

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, April 22, 2024

Minutes

Present:

Commissioners: Chairwoman Yolanda Hawkins-Bautista
Vice Chair Euron Blackwell
Commissioner Brett Theodos
Commissioner Cherice Shannon
Commissioner Layton Wilson
Commissioner Regina Nadir

Staff:

Jessica Anderson-Preston, Executive Director, HA
Dawnay Green, HCV Deputy Manager, HA
Carolyn Floyd, HCV Program Manager, HA
Jacqueline Massiah, FAS, HA
Denise Haffenden, Asset Management, HAD
Crystal Harris, Asst. Property Manager, HAD
Crystal Ford, Resident Services, HAD
Michael Jackson, Sr. Project Manager, HAD
Thaddeus Green, Development Officer, HAD
Kelvin Jay Noble, Procurement Officer, HA
Carrie Blackburn Riley-Legal Services
Alana Speed Harris-HR Manager, HA
Mugure Crawford, HA, Recorder
Guest: Angie Rodgers-DCAO, CEX Office

Guest:

9200 Basil Court 2nd Floor Large Conference Room
Largo, Maryland 20774
&

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 5:36pm declaring a quorum with the following Commissioners present: Brett Theodos, Layton Wilson, Cherice Shannon, Vice Chair Euron Blackwell and Commissioner Regina Nadir.

Approval of Minutes: Chair Yolanda Hawkins-Bautista called for a motion to approve the March 26, 2024 minutes. Commissioner Wilson motioned to approve the minutes and Commissioner Shannon seconded the motion. The minutes were approved.

Reports by Executive Director:

- Executive Director Anderson-Preston provided the board with a brief update on the Final Audit Report. CLA Auditors will be available for the June board meeting to present.
- Director Preston provided the board with updates on upcoming NSPIRE inspections including Marlborough Towne and Marcy Ave both on May 6, 2024.
- Director Preston updated the board on HAPGC “Meet and Greet the Director” events at Rollingcrest, Owens Road and Cottage City properties. She noted the goal is to host these events on the properties, quarterly. Newsletters will also be provided quarterly.
- Director Preston alerted the board that IHF Solutions will be working with HAPGC on projects such as policy and procedures with audit findings while working alongside HCV staff. They have been brought on board to assist with staff shortages to complete waitlist projects as well as rent increases for landlords.

Office of Compliance:

- Executive Director Anderson-Preston presented the Compliance Division updates to the board on behalf of Ed Davis, Compliance Manager .
- No further discussion occurred with the Board.

Housing Choice Voucher Program:

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

- No further discussion occurred with the Board.

Resident Fulfillment:

- No new updates currently for the Resident Fulfillment log

Housing Assistance Division:

Denise Haffenden, HAD Division Asset Manager presented the HAD report as follows:

- There were no move-ins and no move-outs for the month of March 2024

PHA-wide

- No further discussion occurred with the Board.

Occupancy/Recertification

- For March there were thirteen (13) re-certifications completed, eighteen (18) recertifications due, a total of (298) two-hundred ninety-eight recertifications, of those (235) were late with an 79% percentage of late recertifications. No admissions and no transfers. No eviction actions processed. There was no Criminal court appearance. There were no Landlord Tenant Court appearances.
- Ms. Haffenden presented the Vacancy Report for December reporting an overall occupancy rate of 87%.

Resident Services

Crystal Ford presented the Resident Services report for March 2024:

- Follow-up discussion occurred with Commissioner Nadir regarding Empowering Minds and the number of residents who’ve signed up for

services. Ms. Ford responded

- Follow up discussion occurred with the board regarding Project Waves and the survey being conducted regarding broadband services. Ms. Ford responded
- Follow up discussion occurred with Chair Bautista regarding the June timeline for Ross Grant Summer Activities and when additional programs become available to residents. Ms. Ford responded

Development

Project Manager Michael Jackson presented the Development & Modernization report for March:

- No Further comment or questions were expressed by the Board.

Financial Report

Acting Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending March 30, 2024:

- No Further comment or questions were expressed by the Board.

New Business

- Executive Director Jessica Anderson-Preston presented resolution 1412, a resolution Approving the Amendment of the Policies & Procedures for Acquisition and Disposition of Real Property. Chair Yolanda Hawkins-Bautista called for a motion to approve Resolution #1415. Commissioner Shannon motioned to approve resolution #1415 and Vice Chair Blackwell seconded the motion. Resolution #1415 was approved.

Additional Board/Staff Comments:

- None

Public Comments:

- None

Adjournment:

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:32pm to vote to go into closed session to discuss personnel matters. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 6:35 p.m.

At 6:36pm voting occurred to go into closed session, by unanimous vote the Board of Commissioners voted to go into closed session. The closed session started at 7:00pm. At 8:25pm Chair Yolanda Hawkins-Bautista motioned to adjourn the closed session and vote to open back the public meeting. By unanimous vote the Board of Commissioners adjourned the closed session. The Board voted unanimously to open back up the public session. Chair Yolanda Hawkins-Bautista then motioned to adjourn the public meeting at 8:34pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:35pm.

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: 2024.07.15 14:47:03 -04'00'

Yolanda Hawkins-Bautista
Chairwoman



Jessica G. Anderson-Preston/
Executive Director/Secretary