

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

10400 Detrick Avenue
Kensington, Maryland 20895
(240) 773-9025

Minutes

February 5, 2014
14-02

The Annual meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, February 5, 2014 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:12 p.m. Those in attendance were:

Present

Roberto Piñero, Chair
Sally Roman, Vice Chair
Michael Kator, Chair Pro Tem
Jean Banks
Pamela Lindstrom

Not Present

Rick Edson

Also Attending

Stacy Spann, Executive Director	Stephanie Semones
Ken Tecler, Staff Counsel	Nancy Scull
Kayrine Brown	Rebecca Grayson
Gail Willison	Raquel Mitchell
Jim Atwell	Carol April
Regina Mitchell	Louis Chaney
Fred Swan	Bonnie Hodge
Patricia Oliver	Antonia Whitfield
Jennifer Arrington	Kitty McCoy
Richard Hanks	Wilson Choi
Christopher Donald	Carrie Smith
Sandra Boujai	Roxanne Holiday
Tonya Clark	Sue Swierdsiol
Sherron Turner	Kelly McLaughlin
Charnita Robinson	Angie Ross
Belle Seyoum	Vivian Benjamin
Lynn Hayes	Jonathan Cartagena
Yousri Ben Slimane	Mary Phillips
Ethan Cohen	Michele Ogunbode

Dean Tyree
Marsha Smith
Patrick Mattingly
Eugene Spencer
Steve Lukaczer
Rita Harris
Bill Anderson
Terri Fowler

Commission Support

Patrice Birdsong
Special Assistant to the Commission

IT Support

Arthur Owens
Nick Monaco

Housing Honor Roll Award

Commissioner Jean Banks and
Barbara Goldberg-Goldman for Norman Dreyfuss

Special Recognition Award

Linda Croom
President – Resident Advisory Board

William Rippey
Math Tutor – Family Self-Sufficiency Program

Cathy Kruvant, HOC Volunteer

Guests

Marvin Turner, HUD
Craig Rice, County Council
Ken Reicherd, Senator Cardin's Office
Mitch Bragin, Kutak Rock
Alicia Terry, Kutak Rock
Tim Wiens, Jubilee House

Jackie Simon, Jackie Simon Homes
Rick Nelson, DHCA
Tom Caine

Chair Piñero convened the annual meeting of the Housing Opportunities Commission and welcomed staff and visitors. The 2014 Housing Honor Roll and Special Recognition Awards were presented as follows:

HOUSING HONOR ROLL AWARD

Norman Dreyfuss - Recognition of his many years of dedicated service to affordable housing in Montgomery County. Mr. Dreyfuss was unable to attend so a special video presentation was played and Commissioner Jean Banks and Barbara Goldberg-Goldman accepted the award on his behalf.

SPECIAL RECOGNITION AWARD

Linda Croom - Ms. Croom serves as President of the HOC Resident Advisory Board (RAB). During her tenure with the RAB, Ms. Croom has consistently demonstrated leadership and a commitment to advocating on behalf of HOC clients.

William Rippey - Mr. Rippey has served as a volunteer math tutor with the Family Self-Sufficiency Program for 14 years. His tutelage has built confidence in our clients in utilizing their math skills, whether in the workplace or a household budget.

Cathy Kruvant - Ms. Kruvant has been a key HOC volunteer for 8-years. In 2010, she organized a "Community Clean Up" event at Washington Square and Emory Grove and has also participated in the annual Thanksgiving Basket drive and the Holiday Giving Drive. She has donated more than \$10,000 in clothing and household items to HOC clients.

YEAR IN REVIEW

Stacy Spann, Executive Director, opened by extending thanks to the Commission, staff, 2013 Honorees, and the many community partners for their support of HOC.

HOC HIGHLIGHTS OF 2013 - *Building a Steady Framework:*

The Agency's new look and new attitude in formulating the foundation of HOC 2.0:

- We unveiled HOC's new logo, colors and provided an explanation of the objectives of the Rebranding Team in the search for a new look.
- A vision to generate more revenue and reduce the number of public housing units in our portfolio.
- HOC's structural deficit and some of our plans to make the agency financially viable over the long term and how the Real Estate Division would play a key role in our progress towards a self-sustaining portfolio.

