

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, June 25, 2022

Minutes

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA
Ron McCoy, RAD Division Manager, HA
Dawnay Green, RAD Deputy Manager, HA
Jacqueline Massiah, Accounting Manager, HA
Karanja Slaughter, Division Manager, HAD
Denise Haffenden, Deputy Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
James McGraw, Development Manager, HA
Michael Jackson, Development & Modernization, HA
Ed Davis, Compliance Manager, HA
Gloria O'Neal, Compliance Officer, HA
Nicole Garrett, 504 Coordinator, HA
Carrie Blackburn Riley, Legal Counsel-HA
Mugure Crawford, HA, Recorder

Location: **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 at 5:32 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, W. Marshall Knight, Brett Theodos, Layton Wilson, and Vice Chair Euron Blackwell.

Approval of Minutes: Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the May 23, 2022, meeting minutes. Commissioner Brett Theodos motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Reports by the Executive Director:

- On June 15th HAPGC submitted its Semi-Annual VCA report to HUD for review. A copy of the report will be made to the Board via SharePoint
- HAPGC is still awaiting responses back to its VCA submissions made in April to HUD
- Executive Director Nathan Simms introduced new Housing Authority staff Alana Harris Speed (New HR Analyst), Keira Bell (New Policy Analyst-Compliance), and Thaddeus Green (Development Officer-Development and Modernization).

Housing Choice Voucher Program:

Housing Choice Voucher Program Manager Ron McCoy presented the HCV report:

- No comments or questions were expressed by the Board.

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 one (1) move-ins and (1) move-outs for the month of May 2022

PHA-wide

- No comments or questions were expressed by the Board.

Occupancy/Recertification

- For May, there were (30) re-certifications completed, (1) new admissions, and no transfers. Four (4) eviction actions processed. There was no Criminal court appearance. There were no appearances for Mental Health Court. There were four (4) Landlord Tenant Court appearances.
- Crystal Harris also presented the Vacancy Report for May reporting an overall occupancy rate of 94%.

Resident Services

Resident Services Manager Crystal Ford reported the Resident Services report for May 2022:

- No comments or questions were expressed by the Board.

Development

James McGraw presented the Development & Modernization Report for May 2022:

- No comments or questions were expressed by the Board

Financial Report

Acting Accounting Services Manager Jacqueline Massiah presented the Finance Report and reported on key highlights for the month ending May 31, 2022.

- No additional comments or questions were expressed by the Board

New Business:

- Acting Accounting Services Manager Jacqueline Massiah, presented resolution #LHA1371, a resolution approving the Housing Authority of Prince George's County's Fiscal Year 2023 Operating Budget. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #LHA1371. Vice Chair Blackwell motioned to approve the resolution and Commissioner Shannon seconded the motion. Resolution #1371 was approved.
- Acting Accounting Services Manager Jacqueline Massiah, presented resolution #LHA1372, a resolution to Write-off Overpayments. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve #LHA1372. Vice Chair Blackwell motioned to approve the resolution and Commissioner Shannon seconded the motion. Resolution #1372 was approved.
- Acting Accounting Services Manager Jacqueline Massiah, presented resolution #LHA1372, a resolution to Write-off Overpayments. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve #LHA1372. Vice Chair Blackwell motioned to approve the resolution and Commissioner Shannon seconded the motion. Resolution #1372 was approved.
- Acting Accounting Services Manager Jacqueline Massiah, presented resolution #LHA1373, a resolution to Write-off Tenant Uncollectible Accounts Receivable as Collection Losses. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve #LHA1373. Commissioner Theodos motioned to approve the resolution and Commissioner Shannon seconded the motion. Resolution #1373 was approved.
- Acting Accounting Services Manager Jacqueline Massiah, presented resolution #LHA1374, a resolution to A Resolution to update HAPGC's Tenant Accounts Receivable (A/R) Write-off Policy. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve #LHA1374. Commissioner Shannon motioned to approve the resolution and Commissioner Blackwell seconded the motion. Resolution #1374 was approved.
- Development and Bond Manager James McGraw presented resolution #LHA1375, a resolution of the Board of Commissioners declaring the official intent of the Housing Authority of Prince George's County to Issue Tax-Exempt Bonds, Notes or Other Evidence of Indebtedness to fund the new construction of The Cassidy, affordable multifamily apartments. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve #LHA1375. Commissioner W. Marshall Knight motioned to approve the resolution and Commissioner Blackwell seconded the motion. Resolution #LHA1375 was approved.

- Development and Bond Manager James McGraw presented resolution #1376, a resolution authorizing the Executive Director to Enter into Agreement with Qualified Architectural Consultants. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1376. Commissioner Brett Theodos motioned to approve the resolution and Commissioner W. Marshall Knight seconded the motion. Resolution #1376 was approved.

Unfinished Business:

- None

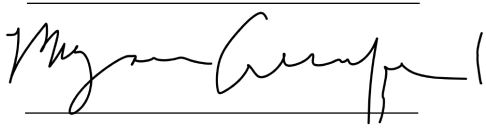
Public Comments:

- None


Adjournment:

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:17 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: 2022.09.18 19:43:32 -04'00'

 Yolanda Hawkins-Bautista/Chairwoman



 Nathan F. Simms, Jr./
 Executive Director/Secretary

