

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, July 27, 2020

Minutes

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista
Vice Chairman Leonard Hamlin
Commissioner Cherice Shannon
Commissioner Layton Wilson

Staff: Estella Alexander, Executive Director, HA
Nathan Simms, Deputy Director, HA
Alvin Coley, Regional Property Manager, HA
Carolyn Floyd, Acting Rental Assistance Manager, HA
James McGraw, Development Manager, HA
Belay Ademu, Accounting Services Manager, HA
Jacqueline Massiah, Accounting Services, HA
Crystal Ford, Resident Services Manager, HAD
Mugure Crawford, HA, Recorder

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

Call to Order: Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:34 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, and Vice Chairman Leonard Hamlin.

Approval of Minutes: Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the June 22, 2020 meeting minutes. Commissioner Layton Wilson motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Executive Director Estella Alexander introduced Nathan Simms as Housing Authority's new Deputy Director. Mr. Simms brings extensive knowledge and 19+ years of experience in achieving operational and programmatic success. He has a Master of Public Administration and Bachelor of Science in Business Administration in Banking and Finance.
- Executive Director Estella Alexander highlighted and briefly reviewed VCA 60-day deliverables to the Board. Estella Alexander also updated the Board on HUD's

technical assistance feedback. The Housing Authority will be working with Enterprise Community Partners for technical assistance.

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of June 30, 2020, there were sixteen (16) 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 111.
- As of June 30, 2020, there were 4,006 households on the PH Waiting List. Sixty-seven (67%) percent of the households on the list reported that they were county residents or worked in the county at least 30 hours per week. Two (2) percent of the households on the list indicated that they are not county residents, nor do they work in the County.

Rental Assistance Division:

- Acting Rental Assistance Manager, Carolyn Floyd presented the Rental Assistance Division's report, stating that for June, there were two-hundred (200) pulls for the Housing Choice Voucher (HCV) Program, twenty-five (25) pulls for Moderate Rehab, and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are: HCV-200, MOD-25, and Project Based-0.
- There are 2,039 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of June, the HA has 5872 vouchers available of which 5708 are leased. The HA is at 97% utilization for vouchers and 100% for dollar utilization. For the month of June, eighteen (18) vouchers were issued for a year to date total of 142. Twenty-six (26) vouchers were leased for the month of June, bringing the year to date total to 168.

Resident Fulfillment:

Regional Property Manager, Al Coley presented the Resident Fulfillment Report.

- HA IT Coordinator did not have any new updates at this time. HA IT Coordinator will continue to provide the board with a timeline and status report for implementing the Yardi system module.
- Discussion occurred regarding a Cottage City resident and her damage claim. HA is now waiting for the resident to accept the dollar amount offered for her claim. Upon acceptance this matter will be closed.
- Carolyn Floyd provided the board with information on criminal activity and safety measures from the Property Manager at Regency Lane. Ms. Floyd also contacted the Head of Security at Regency Lane Apartments, who also is an active duty

officer in the Prince George's County Police Department regarding HA concerns and requests that they document the trends in criminal activity. As of July 15, 2020, no response has been received from the Head of Security, however the property Manager for Regency Lane acknowledged receipt of this request.

- No new updates were provided at this time regarding the solicitation of new Resident Advisory Board (RAB) members and HCV client outreach. HUD is currently working with HA providing guidance and has briefed Executive Director, Estella Alexander on HAPGC Program strategies.

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There were two (2) move-ins and three (3) move-outs for the month of June 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 June, there were 18 re-certifications completed, 2 new admissions, and 2 transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.

- Al Coley also presented the Vacancy Report for June, reporting an overall Occupancy rate of 95%.

Resident Services

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

- No comments or questions were expressed by the Board.

Development

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

- Discussion occurred with the Board for a request to schedule a Development Committee Meeting during the month of August.

Financial Report

Belay Ademu presented the Finance Report including key highlights for the month ending June 2020.

- Discussion occurred with Chair Bautista requesting the reformatting of Finance Reports. Specifically, the Chair discussed page 39 of the Monthly PH Revenue and page 40 of the Aged Receivables report in the Board Packet.

Unfinished Business:

- None

New Business:

- None

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 6:22 p.m.

Attest/ Witness:

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=yjhautista@gmail.com, c=US
Date: 2020.10.06 15:11:34 -04'00'

Yolanda L. Hawkins-Bautista
Chairwoman



Estella Alexander
Secretary/Executive Director