

Adjournment:

- Chairwoman Yolanda Hawkins-Bautista motioned to adjourn the public meeting at 7:03pm to vote to go into closed session to discuss legal and personnel matters. By unanimous vote, the Board of Commissioners meeting adjourned the public meeting at 7:04 p.m. At 7:05pm 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 7:15pm. At 8:05pm Chairwoman 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 8:06pm. By unanimous vote, the Board of Commissioners adjourned the public meeting at 8:07pm.

Attest/ Witness:



Yolanda Hawkins-Bautista /Chairwoman



Jessica G. Anderson-Preston/
Executive Director/Secretary

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, February 26, 2024

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:

Jessica Anderson-Preston, Executive Director, HA
Dawnay Green, HCV Deputy Manager, HA
Carolyn Floyd, HCV Program Manager, HA
Will Pass, FAS Consultant, HA
Jacqueline Massiah, FAS, HA
Karanja Slaughter, Division Manager, HAD
Crystal Harris, Asst. Property Manager, HAD
Crystal Ford, Resident Services, HAD
James McGraw, D&M, HAD
Michael Jackson, Sr. Project Manager, HAD
Thaddeus Green, Development Officer, HAD
Gloria Bowens-O'Neal, Compliance Officer, HA
Kelvin Jay Noble, Procurement Officer, HA
Carrie Blackburn Riley-Legal Services
Alana Speed Harris-HR Manager, HA
Mugure Crawford, HA, Recorder
Guest: Jim Chandler-ADCAO, CEX Office

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 5:34pm declaring a quorum with the following Commissioners present: Commissioners Brett Theodos, W. Marshall Knight, Layton Wilson, Cherice Shannon, Vice Chair Euron Blackwell and Commissioner Regina Nadir (*virtually*).

Approval of Minutes: Chair Bautista called for a motion to approve the January 22, 2024 minutes. Commissioner Wilson motioned to approve the minutes and Vice

Chair Blackwell seconded the motion. The minutes were approved.

Reports by Executive Director:

- Executive Director Anderson-Preston discussed the REAC inspection schedule for HAPGC for the month of March
- Executive Director Anderson-Preston alerted the board that HUD will be conducting a Payroll audit for the agency.

Office of Compliance:

- Ed Davis, Compliance Manager presented Compliance Division updates to the board.
- Follow up question regarding the timeline for responses received back to the agency regarding VCA actions. Mr. Davis updated the board and noted 30% of actions are left remaining.

Housing Choice Voucher Program:

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

- The Chair acknowledged the efforts that the HCV staff has worked on regarding applying for grants for the agency.

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 January 2024

PHA-wide

- Follow up discussion occurred with the board regarding the family relocating back on February 19, 2024 at Kimberly Gardens.
- Follow up discussion occurred with Commissioner Theodos regarding a status update on recertifications. Executive Director Anderson-Preston responded by stating she will provide assistance to staff to complete this process.
- Follow up discussion occurred with Yardi messaging errors regarding recertifications.
- Follow up discussion occurred with Commissioner Knight regarding the prep work and standards in preparation for the upcoming REAC inspections for the HA properties.

Occupancy/Recertification

- For January there were six re-certifications completed, twenty-three recertifications due, 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 January 2024:

- No Further comments or questions expressed by the Board.

Development

James McGraw, Bond & Development Manager presented the Development & Modernization report for December as follows:

- Follow up discussion occurred with Commissioner Knight regarding the exterior lighting issue at Owens Road and the REAC/Inspire Assessment.

Financial Report

Acting Accounting Services Manager, Jacqueline Massiah reported on key highlights for the month ending January 31, 2024:

- No Further comments or questions expressed by the Board.

New Business

- Acting Accounting Services Manager, Jacqueline Massiah presented resolution 1403, a resolution authorizing the Executive Director to enter into an agreement with Clifton Larson Allen, LLP. for Annual Audit Services. Chair Bautista noted two corrections on the resolution regarding the correct spelling of the auditor and title of Executive Director. Chair Yolanda Hawkins-Bautista called for a motion to approve Resolution #1403. Commissioner Wilson motioned to approve resolution #1403 and Vice Chair Blackwell seconded the motion. Resolution #1403 was approved w/corrections.
- Chair Yolanda Hawkins-Bautista presented resolution 1408, a resolution appointing an Executive Director for the Housing Authority of Prince George's County. Chairwoman Yolanda Hawkins-Bautista called for a motion to approve Resolution #1408. Commissioner Knight motioned to approve resolution #1408 and Commissioner Shannon seconded the motion. Resolution #1408 was approved.

Additional Board/Staff Comments:

- None

Public Comments:

- None