

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, May 22, 2023

**Minutes**

**Present:**

**Commissioners:**

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

**Staff:**

Ron McCoy, Acting Executive Director, HA  
Dawnay Green, RAD Deputy Manager, HA  
Will Pass, Accounting Consultant, FAS  
Belay Ademu, Accounting Services Manager, FAS  
Louis Braswell, Accountant, FAS  
Karanja Slaughter, Division Manager, HAD  
Denise Haffenden, Deputy Manager, HAD  
Dante Clark, Asst. Property Manager, HAD  
Crystal Harris, Asst. Property Manager, HAD  
James McGraw, Bond & Development Manager, HAD  
Michael Jackson, Sr. Project Manager, HAD  
Thaddeus Green, Development Officer, HAD  
Ed Davis, Compliance Manager, HA  
Gloria Bowens, Compliance Officer, HA  
Kelvin Jay Noble, Procurement Officer, HA  
Nicole Garrett, Fair Housing Officer, HA  
Alana Speed Harris-HR Manager, HA  
Carrie Blackburn Riley-Legal Services  
Mugure Crawford, HA, Recorder

**Location:**

**Via GO-TO-MEETING Link**  
**Dial In: 1-(866) 899-4679 Access Code: 819-222-557**

**Call to Order:** Chair Yolanda Hawkins-Bautista called the meeting to order at 5:35pm having declared a quorum with the following Commissioners present: Regina Nadir, Layton Wilson, Brett Theodos, Cherice Shannon, Vice Chair Euron Blackwell and Commissioner W. Marshall Knight

**Approval of Minutes:** Chair Bautista called for a motion to approve the April 24, 2023 minutes. Commissioner Shannon motioned to approve the minutes and Vice

Chair Blackwell seconded the motion. The minutes were approved.

**Reports by the Acting Executive Director:**

- Acting Executive Director, Ron McCoy provided the Board with agencywide updates.
- Mr. McCoy expressed the idea of scheduling a Board Retreat with the Board

**Compliance Division:**

- Ed Davis, Compliance Manager provided division updates for the Compliance department
- Guests from PGCPs as well as Howard Burnett presented the FACTS presentation, FACTS is the Foundation for Applied Construction Technology for Students. The Foundation supports the Student Built House Project.
- Follow up discussion occurred with the board, Housing Authority staff and Commissioner Theodos asked Mr. Burnett several questions about how the program is managed.

**Housing Choice Voucher Program:**

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

- No further comments or questions were expressed by the Board.

**Resident Fulfillment:**

- No new updates currently for the Resident Fulfillment log

**Housing Assistance Division:**

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

- There were no move-in and four (4) move-outs for the month of April 2023

**PHA-wide**

- Follow up discussion occurred with Chair Bautista, the Board and Housing Authority staff regarding the landscaping on HA properties. Chair Bautista expressed serious concerns with the landscaping issues. Karanja Slaughter and Denise Haffenden responded to the board.

**Occupancy/Recertification**

- For April, there were (9) 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.
- Ms. Haffenden presented the Vacancy Report for April reporting an overall occupancy rate of 89%.

**Resident Services**

Deputy Manager Denise Haffenden presented the Resident Services report on behalf of Crystal Ford for April 2023:

- No further comments or questions were expressed by the Board.

**Development**

James McGraw presented the Development & Modernization Report for April 2023:

- No further comments or questions were expressed by the Board.

### **Financial Report**

Accounting Services Consultant, Will Pass reported on key highlights for the month ending April 30, 2023:

- No Further comments or questions were expressed by the Board

### **New Business:**

- Compliance Officer, Gloria Bowens presented resolution 1389, a resolution approving the FY 2023 PHA Plan including Annual and Five-Year Plan, Authorizing the Chairwoman to sign applicable documents and Authorizing the submission to the U.S. Department of Housing and Urban Development. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1389. Commissioner Shannon motioned to approve resolution #1389 and Vice Chair Blackwell seconded the motion. Resolution #1389 was approved.
- In conjunction with the FACTS presentation presented during the Compliance report, Resolution 1390, a resolution authorizing the Acting Executive Director of the Housing Authority of Prince George's County to dispose of Property was tabled by the Board. Chairwoman Yolanda Hawkins-Bautista is requesting more information regarding the program, sufficient time to review in order to move forward with Resolution 1390.
- Accounting Services Consultant, Will Pass presented resolution 1392, a resolution approving an update to the Accounts Receivable and Overpayments Policy. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1392. Commissioner Shannon motioned to approve resolution #1392 and Commissioner Theodos seconded the motion. Resolution #1392 was approved.

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

- Fair Housing Officer, Nicole Garrett presented to the board details and extended an invitation for all to attend the HAPGC Housing Fair being held at the Sports and Learning Complex in Largo, Maryland on Saturday June 17, 2023.
- Follow up discussion occurred with Chair Bautista providing a status update to the Board on the search for an Executive Director for the agency. Chairwoman stated that search team is in the process of identifying a vendor and is working on the contract terms and will move forward with this process once terms have been solidified.

**Public Comments:**

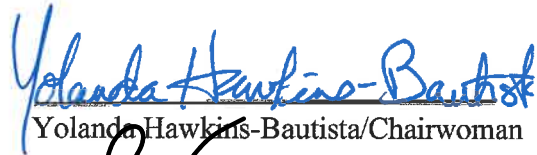
- None

**Adjournment:**

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:40 p.m.

**Attest/ Witness:**

  
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Yolanda Hawkins-Bautista/Chairwoman



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Ron M. McCoy/  
Acting Executive Director/Secretary