

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, June 23, 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:

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
Carrie Blackburn Riley-Legal Services, HA
Mugure K. Crawford-Recorder

Location: **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 Knights, Commissioner Brett Theodos, and Chairwoman Yolanda Hawkins-Bautista were all in person, Commissioner Layton Wilson, Commissioner Cherice Shannon, 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 May 19, 2025 minutes. Commissioner Wilson motioned to approve the minutes and Commissioner Nadir seconded the motion. The May board minutes were approved.

Development

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

- No further comment or discussion was expressed by the board.

Procurement

- Procurement Officer, Dante Clark presented the Procurement Report for the month of May 2025:
- No further comments or discussion occurred with the Board.

Housing Choice Voucher Program:

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

- No further comments or discussion occurred with the Board.

Housing Assistance Division:

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

- There were 3 move-ins and no move-outs for the month of May 2025

PHA-wide

- No further comments or discussion occurred with the Board
- **Occupancy/Recertification**
- For May there were fifteen (15) re-certifications completed, fifteen (15) recertifications due.
- Ms. Harris presented the Vacancy Report for May reporting an overall occupancy rate of 86%.

Client Services

Crystal Ford presented the Client Services report for May 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 May 31, 2025:

- No further comments or discussion occurred with the Board.

New Business

- HCV Program Director Carolyn Floyd presented Resolution #1427, a Resolution to authorize adoption of an administrative policy regarding the timing of payment standard increases under the administration of the Housing Choice Voucher Program. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1427. Commissioner Theodos motioned to approve resolution #1427 and Vice Chair Blackwell seconded the motion. Resolution #1427 was approved.

- HCV Program Director Carolyn Floyd presented Resolution #1428, a Resolution to authorize the increase of the 2025 Payment Standards to 110% of the small area fair market rents (SAFMRs) published by The United States Department of Housing & Urban Development (HUD) for the administration of the Housing Choice Voucher Program. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1428. Commissioner Knight motioned to approve resolution #1428 and Vice Chair Blackwell seconded the motion. Resolution #1428 was approved.
- Accounting Services Manager Jacqueline Massiah presented Resolution #1429, a resolution approving the Housing Authority of Prince George's County's Fiscal Year 2026 Operating Budget . Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1429. Commissioner Theodos motioned to approve resolution #1429 and Commissioner Shannon seconded the motion. Resolution #1429 was approved.

Public Comments:



- None

Adjournment

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 5:50pm to vote to go into closed session to discuss pending litigation also to discuss assignments/appointments. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 5:51 p.m. At 5:52pm 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 5:52pm. At 8:15pm 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 8:16pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:17pm.

Attest/ Witness:




 Yolanda Hawkins-Bautista
 Chairwoman

 Nicole G. Garrett
 Acting Executive Director/Secretary