

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, January 25, 2021

**Minutes**

Present:

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

Staff:

Nathan F. Simms Jr., Deputy Director, HA  
Alvin Coley, Regional Property Manager, HA  
Ronald McCoy, Rental Assistance Manager, HA  
Carolyn Floyd, Ombudsman Program Coordinator, HA  
James McGraw, Development Manager, HA  
Michael Jackson, Development & Modernization, HA  
Belay Ademu, Accounting Services Manager, HA  
Jacqueline Massiah, General Ledger Supervisor, HA  
Crystal Ford, Resident Services Manager, HAD  
Nicole Garrett, 504 Coordinator, HA  
Josephine Clay, Special Assistant, HA  
Carrie Blackburn Riley, Legal Counsel-HA  
Mugure Crawford, HA, Recorder

Guest:

Angela Rodgers, DCAO, Office of the County Executive

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 5:33 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, Commissioners Regina Nadir, Euron Blackwell, Brett Theodos and W. Marshall Knight, II.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the December 21, 2020 meeting minutes. Commissioner Cherice Shannon motioned to approve the minutes and Commissioner Euron Blackwell seconded the motion. The minutes were approved.

**Correspondence/Communication:** DCAO Angie Rodgers attended the board meeting and presented to the board her recommendation for Nathan F. Simms, Jr. as the new Executive Director for the Housing Authority, replacing Estella Alexander.

**Reports by the Executive Director:**

- Deputy Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Mr. Simms reported and provided to the board a timeline of specific requirements, notable VCA meetings with HUD, and the status of assigned tasks. Mr. Simms also reported to the board new Housing Authority hires, noting a Procurement Officer, Compliance Officer, and a Rental Market Specialist that will work closely on VCA tasks. Deputy Director Simms expressed that the VCA is a 7-year Agreement and that the Authority is working cooperatively with HUD to ensure all requirements are met. Chair Bautista recommended a system to track Policy and any related VCA documents that have been submitted to HUD from the HA.

**Housing Assistance Division Waiting List:**

- Rental Assistance Manager, Ron McCoy reported that as of December 31, 2020, there were fifty (50) 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 161.

**Rental Assistance Division Waiting List:**

- Rental Assistance Manager, Ron McCoy presented the Rental Assistance Division's report, stating that for December, 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 100 for HCV, MOD, and Project Based vouchers.
- As of December, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of December twenty-six (26) vouchers were issued.

**Resident Fulfillment:**

There were no new updates reported for the Resident Fulfillment Report.

**Housing Assistance Division:**

Al Coley presented the HAD report, as follows:

- There were two (2) move-ins and (4) four move-outs for the months of December 2020.

### **PHA-wide**

- No comments or questions were expressed by the Board.

### **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 December, there were 64 re-certifications completed, 2 new admissions, and 1 transfer. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Al Coley also presented the Vacancy Report for December reporting an overall occupancy rate of 94%. Mr. Coley reported to the board additional comments regarding Public Housing vacancies.

### **Resident Services**

Resident Services Manager, Crystal Ford presented the Resident Services report for December 2020:

- Follow up discussion occurred with Commissioner Shannon regarding applications for services to residents provided by the Assistance in Community Integration Services (ACIS) Team. Ms. Ford responded and reported to the board that applications to participate in this program were distributed to residents at each tenant council meeting.

### **Development**

James McGraw presented the Development & Modernization Report for December 2020:

- Chair Bautista requested staff to provide the Board with a one (1) page executive summary of new and current Housing Authority projects.
- Chair Bautista requested staff to make additional edits to Carrie Riley's written recommendation memo for HA's use of Thermoscanners and privacy rights.

### **Financial Report**

Accounting Services Manager Belay Ademu presented the Finance Report including key highlights for the month ending December 2020.

- No comments or questions were expressed by the Board.

### **Unfinished Business:**

- None

### **New Business:**

- Deputy Director, Nathan Simms presented Resolution #1334, a resolution appointing an Executive Director for the Housing Authority of Prince George's County. Yolanda Hawkins Bautista called for a motion to approve Resolution #1334. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Layton Wilson seconded the motion. Resolution #1334 was approved by the Board and Nathan F. Simms Jr, was appointed the new Executive Director for the Housing Authority of Prince George's County.
- Deputy Director, Nathan Simms presented Resolutions in group order #1329,1330,1331,1332, and 1333, resolutions to enter into agreement with the following firms Du & Associates, BAE Economics, CSG Advisors, NW Financial Group, and Glendower Group for Public Housing Real Estate Financial Consulting Services. Yolanda Hawkins Bautista called for a motion to approve resolutions #1328-1333. Commissioner Cherice Shannon motioned to approve the resolutions and Commissioner Brett Theodos seconded the motion. Resolutions #1328, 1329,1330,1331,1332, and 1333 were approved by the Board.

**Other Attendee Remarks:**

- 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:**

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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: 2021.04.07 09:29:50 -04'00'

Yolanda L. Hawkins-Bautista  
Chairwoman

**Nathan F.  
Simms**

Digitally signed by Nathan F. Simms  
DN: cn=Nathan F. Simms, o=Directors  
Office, ou=Housing Authority,  
email=nfsimms@co.pg.md.us, c=US  
Date: 2021.04.07 09:46:49 -04'00'

Nathan F. Simms Jr.  
Secretary/Executive Director