

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, July 28, 2025

**Minutes**

**Present:**

**Commissioners:**      **Chairwoman Yolanda Hawkins-Bautista**

Vice Chair Euron Blackwell  
Commissioner W. Marshall Knight  
Commissioner Brett Theodos  
Commissioner Cherice Shannon  
Commissioner Layton Wilson  
Commissioner Regina Nadir

**Staff:**

Nicole Garrett, Acting Interim Executive Director, HA  
Charlene Wills, General Counsel, HA  
Jacqueline Massiah, Accounting Services Manager, HA  
Crystal Harris, Director Property & Asset Management, HAD  
Crystal Ford, Client Services, HAD  
Ray Nix, Consultant, Development & Modernization, HA  
Jerry Zanelotti, Construction Manager, HAD  
Dante Clark, Procurement Officer, HA  
Mugure K. Crawford-Recorder

**Guests:**

Iris Boswell, DCAO/Economic Development, CEX Office  
Johnathan Butler, Director, DHCD

**Location:**

9200 Basil Court 2<sup>nd</sup> 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 5:36pm declaring a quorum with the following Commissioners present: Commissioner W. Marshall Knight, Commissioner Brett Theodos, Chairwoman Yolanda Hawkins-Bautista, and Commissioner Cherice Shannon were all in person, Commissioner Layton Wilson, Vice Chair Euron Blackwell, and Commissioner Regina Nadir attended the meeting virtually.

**Approval of Minutes:** Chairwoman Yolanda Hawkins Bautista called for a motion to approve the June 28, 2025 minutes. Commissioner Knight motioned to approve the minutes and Commissioner Theodos seconded the motion. The June board minutes were approved.

**Acting Interim Executive Director Report:**

- Acting Interim Executive Director Nicole Garrett briefed the board on agency updates and will provide additional updates at the September board meeting.

## **Development**

Development and Modernization Consultant, Ray Nix presented the Development & Modernization report for June 2025:

- Follow up discussion occurred with Chair Bautista regarding next steps with the Cottage City development project as it pertains to the lenders and the State of Maryland.

## **Procurement**

- Procurement Officer, Dante Clark presented the Procurement Report for the month of June 2025:
- Follow up discussion occurred with Chair Bautista regarding procurement work for Coral Gardens

### **Housing Choice Voucher Program:**

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

- Follow up discussion occurred with the Board regarding vouchers, waitlist, and payment standards.

### **Housing Assistance Division:**

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

- There were 0 move-ins and one (1) move-outs for the month of June 2025

## **PHA-wide**

- No further comments or discussion occurred with the Board
- **Occupancy/Recertification**
- For June there were sixteen (16) re-certifications completed, fifteen (15) recertifications due.
- Ms. Harris presented the Vacancy Report for June reporting an overall occupancy rate of 87%.

## **Client Services**

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

- No further comments or discussion occurred with the Board

## **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 June 30, 2025:

- No further comments or discussion occurred with the Board.

## **New Business**

- HCV Program Director Carolyn Floyd presented Resolution #1435 a resolution to authorize adoption of an administrative policy allowing the conversion of Emergency Housing Vouchers (EHV) to regular Housing Choice Vouchers upon the expiration of EHV Program funding under the administration of the Housing Choice Voucher Program, contingent upon the voucher availability and funding. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1435. Commissioner Theodos motioned to approve resolution #1435 and Commissioner Shannon seconded the motion. Resolution #1435 was approved.
- HCV Program Director Carolyn Floyd presented Resolution #1436 a resolution to authorize adoption of an administrative policy allowing the conversion of Fostering Youth Initiative (FYI) and Family Unification for Youth (FUPY) program vouchers to regular Housing Choice Vouchers at the end of their term limit under the administration of the Housing Choice Voucher Program, contingent upon the voucher and funding availability. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1436. Commissioner Knight motioned to approve resolution #1436 and Commissioner Shannon seconded the motion. Resolution #1436 was approved.
- General Counsel Charlene Wills presented Resolution #1437 a resolution to amend HAPGC's Bylaws to Ensure Continuity of Operations. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1437. Commissioner Shannon motioned to approve resolution #1437 and Commissioner Theodos seconded the motion. Resolution #1437 was approved.
- General Counsel Charlene Wills presented #Resolution 1438, a resolution to amend Article III, Section 6 of the HAPGC Bylaw's. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1438. Commissioner Knight motioned to approve resolution #1438 and Commissioner Blackwell seconded the motion. Resolution #1438 was approved.


**Public Comments:**

1. **Jason Carter-ASFSCME Council 3 Union Representative-** Mr Carter attended the meeting along with Union Rep Anthony Smith to express concerns regarding the numerous continued staffing vacancies at the Housing Authority and how the current staffing levels are placing an unsustainable burden on the team, leading to increased risk of project delays and potential impact on service quality to the housing residents of Prince George's County and that which the agency serves.
2. **Rajah Rose-Artistic Landscaping-** Mr Rose attending the meeting in general interest and was unaware of the subject matter but did express appreciation for being acknowledged and would love to extend his landscaping services to the Housing Authority.


**Adjournment**

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:45pm 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 6:46pm. At 6:47pm 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 8:10pm 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 8:11pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:15pm.

**Attest/ Witness:**



Yolanda Hawkins-Bautista  
Chairwoman



Nicole G. Garrett  
Acting Executive Director/Secretary