PROGRESS MEASUREMENTS AGAINST GOALS SET IN 2013

Mortgage Finance and Real Estate Development (RED)

- The Mortgage Finance and Real Estate Development staff continues its evaluation of HOC's real estate assets for opportunities to unlock equity through refinancing, disposition, rehabilitation, and redevelopment.

- 2013 was also a year of historically low interest rates, rendering the HOC mortgage product less competitive; however, Mortgage Finance generated \$6.6 million in new bonds and refunded \$50 million in Single Family Mortgage bonds, which reduced the overall borrowing cost of the Single Family program. A number of multifamily transactions were in various stages of processing in 2013 for financing to raise capital for new construction and substantial rehabilitations; they are now projected to close in 2014.
- A major objective in HOC's strategic plan is to expand our approach and ability to develop mixed-income housing with an emphasis on strong design, energy efficient, and amenity-rich properties that are environmentally and financially stable. The agency will accomplish this objective by building partnerships and identifying alternative sources of equity. This may also be accomplished by employing a number of strategies to include acquisition, disposition, rehabilitation, or redevelopment.
- As it pertains to building partnerships, the response within the development community has been overwhelmingly positive. In 2013, HOC strengthened partnership ties with Eakin Youngentob and Associates (EYA), a prominent private developer with strong experience in Montgomery County.
- This partnership will enable HOC to increase the density at the Chevy Chase Lake property and redevelop it as a 275 unit (formerly 68 units) mixed income community and quadrupling the affordable rental units at the site.
- Toward its acquisition goals, HOC purchased Brooke Park Apartments in Bethesda. This 18-unit property will be rented to households with incomes at or below 65% of Area Median Income (AMI). This fulfilled two of the Agency's goals, one of expansion through acquisitions, and the second of supporting one of our very important partner, Montgomery County DHCA, in the preservation of affordable housing in underserved communities.
- HOC is also putting the finishing touches on the long anticipated redevelopment of Tanglewood, an 83-unit tax credit property. Tanglewood has undergone a dramatic rebirth, one that the agency can be proud of.
- Since my arrival, I have reiterated the fact the Public Housing program has been severely underfunded and the Federal Government wants to eliminate the program in its entirety. HOC's Public Housing properties, like those of every other public housing authority in the country, are in dire need of capital investment. However, HUD cannot provide adequate financial resources to properly maintain our Public Housing portfolio. The truth is that Public Housing as we know it is a dying program. In light of budget challenges, it is unrealistic to expect continued funding from HUD when it is far cheaper for HUD to support vouchers.
- In 2013, HUD introduced a solution pilot program that could offer help to agencies struggling with the growing capital expenses of the country's aging Public Housing properties. The Rental Assistance Demonstration program (RAD) offers PHAs the

opportunity to take ownership of the properties and leverage them to raise capital to rehabilitate and, in some cases, redevelop these properties to be energy-efficient and most importantly, self-sustaining.

- In the fall of 2013, HOC applied to participate in the RAD program. Just before the holiday break, HOC received word that the first seven applications had been approved and that the remaining units were reserved for a full portfolio disposition. While we are waiting for the status of the remaining four applications, we are optimistic that they will also be approved.
- Recently, HUD released the National RAD wait list on which 150,000 units sit. Our Commissioners and staff deserve significant credit for moving quickly on this important opportunity.

Property Management

- Housing Management Division was successfully restructured in 2013.
- Under the leadership of HOC's new Director of Property Management, Regina Mitchell, I am confident that the division will continue – with ease- to effectively govern all units owned and managed by the agency.
- This task will be easier than before since the day-to-day property management functions were reallocated to regional offices.
- HOC successfully reallocated management oversight of the agency's portfolio to 10 Housing Unit Based service centers (HUBs). Each HUB operates similarly to a private property management business; they are equipped with a property management and resident services team.
- Each HUB office processes lease signings, property tours, rent collection, and is responsible for ensuring lease enforcement. These offices also handle compliance issues and facilitate a plethora of resident services programs. Generally, residents no longer have to travel more than five miles from home to receive HOC services. Most important of all, staff and residents are pleased with the improved convenience and service response time.
- The HUB structure has dramatically improved customer service, reduced staff workload while also reducing operating expenses. This is significant.
- Our Finance Division has been doing an exceptional job helping the Property Management team to monitor their budgets as well collect and process revenues.

