

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, February 24, 2020

Minutes

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista
Vice Chairman Leonard Hamlin
Commissioner Cherice Shannon
Commissioner Ndy Otis
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 2nd Floor Conference Room Largo, MD 20774

Call to Order: Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:38 p.m. having declared a quorum with the following Commissioners present: Commissioners Ndy Otis, Cherice Shannon, Deborah K. Patrick and Vice Chairman Leonard Hamlin.

Approval of Minutes: Chairwoman, Yolanda L. Hawkins-Bautista, called for a motion to approve the January 27, 2020 meeting minutes. Vice Chairman, Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Communication/Correspondence: Bert Lawrence, Community Service Manager, presented key highlights of the final Fire Safety and Prevention Plan.

Reports by the Executive Director:

- Acting Rental Assistance Manager, Carolyn Floyd, reported that as of January 31, 2020, there were 10 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 10.

- As of January 31, 2020 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 January, 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-100, MOD-0, and Project Based-0.
- There are 2,139 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of January, the HA has 5837 vouchers available of which 5733 are leased. The HA is at 98% utilization for vouchers and 99% for dollar utilization. For the month of January twenty-seven (27) vouchers were issued for a year to date total of 27. Thirty-eight (38) vouchers were leased for the month of January bringing the year to date total to 38.

Resident Fulfillment:

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

- No comments or questions were expressed by the Board.

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There were 2 move-ins and 3 move-outs for the month of January 2020

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 January, there were 34 re-certifications completed, 2 new admissions, and 5 transfers. There were no eviction actions processed. There were zero (0) court appearances for mental health court.
- Al Coley also presented the Vacancy Report for January, reporting an overall Occupancy rate of 96%.

Resident Services

Resident Services Manager, Crystal Ford, presented the Resident Services report for January 2020:

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

Development

Development & Modernization Manager, James McGraw presented the Development & Modernization Report for January 2020:

- **Follow up discussion:** Chairwoman Bautista requested a 2019 Proforma to fully understand financially where the developer partner, Brinshore, is regarding the RAD Conversion of HAPGC Public Housing development.

Financial Report

Jacqueline Massiah presented the Finance Report including key highlights for the month ending January 2020.

- **Follow up discussion:** Chairwoman Bautista inquired about the policy regarding the HA filing process for an eviction and delinquent accounts. Executive Director, Estella Alexander, responded by stating updates will be provided during a scheduled Finance Committee meeting in March.

New Business:

- None

Other Attendee Remarks:

- None

Public Comments:

1. **Regina Lee (HCV participant)**- Ms. Lee expressed concerns about dealing with the Housing Authority. Ms. Lee provided staff and the board with a timeline history of her experiences working with the Housing Authority as part of the Resident Advisory Board. Ms. Lee is requesting further assistance from HA and the Board to better engage residents as part of her role on the Resident Advisory Board. Executive Director, Estella Alexander, responded by stating staff will meet to discuss Ms. Lee's concerns and will provide an update at the next board meeting.

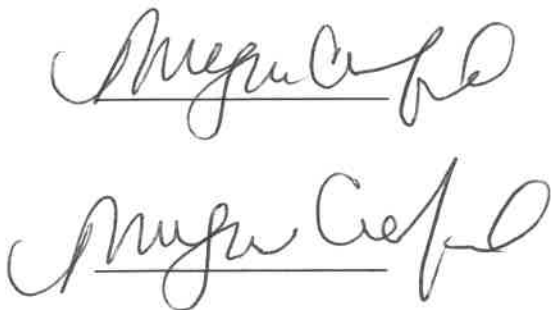
Adjournment:

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:54 p.m.

At 7:00 p.m., Commissioner Deborah Patrick 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 7:01pm 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 7:50pm.

Attest/ Witness:



Digitally signed by Chair Yolanda Hawkins-Bautista
DN: cn=Chair Yolanda Hawkins-Bautista,
o=Housing Authority of Prince George's
County, ou, email=yhbautista@yahoo.com,
c=US
Date: 2020.05.12 08:52:28 -04'00'

Yolanda L.Hawkins-Bautista
Chairwoman



Estella Alexander
Secretary/Executive Director