

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, February 28, 2022

Minutes

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA
Ron McCoy, RAD Division Manager, HA
Dawnay Green, RAD Deputy Manager, HA
Belay Ademu, FAS Manager, HA
Jacqueline Massiah, Accounting Manager, HA
Karanja Slaughter Division Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Ed Davis, Compliance Manager, HA
Gloria Bowens, Compliance Officer, HA
Nicole Garrett, 504 Manager, HA
Carrie Blackburn Riley, Legal Counsel-HA
Mugure Crawford, HA, Recorder

Guest: Angie Rodgers, DCAO, CEX

Location: **Via GO-TO-MEETING Link**

Dial In: 1-(408) 650-3123 **Access Code:** 819-222-557

Call to Order: Chairwoman Yolanda Hawkins-Bautista called the meeting to order at 5:35 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Regina Nadir, Vice Chair Euron Blackwell, and Commissioner Layton Wilson.

Approval of Minutes: Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the January 24, 2022, meeting minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Knight seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. HAPGC executed a contract with a vendor to administer the Compensation Fund under the VCA. HAPGC has shared all necessary information for the VCA Compensation Fund to start their work.
- HAPGC is currently working on scheduling visits to nationally recognized housing agencies to benchmark and adopt best practices.
- Executive Director Simms introduced Ed Davis, HA's new Compliance Manager.

Rental Assistance Division:

Rental Assistance Division Manager Ron McCoy presented the RAD report as follows:

- The HCV Compliance Division facilitated the first HAPGC Committee for Persons with Disabilities meeting on Wednesday, February 17, 2022.
- HCV Continued Occupancy Division processed over 400 Recertifications and Interims
- HCV received more than 100 move packages of new families and families transferring to be inspected and leased up. HCV plans to pull 100 families within the next 90 days from waiting list to issue vouchers.
- HCV inspections conducted over 300 initial, annual and/or complaint inspections.
- HCV processed more than 13 incoming and outgoing portable family actions.
- HCV currently is at 95% utilized in its Housing Choice Voucher Program and 14% utilized in its Emergency Housing Voucher Program.

Resident Fulfillment:

- No new updates at this time for the Resident Fulfillment log

Housing Assistance Division:

Assistant Property Crystal Harris presented the HAD report, as follows:

- There were no (0) move-ins and (1) one move-out for the month of February 2022

PHA-wide

- Adjustment to Rent Collections Procedures are being made, whereas HA will be closing the P.O. Box used for rental payment processing. HA will be directing residents to pay at our onsite offices or online via the Rent Café.
- In addition to the closing of our P.O. Box we will be notifying the residents of the adjustment to our grace period per our Admissions and Continued Occupancy Policy (ACOP).
- HA is currently in the process of a complete waitlist purge for all Public Housing waitlists. The hope with this exercise is to get responses from interested candidates to fill vacancies

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 January, there were (46) re-certifications completed, no new admissions, and no transfers. No eviction actions processed. There was one (1) Criminal court appearance. There were no appearances for Mental Health Court. There were two (2) Landlord Tenant Court appearance.
- Crystal Harris also presented the Vacancy Report for January reporting an overall occupancy rate of 94%.

Resident Services

Resident Services Manager Crystal Ford reported the Resident Services report for January 2022:

No comments or questions were expressed by the Board.

Development

James McGraw presented the Development & Modernization Report for January 2022:

- No comments or questions were expressed by the Board.

Financial Report

Accounting Services Manager Belay Ademu presented the Finance Report and reported on key highlights for the month ending January 31, 2022.

- No additional comments or questions were expressed by the Board

New Business:

- James McGraw, Bond and Development Manager presented resolution LHA #1357 approving the Authorization of the Housing Authority of Prince George’s County’s Affordable Housing Development Bond Finance Program to Waive the Program’s Bond Financing Application Fees. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #LHA1357. Commissioner Knight motioned to approve the resolution and Vice Chair Blackwell seconded the motion. Resolution LHA #1357 was approved.

Unfinished Business:

- 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 6:54 p.m.

Attest/ Witness:





Euron Blackwell
Vice Chairman



Nathan F. Simms Jr.
Secretary/Executive Director