

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, March 24, 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:

Charlene Wills, General Counsel, HA
Jacqueline Massiah, Accounting Services Manager, HA
Crystal Harris, Director Property & Asset Management, 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 5:36pm declaring a quorum with the following Commissioners present virtually: Commissioner Cherice Shannon, Commissioner Layton Wilson, Vice Chair Blackwell, Commissioner Regina Nadir. Commissioner Brett Theodos attended the meeting in person.

Approval of Minutes: Chair Yolanda Hawkins-Bautista called for a motion to approve the February 24, 2025 minutes. Commissioner Shannon motioned to approve the minutes and Commissioner Blackwell seconded the motion. Chair Yolanda Hawkins noted a correction to the minutes on page 1 regarding attendance. The February board minutes were approved with correction.

Reports by Executive Director:

- General Counsel Charlene Wills provided the board with Agency-Wide updates for the Housing Authority on behalf of Executive Director Anderson-Preston.
- Charlene Wills provided Agency Plan presentation updates to the board.
- No further comment or discussion was expressed by the board.

Development

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

- Follow up discussion occurred with Commissioner Theodos regarding the timing of the CDA submission for the Cottage City redevelopment project as far as when the Agency will receive responses based on what was submitted. Ray Nix responded and noted a work session with the Loan Officer will be scheduled to review outstanding items and responses.
- Follow up discussion occurred with the board regarding the Cottage City relocation plan. Ray Nix noted there is a draft relocation plan in process and that the HA has scheduled an April townhall for Cottage City residents to review the plan.

Housing Choice Voucher Program:

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

- Follow up question with Chair Bautista and Commissioner Theodos regarding reporting FSS activity to HUD. Carolyn Floyd responded
- Follow up discussion occurred with Commissioner Shannon regarding the number of inspectors within the agency. Carolyn Floyd responded
- Follow up discussion occurred with the utilization rate of PBV's and the lack of referrals for specific apartment communities. Commissioner Theodos additionally followed up with a question regarding referrals of NGO's. Furthermore for future special program reports the request was made by the Board to include the total number of SPU's and PBV's in the report.

Housing Assistance Division:

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

- There were no move-ins and two (2) move-outs for the month of February 2025

PHA-wide

- Follow up discussion occurred with Chair Bautista regarding the timing of NPSIRE inspections for 2025 and completion of repairs. Crystal Harris responded
- Follow up discussion occurred with Commissioner Theodos regarding move out summary report and error on the report. Crystal Harris responded and will correct the report.
- Follow up discussion occurred with the Board regarding HA agency vacancies and staffing. Crystal Harris responded.
- Follow up discussion occurred with Chair Bautista regarding the status of the (7) ERAP applications being processed also responses from residents in default of rent who need to set up payment plans.

Occupancy/Recertification

- For February there were twenty-five (25) re-certifications completed, thirty-five (35) recertifications due. No new admission and three (3) 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 February reporting an overall occupancy rate of 95%.

Client Services

Crystal Harris presented the Client Services report for February 2025 on behalf of Crystal Ford as follows this month:

- No further discussion occurred with the Board.

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 February 28, 2025:

- No further comments or discussion occurred with the Board.

New Business

- None


Public Comments:

- 1. Avery Shivers-(Maryland Legal Aide) Mr Shivers requested follow up information regarding the Cottage City redevelopment project. Mr Shivers asked the following questions. Will the Annual Plan Public Housing/ RAB Board presentations be held virtually? When will the Cottage City residents receive a copy of the relocation plan? Where is the next PH site scheduled for redevelopment? Housing Authority staff addressed and responded to all of Mr Shiver's questions.

Adjournment:

- Chair Yolanda Hawkins Bautista motioned to adjourn the public meeting by unanimous vote, the Board of Commissioners meeting adjourned at 6:50pm.

Attest/ Witness:



Yolanda Hawkins-Bautista
Chairwoman



Charlene Wills/ General Counsel