

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, January 23, 2023

**Minutes**

**Present:**

**Commissioners:**

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

**Staff:**

Ron McCoy, Acting Executive Director, HA  
Dawnay Green, RAD Deputy Manager, HA  
Belay Ademu, Accounting Services Manager, FAS  
Jacqueline Massiah, General Ledger Supervisor, FAS  
Karanja Slaughter, Division Manager, HAD  
Denise Haffenden, Deputy Manager, HAD  
Dante Clark, Asst. Property Manager, HAD  
James McGraw, Development Manager, HA  
Crystal Ford, Resident Services, HAD  
Ed Davis, Compliance Manager, HA  
Gloria O'Neal, Compliance Officer, HA  
Nicole Garrett, Fair Housing Officer, HA  
Alana Speed Harris-HR Manager, HA  
Carrie Blackburn Riley, Legal Counsel  
Mugure Crawford, HA, Recorder

**Guests:** Angie Rodgers, DCAO, CEX Office

**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 at 5:34 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Regina Nadir, Layton Wilson, Vice Chair Euron Blackwell Commissioner Brett Theodos, and Commissioner W. Marshall Knight.

**Approval of Minutes:** Chairwoman Yolanda Hawkins-Bautista called for a motion to approve the November 21, 2022 meeting minutes. Vice Chair Blackwell motioned to approve the minutes and Commissioner Shannon seconded the motion.

Chair Yolanda Hawkins-Bautista called for a motion to approve the December 19, 2022 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Nadir seconded the motion. The minutes were approved.

**Reports by the Acting Executive Director:**

- Acting Executive Director, Ron McCoy provided the Board with agencywide updates.
- Acting ED McCoy introduced Alana Speed Harris, Housing Authority's HR Manager who discussed the hiring process for county employees.
- Compliance Manager Ed Davis discussed the process for HA personal service contracts. Follow up discussion occurred with the Board requesting a copy of the Procurement Policy.
- Follow up discussion occurred with ADCAO Angie Rodgers on the hiring process to appoint a new Executive Director for the Housing Authority.
- Chair Bautista solicited the board to come up with a committee to work with the search firm team to assist in the appointment/hiring process. Commissioner Theodos provided his input and agreed to hire a search firm and asked several questions regarding the terms of involving the county in this process. Chair Bautista reminded everyone that the board has the authority on making the decision. Commissioner Theodos exclaimed to the board that they have a choice and this proposal is just one option. Chair Bautista called for a motion to vote on this current proposal of working with a search firm and forming a committee to assist in the hiring process in appointing an Executive Director for the Housing Authority. Commissioner Nadir motioned to vote on the proposal and Commissioner Shannon seconded the motion. The proposal was approved by the board, with Commissioner Theodos voting Nay. The following commissioners will serve on the hiring committee search for a Executive Director for the Housing Authority; Chair Bautista, Commissioners Knight and Shannon. The Board will send a follow up email to DCAO Rodgers' assistant confirming this process/proposal and will set up a date and time to begin working together.

**Housing Choice Voucher Program:**

Housing Choice Voucher Program Deputy Manager Dawnay Green presented the HCV report:

- Follow up discussion occurred with Chair Bautista reminding staff to invite and/or alert the Board to HCV/HAPGC events

**Resident Fulfillment:**

- No new updates at this time for the Resident Fulfillment log

**Housing Assistance Division:**

Deputy Manager Denise Haffenden presented the HAD report, as follows:

- There were no move-in and no move-outs for the month of December 2023

**PHA-wide**

- Follow up discussion occurred with Chair Bautista regarding the complaints at Kimberly Gardens about staffing and trash/grounds up keep. Denise Haffenden responded and

stated that TM Associates should have a porter onsite. Acting ED Ron McCoy further addressed the concerns regarding the duties that TM Associates are tasked to perform. Chair Bautista requests a plan/report sent to the board to address the poor performance of TM Associates. Commissioner Shannon also requests TM Associates schedule meetings to meet with the residents directly. Commissioner Shannon also suggests that TM Associates attend the monthly Operations Committee Meeting.

- Follow up discussion occurred with Chair Bautista expressing concerns with no movement with the PH waitlist.

#### **Occupancy/Recertification**

- For December, there were (3) re-certifications completed, no admissions and no transfers. No eviction actions processed. There was no Criminal court appearance. There was no Landlord Tenant Court appearance.
- Denise Haffenden also presented the Vacancy Report for December reporting an overall occupancy rate of 93%.

#### **Resident Services**

Resident Services Manager Crystal Ford reported the Resident Services report for December 2022:

- No comments or questions were expressed by the Board.

#### **Development**

James McGraw presented the Development & Modernization Report for December 2022:

- Follow up discussion occurred with Chair Bautista requesting an update on GAP Funding. Karanja Slaughter and James McGraw responded and will provide the board with an update as well as plan if GAP funding is not secured.

#### **Financial Report**

Accounting Services Manager Belay Ademu presented the Finance Report and reported on key highlights for the month ending December 31, 2022.

- Follow-up discussion occurred with Chair Bautista expressing serious concerns about the Financial Performance of the agency. Chair advises staff to come up with a plan to address the major concerns moving forward. Chair Bautista also requests the Finance and Operations Committees quickly take a deep dive into addressing the concerns.

#### **New Business:**

- None

**Unfinished Business:**

- Acting ED Ron McCoy presented resolution 1383, a Resolution Appointing an Acting Executive Director for the Housing Authority of Prince George's County. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1383. Commissioner Knight motioned to approve resolution #1383 and Commissioner Shannon seconded the motion. Resolution #1383 was approved.
- Chair Bautista reminds staff to send all requested follow up reports to the Board no later than the first week of February.

**Public Comments:**

- None

**Adjournment:**

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:31 p.m.

**Attest/ Witness:**

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Yolanda  
Hawkins-  
Bautista

Yolanda Hawkins-Bautista/Chairwoman

  
\_\_\_\_\_  
Ron M. McCoy/  
Acting Executive Director/Secretary

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: 2023.05.11 15:46:23 -04'00'