

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, November 22, 2021

**Minutes**

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA  
Dawnay Green, RAD Deputy Manager, HA  
Warren Wilson, RAD, Ombudsman Program Coordinator, HA  
Belay Ademu, FAS Manager, HA  
Jacqueline Massiah, Accounting Manager, HA  
Crystal Harris, Asst. Regional Property Manager, HAD  
Dante Clark, Asst. Regional 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 the CEX  
Denise Robinson, ADCAO, Office of the 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: 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 October 25, 2021 meeting minutes. Vice Chair Euron Blackwell motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. Chair Yolanda Hawkins Bautista noted a correction to the minutes on page 4 regarding the presentation of Resolution 1353. The minutes were approved w/correction.

### **Reports by the Executive Director:**

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. On November 12, 2021, HAPGC submitted a letter to HUD-FHEO seeking clarification of three provisions under the VCA. HUD-FHEO has acknowledged receipt and is still working on responses to our prior submissions. HAPGC was requested to serve on the Tenant Based Housing, and Place Based Committees with the Council of Large Public Housing Agencies (CLPHA). HAPGC is pleased to announce the expansion of our partnership with the Prince George's County Memorial Library System (PGMLS). They currently provide and service computer equipment for residential use at our family properties.
- Executive Director Simms also highlighted three new Housing Authority employees which included Warren Wilson, RAD's Ombudsman Program Coordinator, Ivana McCullough as a new program manager for RAD, and Karanja Slaughter joining HA as the new Chief Real Estate Officer for the Housing Assistance Division (HAD).

### **Housing Assistance Division Waiting List:**

- Rental Assistance Division Manager Ron McCoy reported that as of October 2021, there were 5,872 HUD allocated vouchers. As of October 2021 there are 5,691 families housed on the HCV program. no applicants pulled from the Public Housing (PH) Program Waiting List.

### **Rental Assistance Division Waiting List:**

- As of October, the HA is at 96% utilization for vouchers.
- HCV hosted their Veterans Meet & Lease event November 10, 2021.
- HCV will also host a Holiday Meet & Lease event during the month of December.
- HAPGC has hired a dedicated person to provide housing search assistance to families receiving these Emergency Housing Vouchers

### **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 one (1) move-out for the month of October 2021

### **PHA-wide**

- The Housing Authority of Prince George's County (HAPGC) hasn't had any new confirmed cases of COVID this month.

- On November 9<sup>th</sup>, 2021, the Housing Assistance Division hosted our very first “Meet & Lease” event at The Hotel at University of Maryland.
- HAD is planning to execute a tried-and-true method of leasing by utilizing Open Houses with staged units on the weekends.
- HAD has finalized internal collections, lease enforcement, and Cash Receipts procedures for the site teams to initialize the process of cash receipts being accepted onsite.
- HAD has filed first round of WRITS as a result of our court filings on October 22<sup>nd</sup>, 2021.
- HAD has finalized in conjunction with CECintel Public Relations HA’s very first newsletter for our Public Housing residents.
- On October 18th, 2021, HAD finalized the changeover for all residents at our high-rise buildings (Cottage City Towers & Owens Road) from air to heat.

## **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 October, there were (29) re-certifications completed, no new admissions, and two (2) transfers. There were 23 eviction actions processed. There was no Criminal court appearance. There were zero (0) appearances for Mental Health Court. There were no Landlord Tenant Court appearances.
- Crystal Harris also presented the Vacancy Report for October reporting an overall occupancy rate of 94%.

## **Resident Services**

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

- No comments or questions were expressed by the Board.

**Development**

James McGraw presented the Development & Modernization Report for October 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 October 30, 2021.

- No additional comments or questions were expressed by the Board

**New Business:**

- None

**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 7:05 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: 2021.12.22 14:44:46 -05'00'

Yolanda L. Hawkins-Bautista  
Chairwoman



Nathan F. Simms Jr.  
Secretary/Executive Director