

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, February 23, 2026
*(including January 2026 Board report updates due to canceled Board Meeting
(due to inclement weather & County closure January 26, 2026)*

Minutes

Present:

Commissioners: **Chairwoman Yolanda Hawkins Bautista**
Vice Chair W. Marshall Knight
Commissioner Euron Blackwell
Commissioner Regina Nadir
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:

Tracy Benjamin, DCAO-CEX Office

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: Chairwoman Yolanda Hawkins Bautista called the meeting to order in person at 5:35pm declaring a quorum with the following Commissioners present Commissioner Brett Theodos, Commissioner were in person, Commissioner Cherice Shannon, Commissioner Layton Wilson, Commissioner Euron Blackwell, and Commissioner Regina Nadir attended the meeting virtually.

Approval of Minutes: Chair Bautista called for a motion to approve December 15, 2025 minutes. Commissioner Knight motioned to approve the minutes and

Commissioner Shannon seconded the motion. Commissioner Nadir abstained from voting. The December board minutes were approved.

Interim Executive Director Report:

- Interim Executive Director Nicole Garrett briefed the board on agency updates including Budget Season updates, Agency Audit Updates and Executive Director Search Updates. Updates included January 2026 Board Report updates also due to Countywide Government Closure on original meeting date for the January Board meeting.
- ED Garrett along with Chair Bautista provided updates regarding the Executive Director Job Search for the agency. Notes include the agency has engaged an outside firm to vet a permanent Executive Director.

Development

Development and Modernization Consultant, Ray Nix was not present to present the Development & Modernization report for December 2025 & January 2026 :

- Follow up discussion occurred with the Board regarding the release date of the 2nd RFP for Redevelopment of Cottage City Towers. Mr Nix responded and stated the RFP went out January 30, 2026

Procurement

- Procurement Officer, Dante Clark presented the Procurement Report for the month of December 2025/January 2026:
- No Further Comments or Questions from the Board.

Housing Choice Voucher Program:

HCV Division Manager, Carolyn Floyd presented the HCV Report for the month of December 2025 & January 2026 as follows:

- Follow up discussion occurred with Commissioner Knight regarding the number of persons on the Emergency Housing Voucher waitlist (EHV). Ms Floyd noted this group had the most significant activity for the month of January 2026.
- Follow up discussion occurred with Chair Bautista regarding the Homeownership Program eligibility process.
- Follow up discussion occurred with the Board regarding discrepancy with the Utilization numbers for PBV (Project Based Voucher) report for December 2025 and January 2026.

Housing Assistance Division:

Crystal Harris, Director of Property & Asset Management presented the HAD report for the month of December 2025 & January 2026 as follows:

- There were four (4) move-ins and no (1) move-outs for the month of December 2025
- There were two (2) move-ins and no (1) move-outs for the month of January 2026

PHA-wide

- Follow up discussion occurred with the Chair Bautista regarding the number of units at Coral Gardens. Ms Harris responded with stating (16) total

Occupancy/Recertification

- For December there were fourteen (14) re-certifications completed, ten (10) recertifications due.
- For January there were twenty-four (24) re-certifications completed, three (3) recertifications due.
- Ms. Harris presented the Vacancy Report for December reporting an overall occupancy rate of 82%
- Ms. Harris presented the Vacancy Report for January reporting an overall occupancy rate of 82%.

Client Services

Crystal Ford presented the Client Services report for December 2025 & January 2026 as follows:

- Follow up discussion occurred with Commissioner Theodos regarding the FSS/Ross Grant

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 December 31, 2025 & January 31, 2026:

- Further discussion occurred with the Board requesting an update from the County regarding the OPEB/Pension issue.

New Business

- Finance Manager Jacqueline Massiah presented Resolution #1442, a Resolution Authorizing the Interim Executive Director to approve payment exceeding Delegated Authority for YARDI SYSTEMS, Inc. Annual Service Invoice. Chair Yolanda Hawkins Bautista called for a motion to approve Resolution #1442. Commissioner Theodos motioned to approve resolution #1442 and Commissioner Shannon seconded the motion. The Board noted that when entering into a contract the vendor should not be allowed to dictate a COLA (cost of living increase). The Board also requests a copy the YARDI contract to be sent to the Board. Resolution #1442 was approved.

Public Comments:

- None

Adjournment

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:46pm 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 6:47pm. At 6:48pm 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 6:50pm. At 7:55pm 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 7:56pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 7:57pm.

Attest/ Witness:

Miguel K. Ouellet

W. Marshall Knight

W. Marshall Knight
Vice Chair

Nicole G. Garrett

Nicole G. Garrett
Interim Executive Director/Secretary