Finance

- The Finance Division continued its superb budgeting and financial reporting track record. HOC was awarded another GFOA Best Budget Award for outstanding budget presentation as well as a GFOA Certificate of Achievement for Excellence in Financial Reporting. Additionally, with the hard work and perseverance of the Finance Division, the Agency again received an Unqualified Audit.
- To address the agency's structural deficit, staff began using a zero based, multi-year budget approach.
- For the first time in history, we adopted a budget with a second year forecast which allows us to plan more efficiently since we rely on federal money. Moving forward, our plan is to complete a two-year budget annually. Another benefit to two-year budgets is the reduced administrative burden on HOC staff. Under the old structure, it took an average of nine months to complete the annual budget process. Nine months every two years is far more efficient.
- The simple line-item savings and steady attention to detail has enabled the agency to provide a pay increase and additional employee benefits to HOC staff.

Human Resources

- Thanks to MCGEO for their successful and productive labor negotiations.
- The nature of our relationship is such that we won't always agree, but I am grateful that we are able to have frank discussions that lead to fair bargaining results.

Executive Division

- HOC's Legislative and Public Affairs team worked with HUD and Congressman Chris Van Hollen to identify opportunities for regulatory relief and reduce administrative burdens of ongoing funding reductions.
- LPA continues to work closely with Linda McMillan and the various County Council offices to ensure that the agency addresses constituent concerns in a timely manner.
- You may also have noticed the new front desk and electronic sign-in station, or perhaps this new podium and backdrop. These changes are aligned with HOC's new look and new attitudes as well as our goal to go paperless when possible.
- The LPA team also played a pivotal role in keeping all of HOC's stakeholders abreast of major agency changes. Whether organizing RAD information sessions or Town Hall

Meetings, HOC has a far more polished public presentation. All of these changes communicate professionalism and respect for our audience.

- In 2013, HOC hosted five public meetings, one in each council district, to inform residents about significant program changes and initiatives that the agency is actively engaging. The meetings also afforded residents the opportunity to voice their opinions, concerns and recommendations as they pertain to HOC's operations.
- HOC will again stage five Town Hall Meetings throughout 2014. The first meeting will take place on March 4th at Bethesda Chevy Chase High School at 6:30 p.m. The remaining meeting dates and locations will be announced as soon as they are finalized.

Housing Resources Division

- The overarching purpose for the 2013 Town Hall meetings was to inform Housing Choice Voucher and Public Housing clients of essential program changes.
- As you know, in early 2013, President Obama was legally obligated to enact sequestration, which imposed even deeper cuts to programs including HCV and Public Housing. With sharp funding cuts and client needs increasing, it became clear that HOC could no longer shield our clients from the Federal cuts.
- HOC took several important steps to reduce expenses and increase efficiency. The agency reduced HCV payment standards to pay at 95% of what HUD considers a Fair Market Rent for Montgomery County. While this shifts more of the financial burden to our clients, it will ensure that HOC can continue serving our current clients for the foreseeable future.
- Additionally, HOC has changed the occupancy standards to assess voucher size based on the adjusted criteria. Moving forward, clients will be awarded one bedroom for the head-of-household (and spouse, if applicable) and one bedroom for every additional two occupants, regardless of age and gender.
- While no one likes the changes, the vast majority of clients understand that these changes were necessary to keep families housed.

Resident Services

- The Resident Services staff played a significant role in communicating with the affected households to help them comprehend and adapt to the aforementioned program changes.
- In October 2013, HOC held the 20th Anniversary for the Family Self-Sufficiency Program (FSS). The FSS Program is one of the most successful resident service programs that the agency offers. To date, over 800 HOC residents have successfully completed the program.

