

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, October 23, 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, Interim HCV Program Manager, HA  
Carolyn Floyd, RAD Program Manager, HA  
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  
Kelvin Jay Noble, Procurement Officer, HA  
Carrie Blackburn Riley-Legal Services  
Alana Speed Harris-HR Manager, HA  
Mugure Crawford, HA, Recorder

**Guest:** Angie Rodgers-DCAO, CEX Office

**Rollingerest Village Community**  
5659 Sargent Road Hyattsville, Maryland 20722  
**Location:** Via **GO-TO-MEETING Link**  
**Dial In:** 1-(866) 899-4679 **Access Code:** 819-222-557

**Call to Order:** Chairwoman Yolanda Hawkins Bautista called the meeting to order at 5:35pm declaring a quorum with the following Commissioners present: Commissioners Brett Theodos, W. Marshall Knight along with Commissioners Regina Nadir, Layton Wilson, Cherice Shannon, and Vice Chair Euron Blackwell

**Approval of Minutes:** Chair Bautista called for a motion to approve the September 25, 2023 minutes. Commissioner Theodos motioned to approve the minutes and Vice Chair Blackwell seconded the motion. Chair Bautista abstain from the vote. 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 with an update on rolling RFP for PBV's (project based vouchers)
- Mr. McCoy provided the board an update on the Forensic Audit and reminded them on the meeting held during the month of October.

### **Compliance Division:**

- Jay Noble, Procurement officer presented the procurement report to the Board.
- Follow up discussion occurred with the board regarding Construction Services
- Compliance Manager, Ed Davis was not present for the October Board Meeting, due to illness.
- Chair Bautista requests for all Managers of the agency be present/and or in person during Board Meetings

### **Housing Choice Voucher Program:**

Interim Housing Choice Voucher Division Manager, Dawnay Green presented the HCV report:

- Follow up discussion occurred with the board asking how the HCV division communicates success stories to the residents of their Housing programs. Ms. Green responded by noting highlights are distributed to residents through the newsletter and events. Mr. McCoy noted once the new agency website is up and running additional items like success stories will be posted to the site.
- Follow up discussion occurred with Commissioner Theodos regarding the 2023 Housing Mobility Services Grant. Ms. Green will follow up and provide the requested information to the board.

### **Resident Fulfillment:**

- No new updates currently for the Resident Fulfillment log

### **Housing Assistance Division:**

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

- There were no move-ins and no move-outs for the month of October 2023

### **PHA-wide**

- Extensive Follow up discussion occurred with Chair Bautista the board regarding the delays in roof repairs at Kimberly Gardens. The board noted this is an emergency situation with the property and continued discussion occurred with Commissioner Knight asking staff what constitutes emergency situations that will remedy serious repairs at Kimberly Gardens. Division Manager Karanja Slaughter responded to the board. The Board is requesting immediate follow-up along with action items and timeline by the end of the week.
- Follow up discussion occurred with the board requesting an update on the ceiling repairs at Marlborough Towne. The Board is requesting immediate action items and timeline by the end of the week.
- Follow up discussion occurred with the board regarding the PH waitlist purge. The Board

is requesting immediate action items and timeline by the end of the week.

- Follow up discussion occurred with the board regarding inspections guidelines for the pickup up of vacant units to avoid what happened at Owens Road. The Board is requesting immediate action items and timeline by the end of the week.

### **Occupancy/Recertification**

- For October, there were sixteen (16) re-certifications completed, no admissions and no 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 September reporting an overall occupancy rate of 87%.

### **Resident Services**

Crystal Ford presented the Resident Services report for October 2023:

- No Further comments or questions expressed by the Board.

### **Development**

James McGraw, Bond & Development Manager presented the Development & Modernization Report for October 2023:

- Follow up discussion occurred with Commissioner Theodos regarding the agencies credit committee. James McGraw responded and will updated the board with that information during the November Development Committee Meeting.
- Follow up discussion occurred with Commissioner Theodos asking what the strategy approach regarding surplus properties is. Staff responded and will provide the board with the requested information.

### **Financial Report**

Acting Executive Director Ron McCoy reported on key highlights, on behalf of Belay Ademu for the month ending September 30, 2023:

- No further questions or concerns were expressed by the board.

### **New Business**

- None

### **Public Comments:**

1. **Ella Johnson-5645 Sargent Rd Rollingcrest Village-** Ms Johnson expressed concerns regarding the need for a consistent property manager

for the property. She expressed the lack of communication and notice being sent to residents once a new property manager is in place. Ms. Haffenden apologized for the oversight and admitted to not alerting residents via notice, but going forward will alert residents of any staffing changes to the property. Ms. Johnson also expressed concerns over the rental payment box and safety due to the location of the box outside of the rental office. Ms. Jonson also expressed concerns about contractors visiting units without proper prior notice to residents. Ms. Haffenden responded and will correct and address these concerns with property management.

**Adjournment:**

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting at 7:16pm to vote to go into closed session to discuss personnel matters and provide an update on Executive Director search. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 7:17 p.m. At 7:20pm 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 7:23pm. At 7:30pm 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 7:40pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 7:42pm.

**Attest/ Witness:**



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Yolanda Hawkins-Bautista /Chairwoman



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Ron M. McCoy/  
Acting Executive Director/Secretary