

The Housing Authority of Prince George's County, Maryland
Board of Commissioner's Meeting
Tuesday, May 26, 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
James McGraw, Development & Modernization Manager, HA
Belay Ademu, Accounting Services Manager, HA
Jacqueline Massiah, Accounting Services, HA
Crystal Ford, Resident Services Manager, HAD
Mugure Crawford, HA, Recorder

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

Call to Order: Chairwoman Yolanda L. Hawkins-Bautista called the meeting to order at 5:36 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 April 27, 2020 meeting minutes. Vice Chairman Leonard Hamlin motioned to approve the minutes and Commissioner Layton Wilson seconded the motion. The minutes were approved.

Reports by the Executive Director:

- Acting Rental Assistance Manager, Carolyn Floyd reported that as of April 30, 2020, there were 55 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 95.
- As of April 30, 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 April, there were zero (0) pulls for the Housing Choice Voucher (HCV) Program, zero (0) pulls for Moderate Rehab, and zero (0) pulls for the Project-Based Waiting List Program. The cumulative totals to date are: HCV-200, MOD-25, and Project Based-0.
- There are 2,039 applicants on the HCV Waiting List that qualify for one or more preferences.
- As of April, the HA has 5872 vouchers available of which 5719 are leased. The HA is at 97% utilization for vouchers and 98% for dollar utilization. For the month of April twenty (20) vouchers were issued for a year to date total of 108. Thirty-one (31) vouchers were leased for the month of April bringing the year to date total to 118.

Resident Fulfillment:

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

- Follow up discussion occurred regarding Yardi. Updates were provided during the Unfinished Business section of the April board report.
- Follow up discussion occurred regarding a Cottage City resident and her damage claim. HA has now responded to all of the resident's issues and a dollar amount for the claim has been reached. HA is now waiting for the resident to accept the dollar amount offered for her claim. Upon acceptance this matter will be closed.
- Follow up discussion occurred regarding any additional complaints with safety concerns at Regency Lane apartments. Carolyn Floyd provided the board with information on criminal activity and safety measures from the property manager at Regency Lane. Chairwoman Bautista requests a copy of this report and any additional information.
- Follow up discussion occurred regarding the solicitation of new Resident Advisory Board members (RAB) and HCV client outreach. No new updates were provided at this time. HUD is currently working with HA providing guidance and has briefed Executive Director, Estella Alexander on HAPGC Program strategies.

Housing Assistance Division:

Al Coley presented the HAD report, as follows:

- There were two (2) move-ins and one (1) move-out for the month of April 2020.

PHA-wide

- No comments or questions were expressed by the Board.

Property Management

Owens Road

- No comments or questions were expressed by the Board.

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 April, there were 15 re-certifications completed, 2 new admissions, and no 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 April, reporting an overall Occupancy rate of 94%.

Resident Services

Resident Services Manager, Crystal Ford presented the Resident Services report for April 2020:

- No comments or questions were expressed by the Board.

Development

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

- Follow up discussion occurred with Chair Bautista asking what were Councilman Rodney C. Streeter's (District 7) concerns regarding the Homes at Oxon Hill/McGuire House project? James McGraw responded by stating there are in the planning stages of Community Outreach where they discussed the project was discussed. HA wanted to make sure that Councilman Streeter was aware of what was going on. Leadership is underway by the attorneys for further coordinating of community outreach discussions and that no new meeting dates have been distributed regarding next steps at this time.
- Follow up discussion occurred with Chair Bautista asking the question what made Owens Road rise to the top regarding RAD Conversion of HAPGC's Public Housing. James McGraw responded stating Owens Roads has multiple unit properties. The developer Brinshore-NREUV felt that Owens Road would provide a good test of what they are trying to do for this project while aligning with HA's vision for the conversion as a top priority.
- Follow up discussion occurred with the Board for a request to schedule a Development Committee Meeting before the June Board meeting.

Financial Report

Belay Ademu presented the Finance Report including key highlights for the month ending April 2020.

- Follow up discussion occurred with Chair Bautista regarding the HA A/R policy. Chair Bautista requests a copy of the policy be distributed to the board and include explicit details regarding the rent payment policy.
- Follow up discussion occurred with Chair Bautista requesting information on cost cutting measures in terms of using the County's Office of Law vs. a private attorney for legal services.
- Follow up discussion occurred with the board regarding COVID 19 relief. Chair Bautista is requesting additional information on COVID 19 relief in terms of how funds will be used between Public Housing and HCV programs.

Unfinished Business:

- HA's IT coordinator Tasheena Brooks presented a Yardi update. Ms. Brooks reviewed the status of the software update, providing a timeline to the board detailing target dates and the next steps required in order to go live with the Yardi

system module within the next few months. Chairwoman Bautista requested a copy of the Yardi timeline presented.

New Business:

- Executive Director Estella Alexander provided the board with a VCA (Voluntary Compliance Agreement) update. Ms. Alexander provided information regarding technical assistance to be provided by HUD. Follow up discussion occurred with Chair Bautista requesting a copy of the VCA tracking/task log.

Other Attendee Remarks:

- None

Public Comments:

- No Public Comments

Adjournment:

Chairwoman Yolanda L. Hawkins-Bautista motioned to adjourn the public meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 6:54 p.m.

Attest/ Witness:

Yolanda
Hawkins-
Bautista

Digitally signed by Yolanda
Hawkins-Bautista
DN: cn=Yolanda Hawkins-Bautista,
o=Housing Authority of Prince
George's County, ou=Chair,
email=ylhbautista@gmail.com,
c=US
Date: 2020.07.26 19:42:48 -04'00'

Yolanda L. Hawkins-Bautista
Chairwoman



Estella Alexander
Secretary/Executive Director