- This means 800 people have not only changed their lives but they've changed the lives of their children, who now have a powerful role model of success through tenacity. These clients had the courage to put themselves through a challenging program that demanded accountability and consistency. Those are big dreams, and their success serves as hope not only for their children, but for those who follow in their footsteps.
- HOC Youth Resident Counselor Jonathan Cartagena was recognized with a 2013 Dunkin' Donuts Metropolitan Washington DC Community Heroes award. Jonathan was nominated by a former HOC resident. In appreciation of Jonathan's community service, Dunkin' Donuts awarded him with a free coffee and donut every week for a year. Congratulations Jonathan and thank you for your service.
- Although the Resident Services division was successful in serving our clients there is always room for improvement. In 2013, HOC welcomed new Director of Resident Services Fred Swan. Fred and I will be working closely on the restructuring of the Division and I believe that we will improve service delivery while also ensuring improved efficiency.

Information Technology

- HOC has a new phone system and new phone numbers. The phone system has enhanced features that were not present with the Avaya system; they are cheaper and more efficient.
- The Technology Employee Purchase program (TEPP) was improved. As a result of the TEPP, approximately half of HOC's workforce purchased up-to-date technology devices. One of the most prominent benefits of the TEPP is that it enables employees to remain connected to the Agency around the clock.
- HOC is the first PHA in the nation to operate community cloud-based computer centers for its residents. The agency has 22 computer centers throughout the almost five hundred square mile county, enabling approximately 2,000 households to job search, complete homework assignments and improve their computer proficiency.
- The cloud computer centers enable HOC to provide a critical resource to its vulnerable residents without increasing the agency's capital expenses. This is trailblazing at its finest. This is HOC 2.0.

LOOKING AHEAD IN 2014

Mortgage Finance

- The Mortgage Finance Division and RED will be busier in the coming year. The teams will continue with the rehabilitation and permanent financing of the 669 Scattered Site PH units as well as implement RAD conversions on seven, and hopefully 11, multifamily properties. All of these properties will undergo some degree of rehabilitation and some will eventually be completely redeveloped.

- The Real Estate Development team will continue to evaluate HOC's portfolio, identify opportunities which will yield additional affordable housing capital for Montgomery County and aggressively seek to execute those windows of opportunity.
- By 2014's year end, HOC's portfolio and balance sheet will be much stronger. Through the disposition of the entire Public Housing portfolio, highly valued assets will be added to the Agency's balance sheet, and because of such low leverage, the net benefit to the Agency will be tremendous.

Information Technology

- IT will continue to keep HOC functioning powerfully using today's modern technology. A few tasks on IT's "To-Do List" are: enhancing the cloud computer centers, redesigning the Hearing Room and updating its technological equipment, and implementing a more robust online conferencing program for the agency to use. All of which will contribute significantly to HOC 2.0.

Property Management

- 2014 will be very different for HOC since the Public Housing program will no longer exist within this agency. 'Let's be clear folks, we are not losing any affordable housing units.'
- We are actually increasing our affordable housing arsenal through participation in RAD and the Disposition. Furthermore the addition of new mixed-income units may facilitate additional affordable ones at some sites.
- As a result of the changes, the agency has no choice but to continue operating as a private property management business. Property Management will emphasize resident accountability, timely rent collection as well as evicting noncompliant residents. Evictions are unfortunate but necessary in order to prevent compromising the agency's revenue and to provide affordable housing opportunities for households willing to comply with their lease agreement.
- The property assessment tool will be utilized to help property managers project capital expenses and forecast future capital needs, which we expect to launch fully in July 2014.
- In addition to decreasing fuel consumption across the agency's fleet of service vehicles, reducing travel time and minimizing mileage reimbursements, the Property Management division will further reduce operating and capital expenses in 2014 by installing standardized appliances in all HOC units. Installing standardized appliances enables the agency to purchase appliances and parts in bulk which significantly reduces the line-item expense. Furthermore, standardizing appliances and buying in bulk will prevent service delays due to waiting on parts since they are stored in our own warehouse.

- Both the Property Management and Resident Services divisions are charged with strengthening their rapport with residents to increase the sense of community on our properties. There is absolutely no reason that HOC cannot provide 'service with a smile.'

