

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, April 26, 2021

**Minutes**

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA  
Crystal Harris, Housing Assistance Division, HAD  
Crystal Ford, Resident Services Manager, HAD  
James McGraw, Development Manager, HA  
Michael Jackson, Development & Modernization, HA  
Nicole Garrett, 504 Coordinator, HA  
Carrie Blackburn Riley, Legal Counsel-HA  
Mugure Crawford, HA, Recorder

Location: **Via Microsoft TEAMS and Conference Call-Dial In:**  
301-883-6600 Code: 480647

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

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the March 22, 2021 meeting minutes. Commissioner Euron Blackwell motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

**Communication/Correspondence:** Accounting firm Clifton, Larson, Allen LLP presented the Housing Authority's 2020 Audit Findings. CLA highlighted the Auditors report, GAS report, Single Audit report, and reviewed other required communication regarding HA's 2020 Audit Findings.

### **Reports by the Executive Director:**

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Mr. Simms reported on HUD responses from April 1<sup>st</sup> and April 26<sup>th</sup> noting HA is pushing for further points of clarity from HUD. Mr. Simms reported on upcoming VCA related policy changes for the Administrative Plan and ACOP changes that are still in draft form. The goal is to finalize changes in preparation for May's Operation Committee Meeting. Lastly, Mr. Simms reported to the board that HA is continuing development efforts, vaccination and improvements in Public Housing and efforts to expand reach within the Housing Choice Voucher program.

### **Housing Assistance Division Waiting List:**

- Rental Assistance Ombudsman Carolyn Floyd reported on behalf of Ron McCoy that as of March 31, 2021, there were no 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 zero.

### **Rental Assistance Division Waiting List:**

- Rental Assistance Ombudsman Carolyn Floyd presented the Rental Assistance Division's report on behalf of Ron McCoy, stating that for March, there were zero (0) pulls for the Housing Choice Voucher Program; zero (0) pulls for Moderate Rehab; and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are zero (0) for HCV, MOD, and Project Based vouchers.
- As of March, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of March thirty-nine (39) new vouchers were issued.

### **Resident Fulfillment:**

- Solicitation of new Resident Advisory Board members (RAB) and HCV client outreach is still in progress. Commissioner Cherice Shannon, Executive Director Nathan Simms, and RAD Manager Ron McCoy met on April 1<sup>st</sup> regarding HCV RAB Outreach. A Newsletter to solicit members is being finalized to see who is interested in participating.

### **Housing Assistance Division:**

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

- There was (1) one move-in and (2) one move-outs for the month of March 2021

## **PHA-wide**

- Crystal Harris introduced the new site Manager for Cottage City Towers, Yvette Yates. Ms. Harris also introduced to the Board, Dante Clark, the new assistant property manager for Housing Authority.

## **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 March, there were 32 re-certifications completed, 1 new admission, and no transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Crystal Harris also presented the Vacancy Report for March reporting an overall occupancy rate of 96%.

## **Resident Services**

Resident Services Manager, Crystal Ford presented the Resident Services report for March 2021:

- No comments or questions were expressed by the Board.

## **Development**

James McGraw presented the Development & Modernization Report for March 2021:

- No comments or questions were expressed by the Board.

## **Financial Report**

Executive Director Nathan Simms presented the Finance Report on behalf of Accounting Services Manager Belay Ademu which included key highlights for the month ending March 2021.

- Follow up discussion occurred with Chair Bautista requesting HA present an action plan to address areas of concern in the Audit findings at the May Finance Committee Meeting.

## **Unfinished Business:**

- None

## **New Business:**

- Bond & Development Manager James McGraw presented resolution #1337, a resolution to authorizing the Executive Director to enter into Agreement with Qualified Developers (Large Acre). Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1337. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Resolution #1337 was approved by the Board.
- Bond and Development Manager James McGraw presented resolution #1338, a resolution approving the formation of HAPGC-Homes at Oxon Hill-SPE LLC. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1338. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Brent Theodos seconded the motion. Resolution #1338 was approved by the Board with one (1) vote against Resolution #1338. Chair Bautista is requesting Exhibit A be provided to the Board for final review of this resolution.
- Bond and Development Manager James McGraw presented resolution #1340, a resolution approving the formation of Housing Authority of Prince George's County Affordable Housing Development Corporation. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1340. Commissioner Brent Theodos motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1340 was approved by the Board with one (1) vote against Resolution #1340. Chair Bautista is requesting Exhibits A & B be provided to the Board for final review of this resolution.
- Follow up discussion with Chair Bautista and the board requesting all exhibits be provided with all HA resolutions presented to the board.

**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 7:06 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=ylhbautista@gmail.com, c=US  
Date: 2021.06.17 17:25:05 -04'00'

Yolanda L. Hawkins-Bautista  
Chairwoman



Nathan F. Simms Jr.  
Secretary/Executive Director