

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, May 24, 2021

**Minutes**

Present:

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

Staff: Nathan F. Simms Jr., Executive Director, HA  
Crystal Harris, Housing Assistance Division, HAD  
Crystal Ford, Resident Services Manager, HAD  
James McGraw, Development Manager, HA  
Michael Jackson, Development & Modernization, HA  
Nicole Garrett, 504 Coordinator, HA  
Carrie Blackburn Riley, Legal Counsel-HA  
Mugure Crawford, HA, Recorder

Guest: Angie Rodgers, DCAO

Location: **Via Microsoft TEAMS and Conference Call-Dial In:**  
301-883-6600 **Code:** 480647

**Call to Order:** Commissioner W. Marshall Knight called the meeting to order at 5:32 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, Regina Nadir, Euron Blackwell, Brett Theodos. Chairwoman Yolanda Hawkins-Bautista arrived at 6:22pm due to family emergency.

**Approval of Minutes:** Commissioner W. Marshall Knight called for a motion to approve the April 26, 2021 meeting minutes. Commissioner Cherice Shannon motioned to approve the minutes and Commissioner Regina Nadir seconded the motion. The minutes were approved.

**Reports by the Executive Director:**

- Executive Director Nathan Simms reported an update on the Voluntary Compliance Agreement (VCA) and required deliverables to the Board. Mr. Simms reported on HUD-FHEO responses, HAPGC's partnership with Parks and Recreation to provide HCV

participants opportunities for health and wellness, and HAPGC awarded 139 Emergency Housing Vouchers (EHV).

**Housing Assistance Division Waiting List:**

- Rental Assistance Division Manager Ron McCoy reported that ~~that~~ as of April 30, 2021, there were no applicants pulled from the Public Housing (PH) Program Waiting List. The cumulative number of persons pulled from the PH Waiting List for the year to date is zero.

**Rental Assistance Division Waiting List:**

- Rental Assistance Division Manager Ron McCoy presented the Rental Assistance Division’s report, stating that for April, there were zero (0) pulls for the Housing Choice Voucher Program; zero (0) pulls for Moderate Rehab; and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are zero (0) for HCV, MOD, and Project Based vouchers.
- As of April, the HA is at 97% utilization for vouchers and 99% for dollar utilization. For the month of April twenty-seven (27) new vouchers were issued.
- Ron McCoy reported that HCV program was informed by HUD that it will not be receiving vouchers for Regency (MOD Opt-out). The new owners will be responsible for all moving forward.

**Resident Fulfillment:**

- Solicitation of new Resident Advisory Board members (RAB) and HCV client outreach is still in progress. A Newsletter is being finalized to solicit members ~~to see who~~ is may be interested in participating.

**Housing Assistance Division:**

Assistant Property Manager Crystal Harris presented the HAD report, as follows:

- There was (1) one move-in and (3) one move-outs for the month of April 2021

**PHA-wide**

- Crystal Harris reported HAPGC hasn’t had any new confirmed cases of COVID for the month of April.
- Outreach to applicants is currently at a standstill.
- Collection efforts of the HAD team continues.
- Rent Café is now live. Follow up discussion occurred with the Board and Commissioner Brett Theodos requesting setting up a meeting to understand the Rent Café portal and waitlist process.

## **Property Management**

### **Owens Road**

- No comments or questions were expressed by the Board.

### **Cottage City Towers**

- No comments or questions were expressed by the Board.

### **Rollingcrest Village**

- No comments or questions were expressed by the Board.

### **Kimberly Garden**

- No comments or questions were expressed by the Board.

## **Occupancy/Recertification**

- For April, there were (28) re-certifications completed, (1) new admission, and (2) transfers. There were no eviction actions processed. There were zero (0) appearances for Mental Health Court.
- Crystal Harris also presented the Vacancy Report for April reporting an overall occupancy rate of 94%.

## **Resident Services**

Resident Services Manager, Crystal Ford presented the Resident Services report for April 2021:

- No comments or questions were expressed by the Board.

## **Development**

James McGraw presented the Development & Modernization Report for April 2021:

- No comments or questions were expressed by the Board.

## **Financial Report**

Accounting Services Manager Belay Ademu presented the Finance Report and reported on key highlights for the month ending April 30, 2021.

- No comments or questions were expressed by the Board.

## **Unfinished Business:**

- None

## **New Business:**

- Rental Assistance Division Manager Ron McCoy presented resolution #1341, a resolution to include regulatory changes for the update of the 2021 payment standards. Commissioner W. Marshall Knight called for a motion to approve resolution #1341. Commissioner Brett Theodos motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Resolution #1341 was approved by the Board.
- Compliance Officer Gloria Bowens presented resolution #1342, a resolution amending the Admissions & Occupancy Plan (ACOP) to include regulatory changes. Commissioner W. Marshall Knight called for a motion to approve resolution #1342. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Layton Wilson seconded the motion. Resolution #1342 was approved.
- Compliance Officer Gloria Bowens presented resolution #1343, a resolution amending the Administrative Plan to include regulatory. Commissioner W. Marshall Knight called for a motion to approve resolution #1343. Commissioner Layton Wilson motioned to approve the resolution and Commissioner Cherice Shannon seconded the motion. Resolution #1343 was approved.
- Procurement Officer Jay Noble presented resolution 1344, a resolution authorizing the Board of Commissioners to approve amended Procurement Policy for the Housing Authority of Prince George's County. Commissioner W. Marshall Knight called for a motion to approve resolution #1344. Commissioner Cherice Shannon motioned to approve the resolution and Commissioner Euron Blackwell seconded the motion. Resolution #1344 was approved.

## **Public Comments:**

- None

**Adjournment:**

- Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:44 p.m.

**Attest/ Witness:**



Nathan F. Simms Jr.  
Executive Director

Yolanda  
Hawkins  
-  
Bautista

Yolanda Hawkins-Bautista  
Chairwoman

Digitally signed by  
YolandaHawkins-Bautista  
DN: cn=Yolanda Hawkins-Bautista,  
o=Housing Authority of Prince  
George's County, ou=Chair,  
email=yhbaudista@gmail.com,  
c=US  
Date: 2021.08.04 13:54:33 -04'00'