CLOSING

- I deeply believe in the mission and purpose of this agency. This agency, its staff and our clients mean a great deal to me on a personal level. I know that many of you share these sentiments. Many of our staff care deeply about our clients.
- I would like to sincerely thank the Commission for your service to the agency. While this may not be true for each of you individually, I believe that collectively over the last year, we have found more common ground and there is a growing sense of our progress and the potential of HOC 2.0.
- I also need to give recognition to the excellent work of the HOC staff. There are too many to recognize individually, but without their dedicated service, HOC would be just another housing authority. Because of their efforts, HOC is repositioning itself to become a national model of excellence.

Election of Officers

Mr. Spann opened the floor for the election of officers. Commissioner Kator made a nomination to reappoint Roberto Piñero as Chair, Sally Roman as Vice Chair, and to appoint Jean Banks as Chair Pro Tem. Being no other nominations, the new officers were unanimously elected. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks and Lindstrom. Commissioner Edson was necessarily absent and did not participate in the vote.

The Consent Calendar was then approved upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator and Lindstrom. Commissioner Banks was temporarily away and did not participate in the vote. Commissioner Edson was necessarily absent and did not participate in the vote.

I. CONSENT ITEMS

- A. **Approval of Minutes of January 8, 2014** – The minutes were approved as submitted.
- B. **Adoption of Retirement Resolution for Michele Henderson** – The following resolution was approved.

RESOLUTION: 14-07

**RE: Adoption of Retirement
Resolution for Michele Henderson**

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Michele Henderson for 34 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Michele began her career with HOC in 1979 as Clerk Cashier in the Finance Division; and

WHEREAS, Michele was promoted to Accounting Assistant in 1988, to Resident Accounting Specialist in 1989, and to Resident Accounting Specialist II in 2000; and

WHEREAS, over the course of her employment, Michele consistently did her job well, exceeding expectations and exhibiting dedication and perseverance when faced with new tasks or challenges; and

WHEREAS, as Resident Accounting Specialist, Michele assisted with the monthly TRACS process by preparing HUD forms and creating and transmitting electronic files for selected properties. Michele researched and resolved issues by contacting appropriate agency staff and reviewed files for errors; and

WHEREAS, Michele coordinated HOC's eviction process, working as a liaison between HOC and the sheriff's office, eviction crew, social service agencies and appropriate HOC staff and Resident Counselors, making sure all paperwork was accurately completed in a timely manner. She assisted in the design and implementation of a court database and late fees system to file legal action and process evictions for non-payment of rent, eliminating the need to manually enter more than 150 court cases and over 35 Warrants of Restitution; and

WHEREAS, Michele's contributions to many special projects benefitted the Agency including the move to PayerExpress for online rent payments, the creation of a more specialized statement for homeowners in Towne Centre Place to enable payment of HOA fees to HOC, the creation of a Resident Accounting Procedures Manual, and the successful recovery of a \$21,000 credit owed to HOC from Pepco for unidentified customer account payments; and

WHEREAS, Michele was a valuable source of information and ideas to her Division and provided training to HOC staff on rent collection, non-payment of rent and the eviction process, repayment agreements and analysis of tenant ledgers; and

WHEREAS, Michele is recognized for her professionalism, reliability, excellent organizational and time management skills and as a valued team player; and

WHEREAS, Michele earned numerous employee awards during her tenure with HOC including her role in the conversion of HOC's accounting system to Skyline and later to Yardi, for

her contributions to a Work Quality Task Force on HOC's time and attendance policy, effective management of the Resident Accounting office during a supervisor's extended absence, and her extraordinary effort and integral part of a team that worked to fill Public Housing vacancies and maximize utilization of Housing Choice Vouchers.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Michele for her many contributions and wishes her good health and happiness in her retirement.

- C. **Adoption of Retirement Resolution for Winifred Thomas** – The following resolution was approved.

