

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, July 24, 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
Carolyn Floyd, RAD Program Manager, HA
Will Pass, Accounting Consultant, FAS
Belay Ademu, Accounting Services Manager, FAS
Karanja Slaughter, Division Manager, HAD
Denise Haffenden, Deputy Manager, HAD
Dante Clark, Asst. Property Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
Michael Jackson, Sr. Project Manager, HAD
Thaddeus Green, Development Officer, HAD
Ed Davis, Compliance Manager, HA
Kelvin Jay Noble, Procurement Officer, HA
Alana Speed Harris-HR Manager, HA
Carrie Blackburn Riley-Legal Services
Mugure Crawford, HA, Recorder

Guest:

Angie Rodgers-DCAO, CEX Office

Location:

9200 Basil Court Largo, MD and Via GO-TO-MEETING Link
Dial In: 1-(866) 899-4679 Access Code: 819-222-557

Call to Order: Chair Yolanda Hawkins-Bautista (in person) called the meeting to order at 5:34pm having declared a quorum with the following Commissioners present in person: Commissioners Brett Theodos and Commissioner W. Marshall Knight along with Commissioners Regina Nadir, Layton Wilson, Cherice Shannon, Vice Chair Euron Blackwell present via go-to-meeting conference platform.

Approval of Minutes: Chair Bautista called for a motion to approve the June 26th, 2023 minutes. Vice Chair Blackwell motioned to approve the minutes and

Commissioner Theodos seconded the motion. The minutes were approved.

Reports by the Acting Executive Director:

- Acting Executive Director, Ron McCoy provided the Board with agencywide updates.
- Mr. McCoy provided an updated the board regarding the delay with providing the Forensic Audit findings and is requesting a special session be held with the board to discuss. Follow up discussion occurred with the Board on when will the Forensic Audit be completed. The Board requested dates in the next week to review the audit findings.
- Mr. McCoy provided an update to the Board regarding the waitlist, SEMAP and payment standards regarding landlords within the HCV program. Staff will continue to provide the board with SAFMR updates for the September board meeting.

Compliance Division:

- Ed Davis, Compliance Manager introduced Compliance division staff, Brian White and Jay Noble who provided division updates for the Compliance department.
- Follow up discussion occurred with the board and Commissioner Theodos regarding PBV RFP's and third party contractors.
- Follow up discussion occurred with the board regarding the high amount of position vacancies within the agency. HR specialist, Alana Speed-Harris responded by providing the board a lengthy timeline on the time it takes to hire people for specific positions such as the vacant Community Developer positions. The board is requesting a closes session to further discuss this issue.

Housing Choice Voucher Program:

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

- Follow up discussion occurred with the board regarding the (3) informal hearings presented within the HCV report. Ms. Green responded and addressed questions expressed by the board.

Resident Fulfillment:

- No new updates currently for the Resident Fulfillment log

Housing Assistance Division:

Deputy Manager Denise Haffenden presented the HAD report, as follows:

- There were no move-ins and one (1) move-outs for the month of June 2023

PHA-wide

- Follow up discussion occurred with the board regarding the date of inspections specifically for the roof repairs at Kimberly Gardens. Ms. Haffenden responded and stated on and around October as the timeline of the repairs.
- Follow up discussion occurred with the board and Commissioner Shannon addressing resident concerns at Cottage City Towers and the temporary closing of the management office located on the 1st floor of the property. Staff responded and alerted the board that due to inspection work; the management office has temporarily been moved to the 5th floor of the building. This process will take some time and the management office on the

- first floor is expected to be reopen in the first quarter of 2024.
- Follow up discussion occurred with the Board regarding the vacancy report.

Occupancy/Recertification

- For June, there were (9) re-certifications completed, no admissions and (2) transfers. No eviction actions processed. There was no Criminal court appearance. There were no Landlord Tenant Court appearances.
- Ms. Haffenden presented the Vacancy Report for June reporting an overall occupancy rate of 88%.

Resident Services

Crystal Ford presented the Resident Services report for June 2023:

- No further comments or questions were expressed by the Board.

Development

HAD Division Manager Karanja Slaughter presented the Development & Modernization Report on behalf of James McGraw for June 2023:

- No further questions or comments were expressed by the Board.

Financial Report

Accounting Services Consultant Will Pass reported on key highlights for the month ending June 30, 2023:

- Further discussion occurred with the Board regarding expenses incurred beyond agency control. Staff responded and alerted this occurrence was due to landlords requesting rent increases.
- Further discussion occurred with the Board regarding the omission of Financial Statements in the board packet. Staff responded and will include the statements going forward in the board packet.

New Business:

- Accounting Services Consultant, Will Pass presented Resolution 1393, a resolution approving to Write-off Tenant Uncollectible Accounts Receivable as Collection Losses. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1393. Commissioner Knight motioned to approve resolution #1393 and Vice Chair Blackwell seconded the motion. Resolution #1393 was approved.
- Accounting Services Consultant, Will Pass presented Resolution 1394, a resolution approving the Housing Authority of Prince George's County's Fiscal Year 2024

Operating Budget. Chairwoman Yolanda Hawkins-Bautista expressed concerns regarding requesting the board to approve a budget that is in the negative. Accounting Services Manager Belay Ademu addressed the concerns of the board. Chairwoman further discussed the frustrations and concerns of the Board approving a budget that is in the negative. Further discussion, a meeting during the Forensic Audit follow up, will need to occur with staff and the board to review expenses and revise the FY 2024 budget. Resolution #1394 was tabled.

- HAD Division Manager, Karanja Slaughter presented Resolution 1397 a resolution authorizing the Acting Executive Director of the Housing Authority of Prince George's County to dispose of Property(Riverdale). Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1397. Commissioner Theodos motioned to approve resolution #1397 and Commissioner Knight seconded the motion. Resolution #1397 was approved.
- HAD Division Manager, Karanja Slaughter presented Resolution 1398 a resolution authorizing the Acting Executive Director of the Housing Authority of Prince George's County to dispose of Property(Marcy Ave). Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1398. Commissioner Theodos motioned to approve resolution #1398 and Commissioner Knight seconded the motion. Resolution #1398 was approved.

Additional Board/Staff Comments:

- None

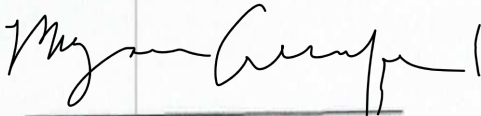
Public Comments:

- None

Adjournment:


- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting at 7:13pm to vote to go into closed session. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 7:14 p.m. At 7:15pm voting occurred to go into closed session, by unanimous vote the Board of Commissioners voted to go into closed session. The closed session started at 7:18pm. At 8:24pm Chairwoman motioned to adjourn the closed session and vote to open back the public meeting. By unanimous vote the Board of Commissioners adjourned the closed session. The Board voted unanimously to open back up the public session. Chair Yolanda Hawkins Bautista then motioned to adjourn the public meeting at 8:25pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:26pm.

Attest/ Witness:





W. Marshall Knight/Board of Commissioner



Ron M. McCoy/
Acting Executive Director/Secretary