

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, November 23, 2020

Minutes

Present:

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

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, Ombudsman Program Coordinator, HA
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Belay Ademu, Accounting Services Manager, HA
Jacqueline Massiah, General Ledger Supervisor, 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 5:34 p.m. having declared a quorum with the following Commissioners present, including Commissioners Layton Wilson, Cherice Shannon, and New Commissioners Regina Nadir, Euron Blackwell, and W. Marshall Knight, II.

Approval of Minutes: Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the October 26, 2020 meeting minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Layton Wilson seconded the motion. The minutes were approved.

Correspondence/Communication: Chairwoman Yolanda Hawkins-Bautista introduced three (3) new Board of Commissioners to the Board and HA Staff. The new Commissioners include Regina Nadir, Euron Blackwell, and W. Marshall Knight, II. The

new Commissioners briefly addressed staff and expressed appreciation for the opportunity to serve on the Housing Authority Board of Commissioners.

- Executive Director, Estella Alexander introduced herself to the new Board of Commissioners and expressed enthusiasm about working with new Board of Commissioners. Ms. Alexander asked the staff to introduce themselves and describe their roles and responsibilities within the Authority.

Reports by the Executive Director:

- Executive Director Alexander presented an overview of the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Ms. Alexander reported and provided to the board a timeline of specific requirements, on notable VCA meetings with HUD, and the status of assigned tasks. Executive Director Alexander expressed that the VCA is a 7-year Agreement and that the Authority is working cooperatively with HUD to ensure all requirements are met.

Housing Assistance Division Waiting List:

- Rental Assistance Manager, Ron McCoy reported that as of October 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 111.
- As of October 31, 2020, there were 3,636 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:

- Rental Assistance Manager, Ron McCoy presented the Rental Assistance Division's report, stating that for October, there were one-hundred (100) 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-300, MOD-25, and Project Based-0.
- There are 1,843 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of October, the HA has 5,872 vouchers available, of which 5,675 are leased. The HA is at 97% utilization for vouchers and 97% for dollar utilization. For the month of October thirty-two (32) vouchers were issued for a year to date total of

217. Nine (9) vouchers were leased for the month of October, bringing the year to date total to 214.

Resident Fulfillment:

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

- The Information Technology (IT) Coordinator, Tasheena Brooks provided an update on Yardi. Ms. Brooks presented a timeline for the implementation next phase and target dates regarding Rent Café PHA implementation and the HCV Yardi portals. Target date for all portals to be fully operational is March 2021.
- Discussion occurred regarding a damage claim for a Cottage City resident. The Authority is now in the process of closing this claim. This matter will be closed by the December board meeting.
- Carolyn Floyd, Ombudsman Program Coordinator, reported on criminal activity at Regency Lane. As of November 2020, there were no new reports of criminal activity. Ms. Floyd will continue to work with Regency Lane staff and provide the Board with new reports of criminal activity, as required.
- There were no new updates regarding the Resident Advisory Board (RAB). Commissioner Cherice Shannon is working with Deputy Director Nathan Simms and RAD Manager Ron McCoy on HCV RAB outreach. An update will be provided at the December board meeting.

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 October 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 October there were 34 re-certifications completed, 3 new admissions, and 2 transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Al Coley also presented the Vacancy Report for October reporting an overall occupancy rate of 94%.

Resident Services

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

- No comments or questions were expressed by the Board.

Development

James McGraw and Michael Jackson presented the Development & Modernization Report for October 2020:

- Chair Hawkins-Bautista requested staff to provide the Board with a one (1) page executive summary of new and current Housing Authority projects at the December Board Meeting.
- Chair Hawkins-Bautista requested an opportunity for the board to review Draft Bond RFP solicitations for the HA Bond Program
- Chair Hawkins-Bautista expressed concerns regarding the use of Thermoscanners on Public Housing properties and how this equipment, used to prevent the spread

of COVID 19, collects personal information. Chair Bautista requests staff to reach out to the County's Office of Law for guidance. James McGraw responded and will reach out to the Office of Law on concerns of how information is collected, it's uses and where the data is stored.

Financial Report

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

- Follow up discussion occurred with Chair Hawkins- Bautista requesting staff to provide the Board with a full financial overview of the Authority's portfolio as provided in previous board reports. Chair Hawkins-Bautista requested this information be provided to the new board members to get them acclimated to the HA's overall financial status.
- Chair Hawkins-Bautista requested a clear Accounts/Receivable Policy of Delinquent Rent Account Procedures be provided to the Board.

Unfinished Business:

- None

New Business:

- Deputy Director, Nathan Simms presented Resolution #1323, a resolution to enter into agreement with Blackburn Riley, LLC for Legal Services. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1323. Commissioner Layton Wilson motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1323 was approved by the Board.
- Deputy Director, Nathan Simms presented Resolution #1324, a resolution to enter into agreement with Reno Cavanaugh, PLLC for Legal Services. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1324. Commissioner Layton Wilson motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1324 was approved by the Board.
- Deputy Director, Nathan Simms presented Resolution #1325, a resolution approving the FY 2021 PHA Plan including the Annual and Five-Year Plan, authorizing the Chair to sign applicable documents and authorizing the submission to the U.S. Department of Housing and Urban Development. Yolanda Hawkins-Bautista called for a motion to approve Resolution #1325. Commissioner Layton Wilson motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1325 was approved by the Board.

- Deputy Director, Nathan Simms presented Resolution #1326, a resolution authorizing the Executive Director to award Project Based Vouchers. Yolanda Hawkins-Bautista called for a motion to approve Resolution #1326. Commissioner Layton Wilson motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1326 was approved by the Board.

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 7:33 p.m.

Attest/ Witness:



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=yhbautista@gmail.com, c=US
Date: 2021.01.25 17:21:54 -05'00'

Yolanda L. Hawkins-Bautista
Chairwoman

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: 2021.01.28 10:47:12 -05'00'

Nathan F. Simms, Jr.
Secretary/Acting Executive Director