RESOLUTION: 14-08

**RE: Adoption of Retirement
Resolution for Winifred Thomas**

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Winifred ("Wini") Thomas for 28 years of dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Wini began her career with HOC in 1986 as Occupancy Specialist in the Management Division; and

WHEREAS, in 1987 Wini, was reassigned to Housing Inspector. She earned her HQS certification in 1998. She was reassigned to Rent Market Analyst in the Rental Assistance Division in 2000; and

WHEREAS, Wini was promoted to Lead Inspector in 2002. She was reassigned to Compliance Inspector in the Housing Resources Division in 2008; and

WHEREAS, Wini handled the HOC inspection process with great care, working diligently to investigate and address serious client violations and ensure accurate, timely and fair inspections in accordance with HUD regulations. Many of her cases were challenging and required extensive follow-up and coordination with community members and government agencies. Wini also trained HOC staff on inspection procedures and participated in the Tanglewood tax credit lease-up effort, reviewing 89 files and successfully leasing up 56 residents in 30 days; and

WHEREAS, Wini is recognized for her professionalism, effective client and landlord relationships and as a valued team player; and

WHEREAS, Wini's years of service and experience with the inspection process provided immeasurable contributions to the entire inspection team including those who worked side by

side as Housing Inspectors and supervisors for whom she worked during the course of her tenure, and

WHEREAS, Wini earned many employee awards over the years including her teamwork in sharing the workload while a colleague assisted earthquake victims in California in 1994, for achieving a 95% goal for the Housing Choice Voucher program lease-up effort as mandated by HUD in 2003, and for her work with data entry and reconciliation of the Yardi system implementation as program manager, extending help and support to colleagues.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Wini for her many contributions and wishes her good health and happiness in her retirement.

D. Approval of Transfer of Public Housing Units to VPC Two Corporation and Authorization for Executive Director to Execute the Deed and Use Agreements and all Documents Necessary to Complete the Transfer – The following resolution was approved.

RESOLUTION: 14-09

RE: Approval of Transfer of Public Housing Units to VPC Two Corporation and Authorization for Executive Director to Execute the Deed, Use Agreements and all Documents Necessary to Record The Acquisition

WHEREAS, on March 8, 2012, HUD approved the Agency's application for the disposition of 669 Public Housing Units; and

WHEREAS, in the application, it was stated the units would be acquired by two Development Corporations, VPC One Corporation and VPC Two Corporation (the "Corporation"), for a fee of \$1.00 per unit; and

WHEREAS, transfers have already been made and will continue to be made of 390 units to VPC One Corporation; and

WHEREAS, the State Department of Assessments and Taxation accepted the Articles of Incorporation of VPC Two Corporation (the "Corporation") on August 20, 2013; and

WHEREAS, it is proposed that the Corporation acquire the remaining 279 (the "Units") of the 669 Public Housing units for disposition; and

WHEREAS, the Units will be acquired monthly, starting March 2014 for a fee of \$1.00 per unit; and

WHEREAS, the Commission will advance the Corporation \$279 to acquire the Units; and

WHEREAS, the Corporation will repay the Commission using each flow from operations

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that:

1. the Commission approves the transfer of 279 Public Housing units for disposition to VPC Two Corporation,
2. the Executive Director is authorized to execute the Deeds, Use Agreements and related documents to provide for the transfer of the Units to VPC Two Corporation,
3. the Units will be acquired monthly, starting March 2014 for a fee of \$1.00 per unit,
4. the Commission will advance \$279 to acquire the Units, and
5. the Corporation will repay the Commission using cash flow from operations.

E. Approval of Selection of 2014 Housing Honor Roll and Special Recognition Award Recipients – The following resolutions were approved.

RESOLUTION: 14-10a

**RE: Approval of Selection of 2014
Housing Honor Roll Recipient**

WHEREAS, the Housing Opportunities Commission of Montgomery County annually honors people and organizations that have made outstanding contributions to affordable housing, the well-being of our residents and clients, or HOC operations; and

WHEREAS, the 2014 Housing Honor Roll award recipient is Norman Dreyfuss, a former HOC Commissioner and current Montgomery Planning Board Commissioner; and

WHEREAS, Mr. Dreyfuss has tirelessly advocated for affordable housing in Montgomery County for many years as Co-Chair of the Affordable Housing Conference of Montgomery County; and

WHEREAS, Mr. Dreyfuss has consistently supported HOC youth initiatives, touching the lives of thousands of low-income families in the County

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that Norman Dreyfuss is the recipient of the 2014 Housing Honor Roll award.

