

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, October 25, 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  
Dawnay Green, RAD Deputy 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 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: 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 September 27, 2021 meeting minutes. Commissioner Cherice Shannon motioned to approve the minutes and Vice Chair Euron Blackwell 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. HAPGC is working with the Department of Health on a framework to better assist residents in the areas of health and housing. HAPGC met with the HUD DC Field Office Director and PIH Director to outline HA's strategic direction.

### **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 5,685 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 97% utilization for vouchers.
- HCV will host a Veterans Meet & Lease event November 10, 2021.
- HCV will also host a Holiday Meet & Lease event during the month of December.

### **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 September 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.
- HAD had its first round of court dates for court filings in October.
- HAD will host its first meet & lease event during the month of November.
- HAD will release its first newsletter for PH residents which will share information and help HA stay connected to residents.

### **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 September, there were (29) re-certifications completed, no new admissions, and two (2) transfers. There were no eviction actions processed. There was one (1) Criminal court appearance. There were zero (0) appearances for Mental Health Court. There were 35 Landlord Tenant Court appearances.
- Crystal Harris also presented the Vacancy Report for September reporting an overall occupancy rate of 94%.

### **Resident Services**

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

- No comments or questions were expressed by the Board.

### **Development**

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

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

**New Business:**

- Bond and Development Manager James McGraw and Carrie Riley of Blackburn Riley, LLC from our Legal Services team presented resolution #1353, a resolution approving the Authorization of the Executive Director of the Housing Authority of Prince George’s County to act on Behalf of the HAPGC-Affordable Housing Development Corporation and the HAPGC-Homes at Oxon Hill, SPE, LLC. Chairwoman Yolanda Hawkins-Bautista noted a grammatical error in Resolution 1353 at the bottom of the first page. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1353 with correction. Commissioner Brett Theodos motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1353 was approved with correction.

**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 6:56 p.m.

**Attest/ Witness:**

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**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 14:39:48 -05'00'

Yolanda L. Hawkins-Bautista  
Chairwoman



Nathan F. Simms Jr.  
Secretary/Executive Director