

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, January 24, 2022

Minutes

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista
Commissioner Cherice Shannon
Commissioner Regina Nadir
Commissioner Euron Blackwell
Commissioner Brett Theodos
Commissioner W. Marshall Knight, II.
Commissioner Layton F. Wilson

Staff: Nathan F. Simms Jr., Executive Director, HA
Ron McCoy, RAD Division Manager, HA
Dawnay Green, RAD Deputy Manager, HA
Belay Ademu, FAS Manager, HA
Jacqueline Massiah, Accounting Manager, HA
Karanja Slaughter Division Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
Dante Clark, Asst. Property Manager, HAD
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Gloria Bowens, Compliance Officer, HA
Carrie Blackburn Riley, Legal Counsel-HA
Mugure Crawford, HA, Recorder

Location: **Via GO-TO-MEETING Link**

Dial In: 1-(408) 650-3123 **Access Code:** 819-222-557

Call to Order: Chairwoman Yolanda Hawkins-Bautista called the meeting to order at 5:34 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Regina Nadir, Vice Chair Euron Blackwell, Brett Theodos and Commissioner Layton Wilson.

Approval of Minutes: Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the December 20, 2021, meeting minutes. Commissioner Knight motioned to approve the minutes and Vice Chair Euron Blackwell seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. HAPGC and HUD have recently corresponded regarding the selection and provisions pertaining to the VCA Compensation Fund Administrator.

Rental Assistance Division:

Rental Assistance Division Manager Ron McCoy presented the RAD report as follows:

- As a result of the first phase of HCV's restructuring there is now a new compliance division of HCV
- HCV will continue its efforts to house more than 300 families before the end of this fiscal year.
- HCV has received over 100 Emergency Housing Voucher referrals.
- HCV has published Request for Proposal (RFP) for Project-based vouchers to house families from off its waiting list, as well as 10 Project-based vouchers to house single elderly/disabled veterans.

Resident Fulfillment:

- No new updates at this time for the Resident Fulfillment log

Housing Assistance Division:

Assistant Property Crystal Harris presented the HAD report, as follows:

- There were no (0) move-ins and no move-outs for the month of December 2021

PHA-wide

- Considering the recent influx of COVID cases, HAD are taking all necessary measures to keep staff and residents safe by encouraging residents to use but not limited to encouraging phone calls, Yardi portal utilization, appointment scheduling, helping one household at a time, ensuring everyone wears proper PPE, and social distancing.
- HAD hosted the final RAD meeting for Cottage City Towers Community via Zoom. HAD was able to provide answers to the questions our residents presented and an overview of what to expect in the months to come.
- The recent home fires taking place in multifamily housing has prompted HAD to be proactive in sharing the Fire and Safety Risk Management Plan originally approved in 2019.
- All sites are now accepting payments in the offices
- HAD is working towards having a set aside amount of vacancy at the Cottage City site to alternatively have units available as relocation efforts begin with RAD.

Property Management

Owens Road

- No comments or questions were expressed by the Board.

Cottage City Towers

- No comments or questions were expressed by the Board.

Rollingcrest Village

- No comments or questions were expressed by the Board.

Kimberly Garden

- No comments or questions were expressed by the Board.

Occupancy/Recertification

- For December, there were (23) re-certifications completed, no new admissions, and no transfers. No eviction actions processed. There was one (1) Criminal court appearance. There were no appearances for Mental Health Court. There was one (1) Landlord Tenant Court appearance.
- Crystal Harris also presented the Vacancy Report for December reporting an overall occupancy rate of 94%.

Resident Services

Resident Services Manager Crystal Ford reported the Resident Services report for December 2021:

No comments or questions were expressed by the Board.

Development

James McGraw presented the Development & Modernization Report for December 2021:

- No comments or questions were expressed by the Board.

Financial Report

Accounting Services Manager Belay Ademu presented the Finance Report and reported on key highlights for the month ending December 31, 2021.

- No additional comments or questions were expressed by the Board

New Business:

- Gloria Bowens, Compliance Officer, presented resolution LHA #1356, a resolution approving the FY 2022 PHA Plan including Annual and Five-Year Plan, Authorizing the Chairman to sign applicable documents and Authorizing the submission to the U.S. Department of Housing and Urban Development Chairwoman Yolanda Hawkins-Bautista called fora motion to approve resolution #LHA1356. Commissioner Cherice Shannon motioned to approve the resolution and Vice Chair Ron Blackwell seconded the motion. Resolution LHA #1356 was approved.

Unfinished Business:

- None

Public Comments:

- None

Adjournment:

- Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:56 p.m.

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=ylhbautista@gmail.com, c=US
Date: 2022.03.07 10:01:29 -0500'

Yolanda L. Hawkins-Bautista
Chairwoman



Nathan F. Simms Jr.
Secretary/Executive Director