RESOLUTION: 14-10b

**RE: Approval of Selection of 2014
Special Recognition Award Recipient**

WHEREAS, the Housing Opportunities Commission of Montgomery County annually honors people and organizations that have made outstanding contributions to affordable housing, the well-being of our residents and clients, or HOC operations; and

WHEREAS, a 2014 Special Recognition Award is given to Linda Croom, current President of the HOC Resident Advisory Board; and

WHEREAS, Ms. Croom has demonstrated an unwavering commitment to the clients of the Housing Opportunities Commission; and

WHEREAS, Ms. Croom has ably served those clients with strong leadership and clear communication,

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that Linda Croom is a recipient of a 2014 Special Recognition Award.

RESOLUTION: 14-10c

**RE: Approval of Selection of 2014
Special Recognition Award Recipient**

WHEREAS, the Housing Opportunities Commission of Montgomery County annually honors people and organizations that have made outstanding contributions to affordable housing, the well-being of our residents and clients, or HOC operations; and

WHEREAS, a 2014 Special Recognition Award is given to HOC volunteer William Rippey in appreciation for his 14 years of service as a math tutor; and

WHEREAS, his efforts have greatly improved the careers and lives of hundreds of low and moderate income families in Montgomery County

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that William Rippey is a recipient of a 2014 Special Recognition Award.

RESOLUTION: 14-10d

**RE: Approval of Selection of 2014
Special Recognition Award Recipient**

WHEREAS, the Housing Opportunities Commission of Montgomery County annually honors people and organizations that have made outstanding contributions to affordable housing, the well-being of our residents and clients, or HOC operations; and

WHEREAS, a 2014 Special Recognition Award is given to HOC volunteer Cathy Kruvant in appreciation for her extraordinary efforts as a valued HOC volunteer in programs benefiting the clients of the Housing Opportunities Commission; and

WHEREAS, her contributions to HOC programs have greatly benefited the low income families served by the Housing Opportunities Commission

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that Cathy Kruvant is a recipient of a 2014 Special Recognition Award.

II. INFORMATION EXCHANGE

A. Report of the Executive Director – Mr. Spann reported on the start of the Leadership Tomorrow program. Members of the “alpha” class have been selected. Prominent industry professionals will be secured to both sponsor and lecture the program.

B. Commissioners Exchange

- Commissioner Roman reported that she attended the Park and Planning Affordable Housing lectures.
- Commissioner Banks thanked Chair Piñero for honoring Linda Croom, RAB President, for the 2014 Special Recognition Award.

C. Community Forum

None

III. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

A. Development and Finance Committee – Com. Lindstrom, Chair

- 1. Approval to Purchase 10 Horizon Court, Derwood, MD for Use and Operation by Jubilee Association of Maryland**

Kayrine Brown, Director of Mortgage Finance/Real Estate Development and Jay Shepherd, Senior Financial Analyst, reported that a house has been located at 10 Horizon Court, Derwood, MD and to request approval purchase.

The following resolution was adopted upon a motion by Commissioner Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Banks, Kator and Lindstrom. Commissioner Edson was necessarily absent and did not participate in the vote.

RESOLUTION: 14-11

RE: Approval to Purchase 10 Horizon Court, Derwood, Maryland for Use and Operation by Jubilee Association of Maryland

WHEREAS, at its December 2013 meeting, the Commission authorized the Executive Director, in partnership with Jubilee Association of Maryland, Inc., (“Jubilee”) to accept a grant award of up to \$835,000 from the Maryland Department of Health and Mental Hygiene (DHMH) to acquire two additional homes for adults with developmental disabilities; and

WHEREAS, at its December 2013 meeting, the Commission authorized borrowing up to \$45,000 for predevelopment funding from the County Opportunity Housing Development Fund (OHDF); and

WHEREAS, the Commission has entered into a Memorandum of Understanding with Jubilee providing for acquisition, ownership and operation of single family units for developmentally disabled persons; and

WHEREAS, Jubilee and HOC have worked together to identify a single family home located at 10 Horizon Court in Derwood, Maryland (the “Property”) that meets all of the key selection criteria; and

WHEREAS, the Commission has entered into a contract (the “Contract”) to purchase the Property contingent on satisfactory completion of certain inspections, approval of the Commission and the Board of Public Works; and

