyd also responded to Ms. Adams regarding inspections by stating only vacant units are being inspected at this time due to COVID 19 restrictions.

Adjournment:

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:48 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=mugurek@princegeorges.ca.gov, c=US
Date: 2020.09.17 11:41:13 -0400

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=yihbautista@gmail.com, c=US
Date: 2020.09.17 10:02:05 -0400

Yolanda L. Hawkins-Bautista
Chairwoman



Estella Alexander
Secretary/Executive Director