

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, December 15, 2025

Minutes

Present:

Commissioners: **Chairwoman Yolanda Hawkins Bautista**
Vice Chair W. Marshall Knight
Commissioner Euron Blackwell
Commissioner Brett Theodos
Commissioner Cherice Shannon
Commissioner Layton Wilson

Staff:

Nicole Garrett, Interim Executive Director, HA
Charlene Wills, General Counsel, HA
Carolyn Floyd, Director HCV Programs, HA
Jacqueline Massiah, Accounting Services Manager, HA
Crystal Harris, Director Property & Asset Management, HAD
Crystal Ford, Community Developer, Client Services, HAD
Ray Nix, Development & Modernization, Consultant
Jerry Zanelotti, Construction Manager, HAD
Dante Clark, Procurement Officer, HA
Alana Speed Harris, Human Resources
Mugure K. Crawford-Recorder, HA
Janae Lattimore-Recorder, HA
Carrie Riley, Legal Counsel, HA

Guests:

Location: 9200 Basil Court 2nd Floor Conference Room Largo, Md 20774
Via GO-TO-MEETING Link
Dial In: 1-(866) 899-4679 **Access Code:** 819-222-557

Call to Order: Vice Chair Marshall Knight called the meeting to order in person at 5:35pm declaring a quorum with the following Commissioners present Commissioner Brett Theodos, Commissioner Cherice Shannon were in person, Commissioner Layton Wilson, Commissioner Euron Blackwell, attended the meeting virtually. Chairwoman Yolanda Hawkins Bautista arrived thereafter.

Approval of Minutes: Chair Bautista called for a motion to approve the November 17, 2025 minutes. Commissioner Wilson motioned to approve the minutes and Commissioner Theodos seconded the motion. The November board minutes were approved.

Interim Executive Director Report:

- Interim Executive Director Nicole Garrett briefed the board on agency updates including staff updates, including the opening up of the HCVP Waitlist.
- The 2025 HCVP Waitlist opening received 47,000 Applications for the Lottery Process. ED Garrett also noted the Public Housing Waitlist opening process will need to proceed forward.
- Updated the board regarding the RFP for Co-Developer to assist in the Development of Cottage City Towers.
- ED Garrett invited and alerted the Board of the upcoming Annual Agency Wide Staff Meeting being held on Thursday, December 18, 2025.

Development

Development and Modernization Consultant, Ray Nix was not present to present the Development & Modernization report for November 2025:

- No Follow up questions or discussions were held by the Board.

Procurement

- Procurement Officer, Dante Clark presented the Procurement Report for the month of November 2025:
- Follow up discussion occurred with the Board regarding the Parking Contract for Visitor Parking Services.

Housing Choice Voucher Program:

HCV Division Manager, Carolyn Floyd presented the HCV Report for the month of November as follows:

- No Further Questions or Discussions were held by the Board. The Board Congratulated the HCV Staff for all the Hardwork w/ the Opening up of the 2025 HCVP Waitlist Process.

Housing Assistance Division:

Crystal Harris, Director of Property & Asset Management presented the HAD report for the month of November as follows:

- There were three (3) move-ins and no (0) move-outs for the month of November 2025

PHA-wide

- Follow up discussion occurred with the Board regarding Move Ins/Move OUTS
- Follow up discussion occurred with the Board regarding Waitlist Purge Letters going out on 12/19.
- Follow up discussion occurred with the Board regarding Heater storage and Inventory Monitoring.
- Follow up discussion occurred with the Board the status of NSPIRE repairs
- Follow up discussion/request to include Coral Gardens to the Vacancy Report.
- Follow up discussion occurred regarding RFP solicitation; send the RFP Scoring Rubric to the Board.

Occupancy/Recertification

- For November there were thirteen (13) re-certifications completed, fourteen (14) recertifications due.
- Ms. Harris presented the Vacancy Report for November reporting an overall occupancy rate of 82%.

Client Services

Crystal Ford presented the Client Services report for November 2025 as follows:

- Follow up discussion occurred with Commissioner Shannon regarding distribution of food boxes to the PH sites.
- Follow up discussion occurred with Commissioner Shannon regarding assistance w/ residents navigating Insurance benefits during open enrollment period.

Resident Fulfillment Log

- No new updates currently for the Resident Fulfillment log

Financial Report

Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending November 20, 2025:

- Further discussion occurred with the board regarding the Audit update.
- Further discussion occurred with the Board requesting an update from the County regarding the Pension issue.
- Accounting Services Manager Ms Massiah noted a discrepancy with the slide order of pages 22 and 23, noted staff will fix the error in the report.

New Business

- None

Public Comments:

- None

Adjournment

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:08pm to vote to go into closed session to discuss personnel and legal matters. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 6:10pm. At 6:12pm 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 6:15pm. At 7:45pm Chair Yolanda Hawkins-Bautista 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 7:48pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 7:50pm.

Attest/ Witness:





Yolanda Hawkins Bautista
Chairwoman



Nicole G. Garrett
Interim Executive Director/Secretary