

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, April 27, 2020

**Minutes**

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista  
Vice Chairman Leonard Hamlin  
Commissioner Cherice Shannon  
Commissioner Layton Wilson

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  
Belay Ademu, Accounting Services Manager, HA  
Jacqueline Massiah, Accounting Services, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

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

**Call to Order:** Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:40 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, and Vice Chairman Leonard Hamlin.

**Approval of Minutes:** Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the March 23, 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:**

- Executive Director Estella Alexander introduced Belay Ademu, Housing Authorities new Financial Services Manager. Belay Ademu introduced himself to the board and briefly discussed his background with accounting management.
- Executive Director Estella Alexander updated the board on working with the County Executive's office regarding guidance on COVID 19. She also reviewed HUD guidance regarding COVID 19 for Public Housing and HCV programs.

### Reports by the Executive Director:

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of March 31, 2020, there were 0 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 40.
- As of March 31, 2020, there were 4,051 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's report, stating that for March, there were zero (0) pulls for the Housing Choice Voucher (HCV) Program, zero (0) pulls for Moderate Rehab, and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are: HCV-200, MOD-25, and Project Based-0.
- There are 2,129 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of March, the HA has 5872 vouchers available of which 5734 are leased. The HA is at 98% utilization for vouchers and 101% for dollar utilization. For the month of March seventeen (17) vouchers were issued for a year to date total of 88. Eighteen (18) vouchers were leased for the month of March bringing the year to date total to 87.

### Resident Fulfillment:

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

- **All items regarding the Fire Safety Plan have been completed. This item is now closed and will be removed from the Resident Fulfillment Report.**
- **Follow up discussion occurred regarding Yardi. Executive Director Estella Alexander reported on the current status of the Yardi software and further updates will be provided during the May board meeting.**
- **Follow up discussion occurred regarding a Cottage City resident and her damage claim. HA has now responded to all of the resident's issues and a dollar amount for the claim has been reached. The dollar amount will be presented to the Executive Director for final approval. The resident has**

also declined the offer of moving into two (2) separate upgraded units on the Cottage City property.

- Follow up discussion occurred on any additional complaints with safety concerns at Regency Lane apartments. Chairwoman Bautista requests HA compile a report based on reports of criminal activity since new security measures have been implemented on the property. Carolyn Floyd responded and will provide the board this information for the May board meeting.
- Follow up discussion occurred regarding the solicitation of new Resident Advisory Board members (RAB) and HCV client outreach. No new updates were provided at this time. HUD is currently working with HA providing guidance and has briefed Executive Director Estella Alexander on HAPGC Program strategies. This item will be added to the Resident Fulfillment Report.

#### **Housing Assistance Division:**

Al Coley presented the HAD report, as follows:

- There was no move-ins and six (6) move-outs for the month of March 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 March, there were 27 re-certifications completed, 0 new admission, and 2 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 March, reporting an overall Occupancy rate of 94%.

### **Resident Services**

Resident Services Manager Crystal Ford presented the Resident Services report for March 2020:

- **Follow up discussion occurred with the board asking how many residents have taken advantage of the Family Self-Sufficiency program? Crystal Ford responded by stating that a new FSS Coordinator was hired in January 2020. The FSS Coordinator is currently working on securing participants for the program.**

### **Development**

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

- **Follow up discussion occurred with Chair Bautista expressing concerns regarding Brinshore's 2019 Proforma due to effects of the COVID 19 crisis. James McGraw and Executive Director Estella Alexander both responded.**

### **Financial Report**

Belay Ademu presented the Finance Report including key highlights for the month ending March 2020.

- **Follow up discussion occurred with Chair Bautista regarding the HA A/R policy. Further updates regarding the HA A/R policy will be provided at the May board meeting.**
- **Follow up discussion occurred with Chair Bautista requesting information on any increase for non-payment of rent for the month of April. HA will provide this information during the May board meeting.**

### **New Business:**

- None

**Other Attendee Remarks:**

- None

**Public Comments:**

- No Public Comments

**Adjournment:**

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:36 p.m.

At 6:37 p.m., Vice Chairman Leonard Hamlin 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 6:38pm to discuss legal matters.

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the Executive Session and return to open session. At 7:03 p.m., Commissioner Cherice Shannon motioned to adjourn the Executive Session and return to open session. Vice Chairman Leonard Hamlin seconded the motion. By a unanimous vote, the Board of Commissioners went back into open session. The open session was adjourned at 7:04pm

**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=yhbautista@gmail.com,  
c=US  
Date: 2020.05.26 16:53:31 -04'00'

Yolanda L. Hawkins-Bautista  
Chairwoman



Estella Alexander  
Secretary/Executive Director