

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, January 28, 2020

**Minutes**

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista  
Commissioner Cherice Shannon  
Commissioner Layton F. Wilson  
Commissioner Deborah K. Patrick

Staff: Estella Alexander, Executive Director, HA  
Alvin Coley, Regional Property Manager, HA  
Carolyn Floyd, Acting Rental Assistance Manager, HA  
Michael Jackson, Project Manager, HA  
James McGraw, Development & Modernization Manager, HA  
Jacqueline Massiah, Acting Accounting Services Manager, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

Location: 9200 Basil Court 2<sup>nd</sup> Floor Conference Room Largo, MD 20774

**Call to Order:** Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:35 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton F. Wilson, Cherice Shannon and Deborah K. Patrick.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the December 16, 2019 meeting minutes. Commissioner Layton F. Wilson motioned to approve the minutes and Commissioner Deborah Patrick seconded the motion. The minutes were approved.

**Correspondence/Communication:**

- Clifton, Larsen, & Allen LLP provided an overview of the 2019 Housing Authority audit findings.
- **Follow up discussion:** Chairwoman Bautista requested audit materials be distributed to the board in advance for preparation for any future presentations.

**Reports by the Executive Director:**

- Acting Rental Assistance Manager Carolyn Floyd reported that as of December 16, 2019, there were 20 applicants pulled from the Public Housing (PH) Program

Waiting List. The cumulative number of persons pulled from the PH Waiting List for the year to date is 96.

- As of December 16, 2019 there were 4,090 households on the PH Waiting List. Sixty-seven (67%) percent of the households on the list reported that they were county residents or worked in the county at least 30 hours per week. Eighty-five (85) households on the list indicated that they are not county residents, nor do they work in the County.

### **Rental Assistance Division:**

- Acting Rental Assistance Manager Carolyn Floyd presented the Rental Assistance Division report and reported that for December, there were zero (0) pulls for the Housing Choice Voucher (HCV) Program, zero (0) pulls for Moderate Rehab, and zero (0) pulls for Project-Based Waiting List Program. The cumulative totals to date are: HCV-200, MOD-50, and Project Based-510.
- There are 2,140 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of December 16, 2019, the HA has 5837 vouchers available of which 5731 are leased. The HA is at 98% utilization for vouchers and 98% for dollar utilization. For the month of December, fifty-five (55) vouchers were issued for a year to date total of 413. Thirty-four (34) vouchers were leased for the month of December bringing the year to date total to 217.

### **Resident Fulfillment:**

Regional Property Manager, Al Coley, presented the Resident Fulfillment Report.

- **Follow up discussion:** Chairwoman Bautista inquired about the Fire Safety Plan. Al Coley responded stating final version of the document will be made available at the February board meeting.
- **Follow up discussion:** Chairwoman Bautista inquired about Charmaine Phelai's damage claim (Cottage City Towers). Al Coley responded by stating final responses would be available during the February board meeting.
- **Follow up discussion:** Chairwoman Bautista inquired about Tanja Miles move request. Chairwoman Bautista reminded HA staff to work diligently to resolve Ms. Miles request in a timely matter. Executive Director Estella Alexander responded to the board and stated that Ms. Miles will have her necessary documents from the HA by the first week of February in order to complete her move process.

### **Housing Assistance Division:**

Al Coley presented the HAD report, as follows:

- There were 4 move-ins and 2 move-outs for the month of December 2019

### **PHA-wide**

- No comments or questions were expressed by the Board.

### **Property Management**

#### **Owens Road**

- No comments or questions were expressed by the Board.

#### **Cottage City Towers**

- No comment 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 27 re-certifications completed, 4 new admissions, and 2 transfers. There was one (1) eviction action processed. There were zero (0) court appearances for mental health court.
- Al Coley also presented the Vacancy Report for December, reporting an overall Occupancy rate of 96%.

### **Resident Services**

Resident Services Manager Crystal Ford presented the Resident Services report for December 2019:

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

## **Modernization**

Project Manager, Michael Jackson presented the Modernization Report for December 2019:

- . No comments or questions were expressed by the Board

## **Development**

Development & Modernization Manager, James McGraw presented the Development & Modernization Report for December 2019:

- **Follow up discussion:** Commissioners Layton Wilson and Deborah Patrick asked questions regarding the CDA application for the McGuire House redevelopment project.

## **Financial Report**

Jacqueline Massiah presented the Finance Report including key highlights for the month ending December 2019.

- **Follow up discussion:** Chairwoman Bautista requested more detail information regarding the Finance reports and requested the reports be streamlined. Additionally, Chairwoman Bautista is requesting specific data as it relates to financial costs for repairs to each site.

## **New Business:**

- **None**

## **Unfinished Business:**

Development & Modernization Manager, James McGraw presented additional documents regarding the Habitat for Humanity agreement with Housing Authority.

- **Follow up discussion:** Chairwoman Bautista and the Board expressed concerns regarding the Habitat of Humanity agreement. The Board requested terms be added to the agreement.

**Other Attendee Remarks:**

- None

**Public Comments:**

1. Zita Orji-Legal Aid- Ms. Orji requested and update regarding HCV participant Tanji Miles to ensure HA is handling Ms. Miles move request. HA staff responded stating Ms. Miles's paperwork will be completed by the first week of February.

**Adjournment:**

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:10 p.m.

At 7:14 p.m. Commissioner Layton F. Wilson motioned to go into Executive Session and Commissioner Cherice Shannon seconded the motion. By a unanimous vote, the Board of Commissioners went into Executive Session with Housing Authority Staff and Legal Counsel at 7:14pm to discuss legal matters.

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the Executive Session and return to open session. The open session was adjourned at 8:22pm.

Attest/ Witness:



Yolanda L. Hawkins-Bautista  
Chairwoman



Estella Alexander  
Secretary/Executive Director