

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, June 28, 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
Ron McCoy, RAD Manager, HA
Belay Ademu, FAS Manager, HA
Crystal Harris, Asst. Property Manager, 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 Hawkins-Bautista called the meeting to order at 5:35 p.m. having declared a quorum with the following Commissioners present: Commissioners W. Marshall Knight, Layton Wilson, Cherice Shannon, Regina Nadir, Euron Blackwell, and Brett Theodos.

Approval of Minutes: Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the May 24, 2021 meeting minutes. Commissioner Layton Wilson motioned to approve the minutes and Commissioner Euron Blackwell 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 participated in the Prince George's County Grand Slam event. Lastly, Enterprise Advisors is currently concluding edits to HA's Administrative Plan, and will be sharing with the Board at the July meeting.

Housing Assistance Division Waiting List:

- Rental Assistance Division Manager Ron McCoy reported that as of May 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 Division Manager Ron McCoy presented the Rental Assistance Division’s report, stating that for May, 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 May, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of May twenty-eight (28) new vouchers were issued.
- Ron McCoy reported that HCV program was informed of an award, effective July 1, 2021, that a total of 139 Emergency Housing Vouchers have been granted to HAPGC. The HCV program is in the planning stages of meet & greet lease events that will expedite the housing search for any family issued and emergency housing voucher.

Resident Fulfillment:

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

Housing Assistance Division:

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

- There were no move-in and no move-outs for the month of May 2021

PHA-wide

- Crystal Harris reported HAPGC hasn’t had any new confirmed cases of COVID for the month of May.
- Outreach to applicants is moving forward as the waitlist purge was complete.
- Collection efforts of the HAD team continues with consistency.
- Rent Café is now live. Residents have been utilizing the Yardi Rent Café platform daily for work orders, payments, and messages.
- For the month of May, Cottage City Towers experienced several car break-ins stealing handicap placards. HA is in communication with Prince George’s County Police Department to assist in the effort to combat these crimes.

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 May, there were (43) re-certifications completed, no 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 May reporting an overall occupancy rate of 94%.

Resident Services

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

- No comments or questions were expressed by the Board.

Development

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

- 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 May 31, 2021.

- Follow up discussion occurred with the board expressing the need for a definitive plan regarding overpayments.

New Business:

- Financial Services Manager Belay Ademu presented Resolution #1345 a resolution Approving the Housing Authority of Prince George's County's Fiscal Year 2022 Operating Budget. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1345. Commissioner Euron Blackwell motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1345 was approved by the Board.
- Financial Services Manager Belay Ademu presented Resolution #LHA1346, a resolution to Write-off Tenant Uncollectible Accounts Receivable as Collection Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1346. Commissioner Brett Theodos motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Resolution #1346 was approved.
- Executive Director Nathan Simms presented resolution #1347, a resolution to implement a new Tenant Accounts Receivable (A/R) Write -off Policy Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1347. Commissioner Brett Theodos motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1347 was approved.
- Executive Director Nathan Simms presented resolution #1348, a resolution to implement a new Investment Policy. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1348. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Resolution #1348 was approved.
- Rental Assistance Division Manager Ron McCoy presented resolution #1349, a resolution authorizing the Executive Director to Award up to 50 Project Based Vouchers. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1349. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Layton Wilson seconded the motion. Resolution #1349 was approved.

Unfinished Business:

- The Board held elections on a New Vice-Chairman. By unanimous vote, Euron Blackwell was voted as the Housing Authority Board of Commissioner Vice-Chairman.

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 6:36 p.m.

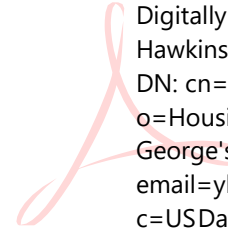
Attest/ Witness:



Nathan F. Simms
Executive Director

Yolanda
Hawkins
-
Bautista

Yolanda Hawkins-Bautista
Chairwoman



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,
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