

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, December 16, 2024

**Minutes**

**Present:**

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

**Staff:**

Jessica Anderson-Preston, Executive Director, HA  
Carolyn Floyd, Director, HCV Program, HA  
Jacqueline Massiah, Accounting Services Manager, HA  
Crystal Harris, Director Property & Asset Management, HAD  
Ray Nix, Consultant, Development & Modernization, HA  
Jerry Zanelotti, Construction Manager, HAD  
Crystal Ford, Client Services, HAD  
Dante Clark, Procurement Officer, HA  
Nicole Garrett, 504 Program Officer, HA  
Mugure Crawford, Recorder, HA

**Guest:** DCAO Angie Rodgers, CEX

**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 in person at 5:31pm declaring a quorum with the following Commissioners present virtually: Commissioner Marshall Knight, Commissioner Layton Wilson, Vice Chair Blackwell, Commissioner Regina Nadir, and Commissioner Brett Theodos. Commissioner Cherice Shannon was present in person.

**Approval of Minutes:** Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the November 18, 2024 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Blackwell seconded the motion. Chair Hawkins-Bautista voted to abstain. The November board minutes were approved.

**Reports by Executive Director:**

- Executive Director Anderson-Preston provided the board with Agency-Wide updates for the Housing Authority.

- Executive Director Anderson-Preston introduced the agency’s new General Counsel, Ms. Charlene Wills to the board.
- Executive Director Anderson-Preston also provided the board an update on PHAS scores and agency-wide recruitment efforts.
- No further comment or discussion was expressed by the board.

**Procurement Division:**

- Procurement Officer Dante Clark provided agency-wide Procurement updates for the Housing Authority.
- No further comment or discussion was expressed by the board.

**Housing Choice Voucher Program:**

Director of HCVP Programs, Carolyn Floyd presented the HCV report for the month of October as follows:

- Ms. Floyd provided updates regarding the Heather Hills property inspections and the Statewide Voucher Program.
- Follow up discussion occurred with Chair Bautista regarding why certain vouchers are not being utilized at 100% .

**Resident Fulfillment:**

- No new updates currently for the Resident Fulfillment log

**Housing Assistance Division:**

Crystal Harris, Director of Property & Asset Management presented the HAD report for the month of October as follows:

- There were (1) move-in and (2) move-outs for the month of November 2024

**PHA-wide**

- Follow up discussion occurred with Chair Bautista regarding PH payment agreements.

**Occupancy/Recertification**

- For November there were thirteen (13) re-certifications completed, eleven (11) recertifications due, with a total of (287) two hundred and eighty-seven recertifications, (164) were late with a 57% percentage of late recertifications. One new admission and one (1) transfer. No eviction actions processed. There was no Criminal court appearance. There were no Landlord Tenant Court appearances.
- Ms. Harris presented the Vacancy Report for November reporting an overall occupancy rate of 96%.

**Resident Services**

Crystal Ford presented the Resident Services report for November 2024 as follows this month:

- No further discussion occurred with the Board.

## **Development**

Development and Modernization Consultant, Ray Nix presented the Development & Modernization report for November 2024:

- Follow up discussion occurred with the board regarding the financing of the Cottage City redevelopment project.

## **Financial Report**

Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending November 30, 2024:

- No further comments or discussion occurred with the Board.

## **New Business**

- None

## **Additional Board/Staff Comments:**

- None

## **Public Comments:**

- None

## **Adjournment:**

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:17pm to vote to go into closed session to discuss possible litigation. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 6:18 p.m. At 6:20pm voting occurred to go into closed session, by unanimous vote the Board of Commissioners voted to go into closed session. The closed session started at 6:22pm. At 6:38pm Chair Yolanda Hawkins-Bautista motioned to adjourn the closed session and vote to open back the public meeting. By unanimous vote the Board of Commissioners adjourned the closed session. The Board voted unanimously to open back up the public session. Chair Yolanda Hawkins-Bautista then motioned to adjourn the public meeting at 6:40pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 6:41pm.

**Attest/ Witness:**

\_\_\_\_\_

*Muzumbe K. Caribe*

*Yolanda Hawkins-Bautista*

Yolanda Hawkins-Bautista  
Chairwoman

*Jessica G. Anderson-Preston*

Jessica G. Anderson-Preston/  
Executive Director/Secretary