

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, September 27, 2021

Minutes

Present:

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

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

Guest: Angie Rodgers, DCAO, Office of CEX
Denise Robinson, ADCAO, Office of CEX

Location: **Via Microsoft TEAMS and Conference Call-Dial In:**
301-883-6600 Code: 480647

Call to Order: Chairwoman Yolanda Hawkins-Bautista called the meeting to order at 5:40 p.m. having declared a quorum with the following Commissioners present: Commissioners W. Marshall Knight, Layton Wilson, Cherice Shannon, Regina Nadir, Vice Chair Euron Blackwell, and Brett Theodos.

Approval of Minutes: Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the July 26, 2021 meeting minutes. Vice Chair Euron Blackwell motioned to approve the minutes and Commissioner Brett Theodos 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. HA has applied for HUD's Resident Opportunity and Self-Sufficiency otherwise referred to as ROSS grant. The agency qualified for over \$245,000 in funding and is currently awaiting approval. HA participated in a discussion sponsored by the Prince George's County Memorial Library System and moderated by the Office of Human Rights. The discussion focused on discrimination within buying or selling a home.

Housing Assistance Division Waiting List:

- Rental Assistance Division Manager Ron McCoy reported that as of September 2021, there were 5,872 HUD allocated vouchers. As of September 2021 there are 5,644 families housed on the HCV program. no applicants pulled from the Public Housing (PH) Program Waiting List.

Rental Assistance Division Waiting List:

- As of September, the HA is at 96% utilization for vouchers. For the month of September one hundred and thirty-nine Emergency Housing Vouchers were issued.
- HCV conducted its 1st Meet & Lease event during the month of September.
- Ron McCoy introduced new staff members for the Rental Assistance Division.
- HCV received training by Enterprise (HUD TA) during the month of September.
- Clean Space Initiative - HCV began its Clean Space Initiative in an effort to reduce clutter in the office space and organize client files to be scanned.
- HCV began the design of its online appointment scheduling for clients using Microsoft Bookings. Clients can start scheduling appointments with their case worker in October.

Resident Fulfillment:

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

Housing Assistance Division:

Assistant Property Manager Dante Clark presented the HAD report, as follows:

- There were five (5) move-ins and one (1) move-out for the month of August 2021

PHA-wide

- The Housing Authority of Prince George's County (HAPGC) hasn't had any new confirmed cases of COVID this month.
- Applicant outreach is continuing to move forward successfully.

In October, HAD will be rolling out new House Rules Addendum to lease agreement and an updated Smoke-Free addendum which includes 100% property wide smoking ban.

HAD introduced Delphine Duckett who will manage our sites at Marlborough Towne & Coral Gardens.

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 August, there were (27) re-certifications completed, five (5) new admissions, and two (2) transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Dante Clark also presented the Vacancy Report for August reporting an overall occupancy rate of 94%.

Resident Services

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

- No comments or questions were expressed by the Board.

Development

James McGraw presented the Development & Modernization Report for August 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 August 31, 2021.

- Follow up discussion occurred with the board requesting a report detailing monthly new balances for overpayments.

New Business:

- Assistant Property Manager for HAD, Dante Clark presented resolution #1354, a resolution approving a Non-Smoking Policy Update for the Housing Authority of Prince George’s County. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1354. Commissioner Brett Theodos motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Resolution #1354 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 7:15 p.m.

Attest/ Witness:



**Yolanda
Hawkins-Bautista**

Yolanda L. Hawkins-Bautista
Chairwoman

Digitally signed by Yolanda Hawkins-Bautista
DN: cn=Yolanda Hawkins-Bautista, o=Housing
Authority of Prince George's County,
ou=Chair, email=yhbaautista@gmail.com,
c=US
Date: 2021.12.22 14:38:57 -0500



Nathan F. Simms Jr.
Secretary/Executive Director