

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, April 28, 2025

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
Charlene Wills, General Counsel, HA
Jacqueline Massiah, Accounting Services Manager, HA
Crystal Harris, Director Property & Asset Management, HAD
Crystal Ford, Client Services, HAD
Ray Nix, Consultant, Development & Modernization, HA
Jerry Zanelotti, Construction Manager, HAD
Dante Clark, Procurement Officer, HA
Nicole Garrett, 504 Program Officer, HA
Alana Speed-Harris, Human Resources
Mugure K. Crawford-Recorder

Guest: DCAO Angie Rodgers, CEX

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 in person at 5:38pm declaring a quorum with the following Commissioners present: Commissioner Cherice Shannon was in person, Commissioner Layton Wilson, Vice Chair Blackwell, Commissioner Regina Nadir and Commissioner Brett Theodos attended the meeting virtually.

Approval of Minutes: Chair Yolanda Hawkins-Bautista called for a motion to approve the March 24, 2025 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Theodos seconded the motion. The March board minutes were approved.

Reports by Executive Director:

- CPA, Justin Measley from Clifton, Larson, & Allen, LLP presented the agency Financial Audit report to the Board. Mr Measley thanked the HA staff for being responsive to get the audit completed.
- Executive Director Jessica Anderson-Preston provided the board with Agency-Wide

- updates for the Housing Authority.
- ED Anderson-Preston provided Agency Plan presentation and Cottage City site visit updates to the board.
- ED Anderson-Preston briefed the board on the Cottage City Relocation Plan provided to residents of Cottage City Towers on April 22, 2025
- ED Anderson-Preston also provided the board with Financial updates regarding the Cottage City relocation plan.
- No further comment or discussion was expressed by the board.

Development

Development and Modernization Consultant, Ray Nix presented the Development & Modernization report for March 2025:

- Follow up discussion occurred with the board regarding the Cottage City CDA application and the States's response back to the HA. Ray Nix responded.

Procurement

- Procurement Officer, Dante Clark presented the Procurement Report for the month of March 2025:
- No further comments or discussion occurred with the Board.

Housing Choice Voucher Program:

HCV Division Manager, Carolyn Floyd presented the HCV Report for the month of March as follows:

- Follow up question with Chair Bautista regarding the use/timeline of State Vouchers(vouchers provided through the State of Maryland). Carolyn Floyd responded

Housing Assistance Division:

Crystal Harris, Director of Property & Asset Management presented the HAD report for the month of March as follows:

- There were no move-ins and no (0) move-outs for the month of March 2025

PHA-wide

- Follow up discussion occurred with Chair Bautista regarding ERAP and rent portions. Crystal Harris responded and will provide the information during the May board meeting.

Occupancy/Recertification

- For March there were nine (9) re-certifications completed, thirteen (13) recertifications due. No new admission and no transfers. No eviction actions processed. There was no Criminal court appearance. There were no Landlord Tenant Court appearances.
- Ms. Harris presented the Vacancy Report for March reporting an overall occupancy rate of 94%.

Client Services

Crystal Ford presented the Client Services report for March 2025 as follows:

- Follow up discussion occurred with the Chair regarding the process requesting ERAP assistance in conjunction with eviction notices. Division Manager Crystal Harris responded.

Resident Fulfillment Log

- No new updates currently for the Resident Fulfillment log

Financial Report

Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending March 31, 2025:

- No further comments or discussion occurred with the Board.

New Business

- Executive Director Jessica Anderson Preston presented Resolution #1426, a resolution to approve the Housing Authority's FY26 Agency Plan. Chairwoman Yolanda Hawkins Bautista called for a motion to approve Resolution #1426. Commissioner Shannon motioned to approve resolution #1426 and Commissioner Nadir seconded the motion. Resolution #1426 was approved.

Public Comments:

- 1. **Katrina Webster-University of Maryland College Park student**-attended the Board meeting seeking information on obtaining any opportunities for affordable housing in the county. Staff responded and will contact Ms. Webster directly on housing options and opportunities within the County.
- 2. **Sydney Chapman-HCVP Landlord**- attended the Board meeting virtually to discuss the process for requesting rental increase. Executive Director Jessica Anderson responded with information regarding the Payment Standards and Fair Market Rent regulations.

Adjournment:

- Chairwoman Yolanda Hawkins Bautista motioned to adjourn the public meeting at 6:58pm to vote to go into closed session to discuss legal matters. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 6:59 p.m. At 7:00pm 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 7:05pm. At 7:50pm 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 7:51pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 7:52pm.

Attest/ Witness:

Margie Crawford

Yolanda Hawkins-Bautista
Yolanda Hawkins-Bautista
Chairwoman
Jessica G. Anderson-Preston
Jessica G. Anderson-Preston/
Executive Director/Secretary