

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, September 23, 2024

Minutes

Present:

Commissioners: Chairwoman Yolanda Hawkins-Bautista
Vice Chair Euron Blackwell
Commissioner Brett Theodos
Commissioner Cherice Shannon
Commissioner Layton Wilson
Commissioner Regina Nadir
Commissioner W. Marshall Knight

Staff:

Jessica Anderson-Preston, Executive Director, HA
Dawnay Green, HCV Deputy Manager, HA
Carolyn Floyd, HCV Program Manager, HA
Jacqueline Massiah, Accounting Services Manager, HA
Crystal Harris, Director Property & Asset Management, HAD
Crystal Ford, Resident Services Manager, HAD
Michael Jackson, Sr. Project Manager, HAD
Dante Clark, Procurement & Officer, HA
Mugure Crawford, Recorder, HA

Guest: DCAO Angie Rodgers, CEX

Location: The Wayne K. Curry Administration Building-1301 McCormick Drive
(Training Room 1174) Largo, Maryland 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 5:32pm declaring a quorum with the following Commissioners present: Commissioner Cherice Shannon, Commissioner Brett Theodos, Commissioner Marshall Knight. Commissioner Layton Wilson. Vice Chair Blackwell and Commissioner Regina Nadir were both present virtually.

Approval of Minutes: Chairwoman Yolanda Hawkins Bautista called for a motion to approve the July 23, 2024 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Theodos seconded the motion. Chairwoman Yolanda Hawkins Bautista abstained her vote. The minutes were passed with the remaining board members present all voting to approve the July board minutes.

Reports by Executive Director:

- Executive Director Anderson-Preston provided the board with Agency-Wide updates for the Housing Authority.
- Executive Director Anderson-Preston alerted the board of the number of board resolutions that will be presented during tonight's board meeting.
- No further comment or discussion was expressed by the board.

Housing Choice Voucher Program:

Housing Choice Voucher Division Deputy Manager, Dawnay Green presented the HCV report:

- No further discussion occurred with the Board.

Resident Fulfillment:

- No new updates currently for the Resident Fulfillment log

Housing Assistance Division:

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

- There were no move-ins and no move-outs for the month of August 2024

PHA-wide

- Follow up discussion occurred with Commissioner Theodos regarding NSPIRE inspection scores.
- Follow up discussion occurred with Chair Bautista regarding moving forward with payment agreements with residents who are behind on past due rent balances.

Occupancy/Recertification

- For August there were twenty six (26) re-certifications completed, sixteen (16) recertifications due, a total of (273) two-hundred seventy-three recertifications, of those (187) were late with an 68% percentage of late recertifications. No admissions and no transfers. No eviction actions processed. There was no Criminal court appearance. There were no Landlord Tenant Court appearances.
- Ms. Harris presented the Vacancy Report for August reporting an overall occupancy rate of 96%.

Resident Services

Crystal Ford presented the Resident Services report for August 2024:

- Follow up discussion occurred with Commissioner Shannon regarding the Ross and FSS Grant going back to public housing.

Development

Project Manager Michael Jackson presented the Development & Modernization report for August 2024:

- No Further comment or questions were expressed by the Board.

Financial Report

Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending August 31, 2024:

- Follow up discussion occurred with Commissioner Wilson regarding open and outstanding invoices. Director Anderson-Preston provided an update.

New Business

- Executive Director Jessica Anderson-Preston presented Resolution #1421, a resolution authorizing the Executive Director to Award any one project up to (50) Project-Based Vouchers (Round 1). Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1421. Commissioner Wilson motioned to approve resolution #1421 and Commissioner Shannon seconded the motion. Resolution #1421 was approved.
- Executive Director Jessica Anderson-Preston presented Resolution #1422 a resolution authorizing the Executive Director to enter into Agreement with NixDevCo. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1422. Commissioner Shannon motioned to approve resolution #1422 and Commissioner Blackwell seconded the motion. Resolution #1422 was approved.
- Executive Director Jessica Anderson-Preston presented resolution 1423 a Resolution Authorizing the Executive Director to Initiate Negotiations to Enter Into an Agreement With Winn Companies for Third-Party Property Management Services for Cottage City Towers. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1423. Commissioner Shannon motioned to approve resolution #1423 and Commissioner Wilson seconded the motion. Resolution #1423 was approved.
- Executive Director Jessica Anderson-Preston presented resolution 1424, a Resolution to Write-off Tenant Uncollectible Accounts Receivable as Collection Losses. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1424. Commissioner Theodos motioned to approve resolution #1424 and Commissioner seconded the motion. Resolution #1424 was approved.

Additional Board/Staff Comments:

- None

Public Comments:

- None

Adjournment:

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting by unanimous vote, the Board of Commissioners meeting adjourned at 6:42pm.

Attest/ Witness:



**Yolanda
Hawkins-
Bautista**

Digitally signed by Yolanda Hawkins-Bautista
DN: cn=Yolanda Hawkins-Bautista,
o=Housing Authority of Prince
George's County, ou=Chair,
email=yhbautista@gmail.com, c=US
Date: 2024.11.22 13:06:12 -05'00'

Yolanda Hawkins Bautista
Chairwoman


Jessica G. Anderson-Preston/
Executive Director/Secretary