

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, November 17, 2025

**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 M. Benjamin-DCAO-CEX Office  
Jason Carter, Labor Relations Specialist, AFSCME Council 3

**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 5:35pm declaring a quorum with the following Commissioners present: Vice Chair Marshall Knight, Commissioner Brett Theodos, Commissioner Cherice Shannon were in person, 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 the October 27, 2025 minutes. Commissioner Knight motioned to approve the minutes and Commissioner Shannon seconded the motion. Chair Bautista abstained from the vote since she was not present for the October Board meeting. The October board minutes were approved.

### **Interim Executive Director Report:**

- Interim Executive Director Nicole Garrett briefed the board on agency updates including staff updates, HUD back open and resuming agency meetings with them.
- Provided the board on HCV Waitlist opening & agency staffing recruitment
- Updated the board regarding the resubmission of the Annual Plan
- Acknowledged the staff for their continued hard work through agency transitions.
- Staff will continue to work on reformatting the current Board Packet to reflect board requests.

### **Development**

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

- Follow up discussion occurred with the Board requesting when the RFI(*Request for Interest*) will go out regarding Cottage City redevelopment.

### **Procurement**

- Procurement Officer, Dante Clark presented the Procurement Report for the month of October 2025:
- Follow up discussion occurred with the Board with procurement updates for the Coral Gardens property.

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

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

- Follow up discussion occurred with the Board regarding HCV recruitment.
- Follow up discussion occurred with the Board regarding the opening of the HCV Waitlist December 1-5<sup>th</sup>, 2025

### **Housing Assistance Division:**

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

- There were two (2) move-ins and two (2) move-outs for the month of October 2025

### **PHA-wide**

- Follow up discussion occurred with the Board regarding a typo of page 17 of the Vacancy report. Ms Harris will make the correction.
- Follow up discussion occurred regarding the Vacancy report and the effort of not being prepared for the Redevelopment of Cottage City with slots/units being held.

### **Occupancy/Recertification**

- For October there were fourteen (14) re-certifications completed, eleven (11) recertifications due.
- Ms. Harris presented the Vacancy Report for October reporting an overall occupancy rate of 85%.

### **Client Services**

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

- Ms Ford updated the board regarding Turkey distribution to the PH residents.
- No further discussion or questions 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 October 30, 2025:

- Further discussion occurred with the board regarding the Audit update, agency is still awaiting OPEB numbers from the County.
- Further discussion occurred with the Board requesting formatting changes to the current board report going forward to show changes w/the Balance sheet that shows Liability w/expenses. This change to the report will be begin in January 2026.
- Further discussion occurred with the Board requesting an update from the County regarding the Pension issue that is currently holding up our Redevelopment efforts. Chair Bautista notes on record that since no one can produce the Pension Agreement HUD cannot pay out what is due to the County. Further expresses what was the expectation based on salaries of the agreement. Lastly requests that someone track down the actual Pension agreement/document.

### **New Business**

- None


### **Public Comments:**

- None

### Adjournment

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:26pm 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 6:27pm. At 6:28pm 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 6:30pm. 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  
Interim Executive Director/Secretary