

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, September 22, 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, Interim Executive Director, HA
Charlene Wills, General Counsel, HA
Jacqueline Massiah, Accounting Services Manager, HA
Crystal Harris, Director Property & Asset Management, HAD
Jerry Zanelotti, Construction Manager, HAD
Dante Clark, Procurement Officer, HA
Mugure K. Crawford-Recorder

Guests:

Iris Boswell, DCAO/Economic Development, 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 5:33pm 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 September 22, 2025 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Knight 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, the opening up of the waitlist, and agency staff training held on September 17, 2025.

- Interim ED Nicole Garrett thanked the Board and Staff for their continued hard work.
- 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:
- Follow up discussion occurred with the Board to find out which contracts have been issued regarding work for PH sites; Coral Gardens, Cottage City Towers, and Owens Road.

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 Commissioner Theodos requesting clarification on when and how the agency opens up the waitlist. Carolyn Floyd described the step by step process.

Housing Assistance Division:

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

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

PHA-wide

- Follow up discussion occurred with Commissioner Theodos and Chair Bautista regarding landlord tenant court and non-payment of rent cases.
- Follow up discussion occurred with the board requesting a copy of NSPIRE report. Additional discussion occurred regarding the low NSPIRE scores from Kimberly Gardens property.
- The Board acknowledged the efforts of the Public Housing staff.
- Follow up discussion occurred with the Chair regarding lack of responses to the Radon Grant solicitation.
- **Occupancy/Recertification**
- For August there were seven (7) re-certifications completed, ten (10) recertifications due.
- Ms. Harris presented the Vacancy Report for August reporting an overall occupancy rate of 87%.

Client Services

Interim Executive Director Nicole Garrett presented the Client Services report on behalf of Crystal Ford for August 2025 as follows:

- Follow up discussion occurred with the Board regarding the open positions in Client Services.
- Follow up discussion occurred regarding Mental Health services. Commissioner Shannon will work with Crystal Ford to assist.

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 August 31, 2025:

- Further discussion occurred with the Board expressing to DCAO Boswell, the significance and importance towards the County that non-Housing Authority employees cannot be on Housing Authority payroll. HUD Federal Funds cannot be used towards employees not working for the Housing Authority of Prince George's County. The Board requests a follow up explanation from the County in response and compliance to this HUD policy.

New Business

- HCV Program Director Carolyn Floyd presented Resolution #1439, a resolution to update the newly published fiscal year (FY) 2026 Payment Standards for all programs funded by the Housing Choice Voucher Program Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1439. Commissioner Shannon motioned to approve resolution #1439 and Commissioner Theodos seconded the motion. Resolution #1439 was approved.

Public Comments:

1. **Jason Carter-ASFSCME Council 3 Union Representative-** Mr Carter attended the meeting along to express acknowledgement of the efforts by the Interim Executive Director Nicole Garrett to hire staff for the agency. Further expressed the need to lift the burden on current employees workload by filling agency vacancies.

Adjournment

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:25pm 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 6:26pm. At 6:27pm 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 8:05pm 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 8:06pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:08pm.

Attest/ Witness:

Miguel K. Cleo, Jr.

W. Marshall Knight

W. Marshall Knight
Vice Chairman

Nicole G. Garrett

Nicole G. Garrett
Interim Executive Director/Secretary