

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Minutes

July 8, 2009
09-08

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, July 8, 2009 at 10400 Detrick Avenue, Kensington, Maryland beginning at 7:30 p.m. Those in attendance were:

Present

Michael Kator, Chair
Roberto Piñero, Vice Chair
Jean Banks
Norman Cohen
Pamela Lindstrom
Sally Roman

Not Present

Norman Dreyfuss, Chair Pro Tem

Also Present

Annie Alston, HOC Executive Director	Bonnie Hodge
Ken Tecler, HOC Counsel	Cornelia Kent
Maryann Dillon	Patrick Mattingly
Lillian Durham	Jim Miller
Scott Ewart	Lena Nazarian
Joy Flood	Doug Ryan
Les Kaplan	Stephanie Semones
Tedi Osias	Eugene Spencer
Jerry Robinson	Andrew Zaleski
Bill Anderson	Eileen Hartnett, Special Assistant to the Commission
Jim Atwell	
Vivian Benjamin	
Naomi Brooks	Irma Rodriguez/IT Support
Tom DeBrine	Karlos Taylor/IT Support

Guests

O. Dasent
Laura Murray
Housing Choice Voucher, Landlord

Prior to the meeting convening, Commissioners Kator and Lindstrom presented the Tony Davis Scholarship awards to seven recent high school graduates who reside in subsidized housing. Stephanie Semones, Special Events/Volunteer Coordinator, introduced the students and stated their accomplishments. Those receiving the scholarships included Tavona Davis, Beverly Ibeh, Mekdes Damenu, Travis Antonio Marcus, Janay White, Kenneshia Washington, and Chantel Lé-Shay Broxton. The recipients and their guests had an opportunity to acknowledge those who have supported them and made brief remarks.

Chair Kator convened the monthly meeting of the Housing Opportunities Commission at 7:30 p.m.

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

I. CONSENT ITEMS

- A. **Approval of Minutes of June 3, 2009** – The minutes were approved as submitted.
- B. **Approval of Minutes of the Special Session of June 22, 2009** – The minutes were approved as submitted.
- C. **Adoption of Retirement Resolution for Naomi Brooks** – Following its adoption, Les Kaplan, Director of Housing Resources, presented the retirement resolution to Naomi Brooks.

RESOLUTION: 09-70

**RE: Adoption of Retirement
Resolution for Naomi Brooks**

WHEREAS, the Housing Opportunities Commission of Montgomery County acknowledges Naomi Brooks, Housing Resources Specialist II, of the Housing Resources Division for her 20 years of dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Naomi began her career with HOC in November 1989 as Assistant Resident Manager at Leafy House in Silver Spring, MD; and

WHEREAS, Naomi received a Special Project Award in June 1992 for her assistance in the development of the Resident Translation Handbook; and

WHEREAS, Naomi transferred to the Occupancy Department as a Rental Assistance Specialist in April 1998; and

WHEREAS, Naomi received a Special Award in July 1999 for her hard work and dedication working with elderly residents. She was recognized for her consistently high performance in certifying elderly residents of four public housing properties. She was also acknowledged for her commitment to quality service to the elderly; and

WHEREAS, Naomi received a Division Award in May 2001 along with all Public Housing Occupancy staff in recognition of their demonstrated teamwork in leasing up housing to 356 families of the waiting list; and

WHEREAS, Naomi received a Cash Award for her invaluable recertification assistance to Town Center Apartments in Rockville, MD. She went above and beyond with her efforts to catch up on delinquent recertifications while maintaining current lists. Naomi also taught the new Resident Manager many aspects of management of a 236 property; and

WHEREAS, Naomi transferred to the Housing Resources Division in April 2008 as a Housing Specialist II where she maintained her high level of service to our elderly residents and continued to serve with distinction.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County extends sincere thanks to Naomi Brooks for her many years of commitment, dedication and service and wishes her good health and happiness on the auspicious occasion of her retirement.

D. Approval of 2009 Tony Davis Scholarship Award Winners – The following resolution was approved:

RESOLUTION: 09-71

**RE: Approval of 2009 Tony Davis
Scholarship Award Winners**

WHEREAS, in recognition of the many accomplishments and extensive community volunteer work performed by former HOC employee Tony Davis who was tragically killed in 2000, HOC established the Tony Davis Scholarship Awards Program in his memory; and

WHEREAS, since its inception, the Tony S. Davis Scholarship Awards Program has annually provided two \$5,000 awards to high school seniors who are residents of either Public Housing or participate in the Housing Choice Voucher Program and who also demonstrate excellent academic achievement and school attendance, participate in extra-curricular and community activities, and have been accepted by a college or university; and

WHEREAS, a Selection Committee, composed of one Commissioner, the Executive Director, and Resident Services Division Staff, was convened on June 9, 2009 to review 35 highly qualified applications; and

WHEREAS, the Selection Committee considered academic records, attendance records, recommendations from school personnel and HOC staff, 500 word essays written by the applicants, SAT or ACT scores, school and community activities, and college acceptance information; and

WHEREAS, the Selection Committee recommends two outstanding candidates for the two \$5,000 Tony Davis Scholarship Awards: Tavona Davis and Beverly Ibeh; and

WHEREAS, the Selection Committee was extremely impressed by the pool of deserving candidates and is recommending the award of three \$1,000 cash awards to Mekdes Damenu,

Janay White and Travis Antonio Marcus and two honorable mention \$500 awards to Kenneshia Washington and Chantel Lé-Shay Broxton.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County affirms the recommendation of the Tony Davis Scholarship Awards Selection Committee for Tavona Davis and Beverly Ibeh to each receive a \$5,000 Scholarship Award, and for Mekdes Damenu, Janay White and Travis Antonio Marcus to each receive \$1,000 cash awards, and for Kenneshia Washington and Chantel Lé-Shay Broxton to receive \$500 cash awards.

