

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, December 20, 2021

Minutes

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA
Ron McCoy, RAD Division Manager, HA
Dawnay Green, RAD Deputy Manager, HA
Belay Ademu, FAS Manager, HA
Jacqueline Massiah, Accounting Manager, HA
Dante Clark, Asst. Regional Property Manager, HAD
Karanja Slaughter Division 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 5:33 p.m. having declared a quorum with the following Commissioners present: 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 November 22, 2021 meeting minutes. Commissioner Theodos 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 received correspondence from HUD-FHEO on November 29, 2021, regarding the approval of the VCA Compensation Fund. HAPGC has sent a letter in response on December 13, 2021.
- In closing out the year of '2021, Executive Director Simms expressed appreciation to the staff of the Housing Authority of Prince George's County and thanked the Board of Commissioners for their continued support of the agency and holding HA accountable. Lastly Director Simms thanked the County Executive, CAO, DCAO, and staff that HA engage, [he] praised them for their guidance and leadership.

Rental Assistance Division:

- Rental Assistance Division Manager Ron McCoy presented the RAD report as follows:
- HAPGC hosted a Holiday Meet & Lease event to house homeless families on December 17, 2021. Families that attended the event also experienced a winter wonderland full of food, giveaways as well as Christmas toys for their children. HAPGC housed numerous families at this event in one day
- HAPGC has received 75 of the allocated 139 referrals for out Emergency Housing Vouchers
- HAPGC has published a Request for Proposal (RFP) during the month of December for Project-based vouchers to house families from off its waiting list or referred from CoC or VA (for VASH project-base) Owners are able can submit their proposals to HAPGC for consideration online. The deadline for submissions is slated for the end of January 2022.
- HAPGC has an immediate need to house up to 200 families that were recently issued Tenant-based vouchers from off its waiting list. This is to increase the HCV utilization to 98%.

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 four (4) move-outs for the month of November 2021

PHA-wide

- The Housing Authority of Prince George's County (HAPGC) hasn't had any new confirmed cases of COVID this month.
- HAD hosted our first RAD meeting for Cottage City Towers Community via Zoom.
- In January 2022, HAD will be moving forward with 4 open houses per month at all sites struggling with vacancy.

- The financial bifurcation of duties has come to a point of completion. In January, notices will go out to the residents to notify them at all sites they can now pay onsite.
- During the month of December HAD conducted ERAP fairs at all public housing sites just in time for the deadline/closure of the program December 15th, 2021. Residents were able to get status updates on pending applications and in some cases file a new case if applicable.

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 November, there were (36) re-certifications completed, no new admissions, and no transfers. No 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 November reporting an overall occupancy rate of 94%.

Resident Services

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

- No comments or questions were expressed by the Board.

Development

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

- No additional comments or questions were expressed by the Board

New Business:

- Belay Ademu, Accounting Services Manager presented resolution #1355, a resolution to revise HAPGC’s Cash Collection Policy. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve resolution #1355. Commissioner Brett Theodos motioned to approve the resolution and Vice Chair Ron Blackwell seconded the motion. Resolution #1355 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 6:55 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=yhbautista@gmail.com, c=US
Date: 2022.02.07 18:39:35 -05'00'

Yolanda L. Hawkins-Bautista
Chairwoman



Nathan F. Simms Jr.
Secretary/Executive Director