

MEMORANDUM

TO: Prince George's County Council

FROM: Charlene Wills, Esq.
General Counsel
Housing Authority of Prince George's County

DATE: June 4, 2026

**RE: Request for Approval of Commissioner Compensation Pursuant to Maryland Code,
Housing and Community Development Article § 12-307**

On behalf of the Board of Commissioners (Board) of the Housing Authority of Prince George's County (HAPGC), I respectfully submit Resolution No. 1442-2025 and request County Council approval of the proposed commissioner compensation structure pursuant to Maryland Code, Housing and Community Development Article § 12-307.

On December 16, 2025, the Board adopted Resolution No. 1442-2025, Establishing Monthly Commissioner Stipends. (Please see the attached) As required by Maryland Code, Housing and Community Development Article § 12-307, the Board now seeks approval from the Prince George's County Council before the revised compensation structure may take effect.

The current commissioner compensation structure has remained unchanged since 1986. Under the existing structure, Commissioners receive Three Hundred Dollars (\$300.00) per Board session and the Chairperson receives Four Hundred Dollars (\$400.00) per Board session. No adjustment has been made in nearly forty years despite substantial increases in inflation, expanded governance responsibilities, heightened regulatory requirements, and the increasing complexity of Housing Authority operations.

The Housing Authority administers federal, state, and local housing programs serving thousands of Prince George's County residents and oversees substantial public assets and funding resources. The Board of Commissioners provides policy direction, fiduciary oversight, strategic planning, and governance for these operations.

Please note that you can ask for a reasonable accommodation to use HAPGC's housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.



The Board determined that the existing compensation structure no longer reflects the level of responsibility associated with service as a commissioner. Resolution No. 1442 establishes the following monthly stipend structure:

- Chair: \$1,000 per month
- Vice Chair: \$800 per month
- Commissioners: \$500 per month

The resolution also promotes active in-person participation by distinguishing between in-person and virtual attendance. Commissioners who attend Board meetings in person are eligible for the full stipend associated with their office. Commissioners who participate solely through virtual means, absent approved extenuating circumstances, receive a reduced stipend of \$200 for that month.

This provision is intended to encourage greater in-person engagement, strengthen deliberative decision-making, enhance collaboration among commissioners, and improve interaction with residents, staff, and stakeholders. At the same time, the resolution preserves flexibility by allowing full stipends where virtual participation is necessitated by documented medical conditions, emergencies, or other approved circumstances.

The Board finds that the proposed compensation remains reasonable within the meaning of Maryland Code, Housing and Community Development Article § 12-307, particularly given that commissioner compensation has remained unchanged since 1986.

For the Council's convenience, I have also attached a proposed approval page modeled after the format used by the County in prior approvals of Housing Authority commissioner compensation pursuant to Maryland Code, Housing and Community Development Article § 12-307. The proposed approval page is provided as a sample for consideration and may be modified as the Council deems appropriate.

Accordingly, the Housing Authority respectfully requests that the Prince George's County Council approve the compensation structure established by Resolution No. 1442. Please contact my office should additional information be required.

Respectfully submitted,

Charlene Wills

Charlene Wills
General Counsel
Housing Authority of Prince George's County

Attachments:

1. Resolution No. 1442-2025 – Establishing Monthly Commissioner Stipends, adopted December 16, 2025.
2. Proposed County Council Approval Page (sample format based upon prior County approval of Housing Authority commissioner compensation).

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RESOLUTION NO. 1442–2025

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF PRINCE GEORGE’S COUNTY
ESTABLISHING MONTHLY COMMISSIONER STIPENDS**

WHEREAS,

The Housing Authority of Prince George’s County (the “Authority”) is a public body corporate and politic organized and existing under the laws of the State of Maryland; and

WHEREAS,

Pursuant to Maryland Code, Housing & Community Development § 12-307, and with approval of the appropriate legislative body when required, a commissioner of a housing authority may receive reasonable compensation for services rendered and reimbursement for necessary expenses incurred in the discharge of official duties; and

WHEREAS,

The Board of Commissioners, acting under its inherent powers and the Authority’s By-Laws, has the authority to establish and modify reasonable compensation for commissioners’ services, subject to appropriate fiscal review and approval; and

WHEREAS,

The Board of Commissioners finds that establishing a clear, uniform monthly stipend structure based on officer roles promotes transparency, accountability, and effective governance; and

WHEREAS,

The Board of Commissioners further finds that any change to commissioner compensation should be implemented only after review and approval by the Executive Director and the Director of Finance, to ensure fiscal responsibility and budgetary compliance;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF PRINCE GEORGE’S COUNTY THAT:**

