

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Monday, March 23, 2020

Minutes

Present:

Commissioners: Chairwoman Yolanda L. Hawkins-Bautista
Vice Chairman Leonard Hamlin
Commissioner Cherice Shannon
Commissioner Layton Wilson

Staff: Estella Alexander, Executive Director, HA
Alvin Coley, Regional Property Manager, HA
Carolyn Floyd, Acting Rental Assistance Manager, HA
Michael Jackson, Project Manager, HA
James McGraw, Development & Modernization Manager, HA
Jacqueline Massiah, Acting Accounting Services Manager, HA
Crystal Ford, Resident Services Manager, HAD
Nicole Garrett, HA, Recorder

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

Call to Order: Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:40 p.m. having declared a quorum with the following Commissioners present: Commissioners Layton Wilson, Cherice Shannon, and Vice Chairman Leonard Hamlin.

Approval of Minutes: Chairwoman Yolanda L. Hawkins-Bautista called for a motion to approve the February 24, 2020 meeting minutes. Vice Chairman Leonard Hamlin motioned to approve the minutes and Commissioner Cherice Shannon seconded the motion. The minutes were approved.

Communication/Correspondence:

- Executive Director Estella Alexander alerted the board that HA has been working in collaboration with the County Executive's office to ensure the safety of the staff during the COVID 19 crisis. HA has started teleworking procedures and have taken great efforts to keep senior residents apprised to remain safe and healthy during this pandemic.

Reports by the Executive Director:

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of February 29, 2020, there were 30 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 40.
- As of February 29, 2020, there were 4,051 households on the PH Waiting List. Sixty-seven (67%) percent of the households on the list reported that they were county residents or worked in the county at least 30 hours per week. Eighty-five (85) households on the list indicated that they are not county residents, nor do they work in the County.

Rental Assistance Division:

- Acting Rental Assistance Manager, Carolyn Floyd presented the Rental Assistance Division's report, stating that for February, there were zero (0) pulls for the Housing Choice Voucher (HCV) Program, twenty-five (25) pulls for Moderate Rehab, and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are: HCV-100, MOD-25, and Project Based-0.
- There are 2,129 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of February, the HA has 5872 vouchers available of which 5738 are leased. The HA is at 98% utilization for vouchers and 99% for dollar utilization. For the month of February forty-four (44) vouchers were issued for a year to date total of 71. Thirty-one (31) vouchers were leased for the month of February bringing the year to date total to 69.
- **Follow up discussion occurred with Chair Bautista inquiring what discussions are occurring with HUD in regards to funding to help tackle the long list of applicants on the HCV waiting list. Executive Director Estella Alexander responded by stating HA is restricted as far as what subsidy HUD provides for the program, therefore the number of applicant changes occur very slowly. HUD does notify HA of when more vouchers become available. HA works to purge the list periodically to make sure it reflects the most current individual interest for the HCV program. Executive Director also stated that HA can schedule in the future, quarterly calls with HUD and the Board to address agency concerns.**

Resident Fulfillment:

Regional Property Manager, Al Coley presented the Resident Fulfillment Report.

- Follow up discussion occurred regarding distribution of the Fire Safety Plan to residents. COVID 19 has delayed the distribution; however, plans are moving forward to have all copies delivered to residents by April 1st. Copies are available in the management office in the interim.
- Follow up discussion occurred discussing any additional complaints with safety concerns at Regency Lane apartments. Carolyn Floyd responded by stating there was a recent letter received by HA addressed to the contract administrator for Regency Lane apartments from a resident expressing concerns of safety in her home. HA is working with the resident to address her concerns.
- Follow up discussion occurred regarding the solicitation of new Resident Advisory Board members (RAB) and Regina Lee's outreach request. Carolyn Floyd responded by stating Regina Lee was appointed as an RAB member as an HCV participant. Her last term served was in 2019. HA has drafted a new notice soliciting for new members for the RAB and will reach out to Regina Lee to see if Ms. Lee has additional interest in participating. HA is working to distribute the notice to residents within the next few weeks. Commissioner Cherice Shannon also responded expressing to the board struggles in the past with securing RAB members from the HCV program.

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There was 1 move-in and no move-outs for the month of February 2020.

PHA-wide

- No comments or questions were expressed by the Board.

Property Management

Owens Road

- Follow up discussion occurred with the board regarding the Gas leak at Owens Road. Al Coley responded.

Cottage City Towers

- No comment 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 February, there were 27 re-certifications completed, 1 new admission, and 3 transfers. There were no eviction actions processed. There were zero (0) court appearances for mental health court.
- Al Coley also presented the Vacancy Report for February, reporting an overall Occupancy rate of 95%.

Resident Services

Resident Services Manager Crystal Ford presented the Resident Services report for February 2020:

- **Follow up discussion occurred with the board requesting additional comprehensive materials regarding the Family Self-Sufficiency Program and Resident Services. Crystal Ford responded.**

Development

Development & Modernization Manager, James McGraw presented the Development & Modernization Report for February 2020:

- **Follow up discussion occurred with Chair Bautista requesting Brinshore's 2019 Proforma. James McGraw and Executive Director Estella Alexander both responded.**
- **Follow up discussion occurred with Chair Bautista regarding the Modernization report and the status of vacancies at Marlborough Towne.**

Financial Report

Jacqueline Massiah presented the Finance Report including key highlights for the month ending February 2020.

- **Follow up discussion occurred with Chair Bautista requesting circulation to the board procedures for delinquent tenant accounts and a recap of the last Finance Committee Meeting on March 3rd.**
- **Follow up discussion occurred with Vice Chair Leonard Hamlin inquiring does the HA have access to the number of employed and retired voucher holders who may fall behind in rent due to COVID 19 crisis. Also in regard to Public Housing residents, anticipating changes in individual households due to the COVID 19 crisis. Executive Director Estella Alexander responded.**
- **Jacqueline Massiah reported on the new Accounting Services Manager for the Finance department, Belay Ademu. He is starting his position on March 31, 2020**

New Business:

- None

Other Attendee Remarks:

- None

Public Comments:

1. **Sabrina Ware-Legal Aide-** Ms. Ware requested a list of staff contacts for Housing Authority, specifically a list of rental specialists for HCV holders. Ms. Ware is requesting a copy of the Fire Safety Plan. Ms. Ware inquired about a flyer being distributed to senior residents regarding COVID 19 scams. Ms. Ware inquired about having grievance hearings put on hold during this COVID 19 crisis. Executive Director Estella Alexander responded as an executive order by the County Executive no terminations or evictions will take place within the HCV program or in Public Housing during this COVID 19 crisis. Executive Director Estella Alexander will also have the appropriate HA staff to provide Ms. Ware with all requested documents.

Adjournment:

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:44 p.m.

Attest/ Witness:

Digitally signed by Chair Yolanda Hawkins-Bautista
DN: cn=Chair Yolanda Hawkins-Bautista, o=Housing Authority of Prince George's County, ou, email=yhbautista@yahoo.com, c=US
Date: 2020.05.12 08:55:53 -04'00'

Yolanda L. Hawkins-Bautista
Chairwoman



Estella Alexander
Secretary/Executive Director