

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, March 27, 2023

**Minutes**

**Present:**

**Commissioners:**

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

**Staff:**

Ron McCoy, Acting Executive Director, HA  
Dawnay Green, RAD Deputy Manager, HA  
Tonette Simmons, Accounting Manager, FAS  
Karanja Slaughter, Division Manager, HAD  
Denise Haffenden, Deputy Manager, HAD  
Dante Clark, Asst. Property Manager, HAD  
Crystal Harris, Asst. Property Manager, HAD  
James McGraw, Bond & Development Manager, HAD  
Michael Jackson, Sr. Project Manager, HAD  
Ed Davis, Compliance Manager, HA  
Kelvin Jay Noble, Procurement Officer, HA  
Nicole Garrett, Fair Housing Officer, HA  
Alana Speed Harris-HR Manager, HA  
Carrie Blackburn Riley-Legal Services  
Mugure Crawford, HA, Recorder

**Guest:**

Angie Rodgers- DCAO, CEX Office

**Location:**

**Via GO-TO-MEETING Link**  
**Dial In: 1-(866) 899-4679 Access Code: 819-222-557**

**Call to Order:** Commissioner Knight called the meeting to order at 5:34pm on behalf of Chair Bautista who was experiencing technical difficulties and joined the meeting shortly after having declared a quorum with the following Commissioners present: Regina Nadir, Layton Wilson, Brett Theodos, Cherice Shannon, and Vice Chair Euron Blackwell.

**Approval of Minutes:** Commissioner Knight called for a motion to approve the February 27, 2023 minutes. Commissioner Wilson motioned to approve the

minutes and Commissioner Blackwell seconded the motion. Commissioner Theodos abstained from vote due to absence at the February board meeting. The minutes were approved.

**Reports by the Acting Executive Director:**

- Acting Executive Director, Ron McCoy provided the Board with agencywide updates.
- Mr. McCoy provided the board on staffing for the Finance division noting Accounting Services manager, Belay Ademu and General Ledger Supervisor, Jacqueline Massiah are currently on leave. Tonette Simmons, Accounting Manager will lead the division during this time.
- Compliance Manager Ed Davis provided compliance updates for HA. Mr. Davis introduced the Compliance team and will include them in presenting division updates to the board.
- Follow up discussion occurred with Chair Bautista regarding responses from HUD concerning the VCA. VCA Coordinator Stephanie Anderson responded as well as Mr. McCoy with providing further clarity on the timeline of responses on the VCA from HUD.
- Follow up discussion occurred with Commissioner Knight in regard to the HA audit. Mr. McCoy responded and provided an update on the forensic audit noting the auditors are currently gathering information to complete the audit.

**Housing Choice Voucher Program:**

Housing Choice Voucher Program Deputy Manager Dawnay Green presented the HCV report:

- Follow up discussion occurred with the board requesting a HCV legend/guide of what HCV acronyms mean when reporting to the board.
- Follow up discussion occurred with Chair Bautista regarding the utilization rate.

**Resident Fulfillment:**

- No new updates currently for the Resident Fulfillment log

**Housing Assistance Division:**

Division Manager Karanja Slaughter presented the HAD report on behalf of Deputy Manager Denise Haffenden, as follows:

- There were no move-in and no move-outs for the month of February 2023

**PHA-wide**

- Follow up discussion occurred with the board asking if HA has received any new feedback from residents regarding the termination of TM Associates and hiring back management company RSC. Mr. Slaughter responded and provided an update to the board.
- Follow up discussion occurred with the board requesting the HAI(Housing Risk Assessment) reports. Mr. Slaughter responded and will provide at a future board meeting once the reports are made available.

**Occupancy/Recertification**

- For February, there were (9) re-certifications completed, no admissions and (1) one

transfer. No eviction actions processed. There was no Criminal court appearance. There was no Landlord Tenant Court appearance.

- Mr. Slaughter also presented the Vacancy Report for February reporting an overall occupancy rate of 92%.

### **Resident Services**

Division Manager Karanja Slaughter presented the Resident Services report on behalf of Resident Services Manager Crystal Ford for February 2023:

- Follow up discussion occurred with Commissioner Shannon asking which property did Community Health and Pharmacy work with last month. Mr. Slaughter responded and will have Crystal Ford provide an update at the next board meeting.

### **Development**

James McGraw presented the Development & Modernization Report for February 2023:

- Follow up discussion occurred with the board and Carrie Riley, legal services regarding PBV's (project based vouchers). James McGraw and Karanja Slaughter both responded.

### **Financial Report**

Accounting Manager, Tonette Simmons presented the Finance Report on behalf of Accounting Services Manager, Belay Ademu and reported on key highlights for the month ending February 28, 2023:

- Follow-up discussion occurred with Commissioner Knight regarding the Overpayments slide of the board report. Mr. McCoy responded and will provide an update at the April board meeting on overpayments.

### **New Business:**

- Procurement Contracting Officer, Jay Noble presented resolution 1385, a resolution authorizing the Acting Executive Director to Award up to (58) Project Based Vouchers. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1385. Commissioner Knight noted an edit to the date on the resolution needs to be corrected. Commissioner Knight motioned to approve resolution #1385 and Commissioner Shannon seconded the motion. Resolution #1385 was approved with correction.

- Bond and Development Manager James McGraw presented resolution 1386, a resolution approving the authorization of the HAPGC’s award contract for services related to Construction Management Services to assist the agency with current and future Construction Projects. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1386. Commissioner Knight noted an edit to the date on the resolution needs to be corrected. Commissioner Knight motioned to approve resolution #1386 and Vice Chair Blackwell seconded the motion. Resolution #1386 was approved with correction.
- Bond and Development Manager James McGraw presented resolution #1387, a resolution approving the authorization of the Policies & Procedures for Acquisition and Disposition of Real Property to act as the governing document for the management of properties owned or leased by HAPGC. Chair Bautista and the board expressed frustrations with not receiving the board report in sufficient enough time to review the resolution and new policy. Resolution 1387 was tabled until the April board meeting.
- **Unfinished Business:**
  - None

**Public Comments:**

- None

**Adjournment:**

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:33 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: 2023.05.11 15:56:39 -04'00'

Yolanda Hawkins-Bautista/Chairwoman



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 Ron M. McCoy/  
 Acting Executive Director/Secretary