

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

10400 Detrick Avenue
Kensington, Maryland 20895
(240) 627-9425

Minutes

December 13, 2023

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via a hybrid platform (with some participating in-person and some participating online/via teleconference) on Wednesday, December 13, 2023 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:04 p.m. Those in attendance were:

Present

Frances Kelleher, Vice Chair
Jeffrey Merkowitz, Chair Pro Tem
Pamela Byrd, Commissioner
Linda Croom, Commissioner
Richard Nelson, Commissioner
Robin Salomon, Commissioner

Via Zoom

Roy Priest, Chair

Also Attending

Chelsea Andrews, President/Executive Director	Aisha Memon, Senior VP, Legal Affairs/ General Counsel
Kayrine Brown, Senior Executive Vice President	Paige Gentry, Deputy General Counsel
DaVida Rowley-Blackman	Tim Goetzinger
Richard Congo	Monte Stanford
Lynn Hayes	Elaine Cole
John Vass	Zachary Marks
Meta Lim	Ken Silverman
Rita Harris	John Brouillre
Bonnie Hodge	Morgan Tucker

Also attending via Zoom

Darcel Cox	Sean Asberry
Kai Hsieh	Alex Laurens

IT Support

Irma Rodriguez
Aries "AJ" Cruz

Commission Support

Jocelyn Koon, Senior Executive Assistant

Chair Priest opened the meeting with the introduction of the Commission. Chair Priest turned the meeting over to Vice Chair Kelleher since he was participating virtually.

I. Information Exchange

Community Forum

- There were no speakers to address the Board.

Status Report from the Advisory Board

- President, Irma Washington and Vice President, Adam Pinchuck provided a status report to the Commission and HOC Staff.

Report of the President/Executive Director

- Chelsea Andrews, President/Executive Director, provided a presentation of the written report.
- Ms. Andrews also shared updates regarding HOC activities and spotlights for the month of November along with high level updates of the year in review.

Commissioner Exchange

- Commissioner Kelleher shared highlights and information about affordable housing from her time in London.

- II. Approval of Minutes** – The minutes were approved as submitted with a motion by Commissioner Croom and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Priest, Merkowitz, Kelleher, Nelson, Byrd, Croom, and Salomon.

A. Approval of Minutes of November 15, 2023

B. Approval of Minutes of November 15, 2023 Closed Session

C. Approval of Minutes of November 20, 2023 Special Open Session

D. Approval of Minutes of November 20, 2023 Special Closed Session

III. Consent

A. Recognition of Richard Y. Nelson’s Tenure as an HOC Commissioner

Vice Chair Kelleher introduced the item. Commissioner Kelleher, Priest, Merkowitz, Croom, Byrd, and Salomon provided remarks memorializing Commissioner Nelson’s institutional and personal impact during his tenure with HOC. Vice Chair Kelleher asked for a motion to approve Resolution 23-78. The following resolution was adopted upon a motion by Commissioner Byrd and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioner Priest, Kelleher, Merkowitz, Nelson, Byrd, Croom, and Salomon.

B. Approval of the Appointment of Varun Dhawan to the Board of Directors of the Housing Opportunities Community Partners, Inc.

Vice Chair Kelleher introduced the item and asked for motion to approve Resolution 23-79. The following resolution was adopted upon a motion by Commissioner Byrd and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioner Priest, Kelleher, Merkowitz, Nelson, Byrd, Croom, and Salomon.

IV. Committee Reports and Recommendation for Action

A. Administrative and Regulatory Committee-Com. Kelleher, Chair

- 1. Housing Choice Voucher: Authorization to Implement Voucher Payment Standards Based on HUD FY 2024 Small Area Fair Market Rents**

Commissioner Kelleher provided an overview of the item and introduced President Andrews who introduced Vice President of Housing Resources, Lynn Hayes, to provide the presentation. Ms. Hayes provided the presentation and opened the floor to questions from the Commission. Staff recommended that the Commission approves staff's recommendation to establish HOC's Fiscal Year 2024 Voucher Payment Standards herein described at 117% of the SSFMR, and authorize the President/ Executive Director or her designee to implement the new Voucher Payment Standards for HOC's administration of the Housing Choice Voucher Program during FY2024 subsequent to HUD waiver approval. A motion was made by Commissioner Kelleher to adopt Resolution 23-80. Commissioner Croom seconded the motion. Affirmative votes were cast by Commissioner Priest, Nelson, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

B. Development and Finance Committee – Com. Merkowitz, Chair

1. Westwood Tower: Approval to Enact Emergency Procedures and Authorization for the President to Negotiate and Execute a Contract with Summit Fire & Security to Complete the Full Scope Replacement of Fire Panel at Westwood Tower Apartment

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced John Wilhoit, Vice President of Asset Management, who provided the presentation. Staff recommended to the Commission:

1. Approval to enact the emergency procedures the procurement policy to replace the fire panel at Westwood Tower; and
2. Authorization for the President/Executive Director to negotiate and execute a contract with Summit Fire & Security to complete the full scope replacement of the fire panel at Westwood Tower at a cost of up to \$470,570.

Commissioner Merkowitz motioned to move Resolution 23-81 in support of the staff recommendation, Commissioner Nelson seconded. Affirmative votes were cast by Commissioner Priest, Merkowitz, Nelson, Croom, Byrd, Salomon, and Kelleher.

2. Garnkirk Farms: Approval to Submit a 9% LIHTC Application for Garnkirk Farms Apartments

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced Gio Kavildaze, Senior Financial Analyst, who provided the presentation. Staff recommended that the Commission authorize staff to submit a 9% LIHTC Application for Garnkirk Farms Apartments. Commissioner Merkowitz moved to approve Resolution 23-82 in support of the staff recommendation, Commissioner Nelson seconded. Affirmative votes were cast by Commissioner Priest, Merkowitz, Nelson, Croom, Byrd, Salomon, and Kelleher.

3. Springvale Terrace: Approval to Submit a Faircloth-to-RAD Application for 48 Units at Springvale Terrace

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced Zachary Marks, Senior Vice President, Real Estate who provided the presentation. Staff asked the Commission to authorize the submission of an application to the Faircloth-to-RAD program for up to 48 units to be placed at Springvale Terrace. Commissioner Merkowitz moved to approve Resolution 23-83 in support of the staff recommendation, Commissioner Nelson seconded. Affirmative votes were cast by Commissioner Priest, Merkowitz, Nelson, Croom, Byrd, Salomon, and Kelleher.

The meeting went into recess at 5:25 p.m. and reconvened at 5:29 p.m.

Vice Chair Kelleher introduced President Andrews, who provided an introduction of HOC's 2023 Year in Review video. The video provided highlights and accomplishments over the past year as well as a preview of the future goals of HOC.

Vice Chair Kelleher asked for a motion to adjourn the meeting. Commissioner Byrd made a motion, Commissioner Merkowitz seconded. Affirmative votes were cast by Commissioner Priest, Merkowitz, Nelson, Croom, Byrd, Salomon and Kelleher.

Based upon this report and there being no further business to come before this session of the Commission, the Commission adjourned the meeting at 5:36 p.m.

Respectfully submitted,

Chelsea Andrews,
Secretary-Treasurer