Section 1. Monthly Commissioner Stipends

Effective as provided in Section 4 below, and subject to the approvals set forth in Section 3, the Board of Commissioners hereby establishes the following monthly stipends for commissioner services:

- a. Chair of the Board: One Thousand Dollars (\$1,000.00) per month
- b. Vice Chair of the Board: Eight Hundred Dollars (\$800.00) per month
- c. All Other Commissioners: Five Hundred Dollars (\$500.00) per month

Section 2. Nature of Compensation

The stipends set forth herein constitute reasonable compensation for commissioners' services within the meaning of Md. Code, Housing & Community Development § 12-307 and do not alter commissioners' entitlement to reimbursement for necessary expenses incurred in the discharge of official duties, as permitted by law and Authority policy.

Section 3. Required Administrative Approval

No stipend adjustment authorized by this Resolution shall take effect unless and until the change has been reviewed and approved in writing by both the Executive Director and the Director of Finance of the Authority. Such approvals shall be maintained in the official records of the Authority.

Section 4. Effective Date

Upon receipt of the required approvals under Section 3, the stipend amounts established by this Resolution shall take effect on the first day of the next full calendar month, unless otherwise required by applicable law or legislative-body approval.

Section 5. Consistency With Law

This Resolution shall be implemented and construed in a manner consistent with Maryland Code, Housing & Community Development § 12-307, the Authority's By-Laws, and all applicable County, State, and federal requirements.

Section 6. In-Person and Virtual Meeting Participation

- a. For purposes of stipend eligibility, commissioners are expected to attend regular and special meetings of the Board of Commissioners.
- b. Full monthly stipends as set forth in Section 1 shall apply to commissioners who attend the scheduled monthly Board meeting in person, except where participation by virtual means is expressly authorized due to documented extenuating circumstances consistent with Authority policy.
- c. When a commissioner participates solely by virtual means for a scheduled monthly Board meeting, and such participation is not based on documented extenuating circumstances approved in advance by the Chair or Executive Director, the commissioner's stipend for that month shall be Two Hundred Dollars (\$200.00), regardless of officer designation.

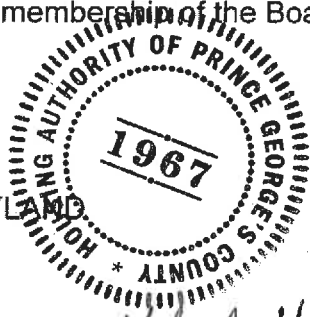
d. Virtual participation necessitated by documented medical necessity, emergency circumstances, or other good cause approved in advance by the Chair or Executive Director shall not result in a reduction of the stipend otherwise applicable under Section 1.

e. The Executive Director, in consultation with the Director of Finance, shall implement reasonable administrative procedures to document attendance and ensure consistent and uniform application of this Section.

ADOPTED by the Board of Commissioners of the Housing Authority of Prince George's County this 16th day of December, 2025, by the affirmative vote of not less than the required majority of the full authorized membership of the Board.

ATTEST

HOUSING AUTHORITY OF
PRINCE GEORGE'S COUNTY, MARYLAND



A handwritten signature in blue ink, appearing to read "Nicole Garrett", is written over a horizontal line.

Nicole Garrett
Interim Executive Director

A handwritten signature in black ink, appearing to read "Yolanda Hawkins-Bautista", is written over a horizontal line.

Yolanda L. Hawkins-Bautista
Chairwoman

**SAMPLE APPROVAL LETTER TRANSMITTAL
PRINCE GEORGE'S COUNTY COUNCIL
APPROVAL OF COMMISSIONER COMPENSATION
HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY**

TO: Yolanda L. Hawkins-Bautista, Chair
Board of Commissioners
Housing Authority of Prince George's County

Dear Chairwoman Hawkins-Bautista:

As provided in Maryland Code, Housing and Community Development Article § 12-307, the Housing Authority of Prince George's County submitted Resolution No. 1442 for review and approval by the Prince George's County Council.

The County Council acknowledges that the current commissioner compensation structure has remained unchanged since 1986 and currently provides compensation of Three Hundred Dollars (\$300.00) per Board session for Commissioners and Four Hundred Dollars (\$400.00) per Board session for the Chairperson.

After review of Resolution No. 1442 and the supporting memorandum submitted by the Housing Authority, the Prince George's County Council hereby approves the following compensation structure for members of the Housing Authority Board of Commissioners:

- Chair: \$1,000 per month
- Vice Chair: \$800 per month
- Commissioners: \$500 per month

This approval is granted pursuant to Maryland Code, Housing and Community Development Article § 12-307 and shall become effective in accordance with Resolution No. 1442.
Sincerely,

Chair
Prince George's County Council
Date: _____