WHEREAS, the Commission’s role would be to supervise and manage renovations and serve as the owner/landlord of the Property and Jubilee would be the social service provider and operator for the occupants of the Property; and

WHEREAS, after renovations to make the Property “visitable”, the house would serve three low-income adult residents with developmental disabilities and accommodate one live-on Jubilee staff member; and

WHEREAS, the Commission will provide three efficiency project-based Housing Choice Vouchers to the three low-income residents at the Property; and

WHEREAS, the Commission has completed its inspections of the Property and, together with Jubilee, has determined that it meets the criteria necessary to suit the needs of the intended residents upon completion of renovations; and

WHEREAS, funding for the permanent financing for the Property will come from a grant provided by the Maryland Department of Health and Mental Hygiene and from a loan from Montgomery County; and

WHEREAS, while commitments have been obtained from both DHMH and the County, the funds will not be available by the closing date for the purchase of the Property; and

WHEREAS, funds from the Opportunity Housing Development Fund are available in the amount of approximately \$414,000 for use by the Commission to be used at closing for short-term (30-day) bridge financing to be reimbursed approximately 75% from DHMH grant proceeds and 25% from the County.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that, upon approval of the acquisition of the Property by the Board of Public Works, the Executive Director is authorized to execute a Settlement Statement and any and all documents, certificates, statements and agreements on behalf of the Commission to complete the purchase of a house located at 10 Horizon Court, Derwood, Maryland pursuant to the Contract and to utilize a temporary loan of approximately \$414,000 from the Opportunity Housing Development Fund for the acquisition to be reimbursed by a DHMH Grant and a loan from the County.

B. Legislative and Regulatory Committee – Com. Roman, Chair

1. Adoption of Revision to The Housing Choice Voucher Administrative Plan Providing a Preference for Persons Both Chronically Homeless and Medically Vulnerable

Lynn Hayes, Acting Director of Housing Resources and Fred Swan, Director of Resident Services, requested approval to modify the Housing Choice Voucher Administrative Plan to include a preference for persons both chronically homeless and medically vulnerable.

The following resolution was adopted upon a motion by Commissioner Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Banks, Kator and Lindstrom. Commissioner Edson was necessarily absent and did not participate in the vote.

RESOLUTION: 14-12

**RE: Adoption of Authorization to Revise
Housing Choice Voucher Administrative Plan
Providing a Preference for Persons Both
Chronically Homeless and Medically Vulnerable**

WHEREAS, federal statutes and regulations require housing providers to adopt certain policies and permit flexibility in others; and

WHEREAS, the Housing Opportunities Commission (the "Commission") aims to ensure fair and equitable treatment of applicants and residents in its housing programs; and

WHEREAS, the Commission administers the Housing Choice Voucher Program in Montgomery County; and

WHEREAS, the Commission has adopted an Administrative Plan to provide the rules and procedures for operation of the Housing Choice Voucher Program; and

WHEREAS, the Commission has joined with Montgomery County and the Montgomery County Coalition for the Homeless in an effort to provide permanent housing assistance for chronically homeless medically vulnerable persons; and

WHEREAS, the proposal was submitted to the Resident Advisory Board for its review and consideration; and

WHEREAS, an allocation of up to ten (10) Housing Choice Vouchers on the waiting list for assistance for chronically homeless medically vulnerable persons can be implemented through program attrition.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it approves a revision to the Housing Choice Voucher Administrative Plan to provide a preference for up to ten (10) persons who are both chronically homeless and medically vulnerable as identified in the memorandum presented with this Resolution.

BE IT FURTHER RESOLVED that the Executive Director is authorized to prepare and submit an amendment of the Housing Choice Voucher Administrative Plan to provide a preference for persons who are chronically homeless as well as medically vulnerable to HUD for approval and, upon approval thereof, implement the amendment in subsequent operation of the program.

V. *FUTURE ACTION ITEMS

VI. NEW BUSINESS

None

VII. EXECUTIVE SESSION FINDINGS

None

Based upon this report and there being no further business to come before this session of the Commission, a motion was made, seconded and unanimously adopted to adjourn.

The meeting adjourned at 5:58 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Stacy L. Spann', with a long horizontal flourish extending to the right.

Stacy L. Spann
Secretary-Treasurer

/pmb