

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, October 27, 2025

Minutes

Present:

Commissioners: 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

Guests: Iris Boswell, /Special Assistant to Housing Projects, 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: Vice Chairman W. Marshall Knight called the meeting to order in person at 5:33pm 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.

Approval of Minutes: Vice Chair W. Marshall Knight called for a motion to approve the September 22, 2025 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Theodos seconded the motion. The September board minutes were approved.

Interim Executive Director Report:

- Interim Executive Director Nicole Garrett briefed the board on agency updates including staffing and agency staff training week held on Oct 27th-Oct. 31

2025. Acknowledged the staff for their continued hard work through agency transitions.

- Interim ED Garrett updated the board regarding the appointment of Tracy Benjamin by County Executive Braveboy. Ms Benjamin will serve as the DCAO for Economic Development.
- The Board is aware of the staffing shortages within the agency and recognize and appreciate the hard work of the staff.

Development

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

- Follow up discussion occurred with Chair Bautista requesting to schedule a Development Committee Meeting to provide updates to the Board in October.

Procurement

- Procurement Officer, Dante Clark presented the Procurement Report for the month of September 2025:
- No follow up questions or discussion occurred from the Board.

Housing Choice Voucher Program:

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

- Follow up discussion occurred with Vice Chair Knight and Commissioner Shannon regarding sending the Board the agency Outreach Plan for opening up the HCV program waitlist.
- Follow up discussion occurred with Commissioner Theodos regarding agency Outreach for opening the HCVP waitlist. Interim ED Garrett provided additional highlights & next steps to execute the Outreach Plan for opening the HCVP waitlist.

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 September 2025

PHA-wide

- Follow up discussion occurred with Commissioner Theodos regarding if the agency is still holding units in terms of Cottage City.
- Follow up discussion occurred with the Commissioner Theodos regarding vacancies at Coral Gardens.
- Commissioner Theodos requests the Board stop by and visit the HAPGC properties. Commissioner Shannon asks if any County officials offered to visit any of the HAPGC PHA properties.

- **Occupancy/Recertification**

- For September there were fifteen (15) re-certifications completed, nine-teen (19) recertifications due.
- Ms. Harris presented the Vacancy Report for September reporting an overall occupancy rate of 86%.

Client Services

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

- Follow up discussion occurred with Vice Chair Knight if the agency will be providing residents with Turkeys for the upcoming Holiday Season.
- Follow up discussion occurred with Commissioner Theodos regarding the FSS, Family Self Sufficiency program. He requests more information on a monthly basis for the program in the Board report.
- Follow up discussion occurred with the Board and Interim ED Garrett & Ms Ford further explaining the differences in the FSS Program for each division Public Housing vs. Housing Choice Voucher.

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 September 30, 2025:

- Further discussion occurred with Commissioner Theodos regarding the agency Pension issue with the County. Special Assistant to Housing Projects official Iris Boswell responded expressing the need for the list of employees affected by the Pension issue from OHRM. Interim ED Garrett will provide further updates as well as Accounting Manager Louis Braswell during the Finance Committee Meeting set for the month of November.

New Business

- Finance Manager Jacqueline Massiah presented Resolution #1440, a resolution to Write off Tenant Uncollectible Accounts Receivables as Collection Losses. Vice Chairman Knight called for a motion to approve Resolution #1440. Commissioner Shannon motioned to approve resolution #1440 and Commissioner Theodos seconded the motion. Resolution #1440 was approved.

Public Comments:

1. **Malik Jordan/Wooda Companies**- Developer Malik Jordan attended the board meeting to express continued interest in partnering with HAPGC. Volunteered his services in assisting Client Services/Crystal Ford with partnering to secure Turkey's for the agency Turkey Drive for the Public Housing residents.
2. **Avery Shivers/Maryland Legal Aide**- Mr Shivers attended the meeting requesting the most up to date timeline for the Construction project at Cottage City Towers. He also asked the question if it still up in the air regarding waitlist opportunities with Cottage City vacancies. Staff responded and addressed all questions.

Adjournment

- Vice Chair W. Marshall Knight motioned to adjourn the public meeting by unanimous vote, the Board of Commissioners meeting adjourned at 6:56pm.

Attest/ Witness:





W. Marshall Knight
Vice Chairman


Nicole G. Garrett
Interim Executive Director/Secretary