E. Approval of New Lender for the Mortgage Purchase Program – The following resolution was approved:

RESOLUTION: 09-72

RE: Approval of New Lender for the Mortgage Purchase Program

WHEREAS, the Housing Opportunities Commission of Montgomery County approves lenders to participate in the Mortgage Purchase Program; and

WHEREAS, such participation is continuous and for multiple programs; and

WHEREAS, the Commission has approved an ongoing process for adding new lenders to the Mortgage Purchase Program; and

WHEREAS, Union Mortgage Group has applied for participation in the Mortgage Purchase Program; and

WHEREAS, Union Mortgage Group has satisfied the required criteria for admittance to the Mortgage Purchase Program.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that Union Mortgage Group is approved for participation in the Mortgage Purchase Program effective immediately.

II. INFORMATION EXCHANGE

A. Report of the Executive Director – Before giving her verbal report, Ms. Alston added her congratulations to the Tony Davis Scholarship Award winners. The following items were added to Ms. Alston's written report:

- HOC has received a grant of 100 new non-elderly, disabled vouchers. This award of \$1.29 million was effective July 1st. The vouchers will be used for individuals and families on the Public Housing waiting list. The Commission's adopted \$205 million operating budget and a \$69 million capital budget for FY'10 will be amended. Ms. Alston congratulated Joy Flood, Director of Federal Programs, and John Vass, Grants Coordinator, for their work to secure these vouchers.
- HUD has notified HOC that the annual Public Housing Plan was approved. This Plan is available in the HOC offices and on the internet.

- During the June meeting, the Commission approved a loan from the OHRF and the PNC Line of Credit for the Single Family Mortgage Purchase Program to pay and redeem bonds. The Single Family bond issue has closed and the loan of \$5.6 million is not necessary.
- During the August meeting, Tedi Osias, Director of Public and Legislative Affairs, will brief the Commission on “Single Mothers and Poverty: Agenda for Action”. Ms. Osias, a Commissioner on the Commission for Women, chaired the Mothers and Poverty Committee which spearheaded this report.
- The new work order software system in Housing Management was launched on June 29th. A follow-up report will be presented during the December Commission meeting. Ms. Alston thanked the Housing Management and IT staff for their tremendous effort in this endeavor.
- A new HOC website will be launched next week to inform the Commission, staff, contractors and the public of HOC’s activities under the American Recovery and Reinvestment Act. Joy Flood, Director of Federal Program, demonstrated several of the links (www.hocmc.org/recovery/). The site is easy to navigate and offers valuable information and links on contract activity, timelines and property information. Ms. Alston acknowledged the work of Federal Programs, Legislative and Public Affairs, Procurement, Housing Management, Resident Services and IT.

B. Community Forum

None

C. Commissioner Exchange

- Commissioner Roman was a speaker at the recent ribbon cutting for the Gude Drive Complex. She was impressed with the property and congratulated HO&C for their efforts in the expansion of the Gude Drive Complex.

III. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

A. Legislative and Regulatory Committee – Commissioner Roman

1. Approval of Revisions to the Housing Choice Voucher/Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy

Commissioner Roman introduced the resolution and outlined the changes. Edits were made to the Administrative Plan for clarification purposes.

Joy Flood, Director of Federal Programs, and Doug Ryan, Assistant Director of Federal Programs, responded to Vice Chair Piñero’s question about the requirement to provide a social security card for each household member. This is a HUD requirement. HOC will not deny or terminate anyone for not having the card; however, proof of an application to the SSA for a duplicate card will be needed until a card is issued/reissued.

Mr. Ryan explained safeguards that are in place to limit access to client records. Chair Kator raised a question about sensitive information on laptops. Ms. Alston explained protections are in place with tiers of access that would limit any data exposure. Scott Ewart, Director of Information Technology & Facilities Services, described the CITRIX software system used on most of the HOC laptops. The data is not stored on the laptops, but rather the information is accessed from the HOC mainframe. The data is encrypted as it is transmitted.

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

RESOLUTION: 09-73

RE: Approval of Revisions to the Housing Choice Voucher/Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy

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

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

WHEREAS, the Housing Opportunities Commission aims to ensure the efficient use of its housing program resources.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it approves the attached revisions to the Housing Choice Voucher/Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy which include incorporating the existing Enterprise Income Verification policy into the Public Housing Admissions and Continued Occupancy Policy as well as requiring all clients to provide HOC their Social Security Numbers.

IV. ITEMS REQUIRING DELIBERATION and/or ACTION

A. Authorization to Acquire 7411 Aspen Court and Accept HIF Financing

Maryann Dillon, Director of Real Estate, made a brief presentation regarding the acquisition of this property. It is anticipated that the funding will be through the HIF and there is no budget impact to HOC. It is expected that the loan amount that is approved will be enough to cover the acquisition as well as immediate needs of the property and other soft costs to allow HOC to continue with the predevelopment plans. DHCA has also asked HOC to apply to the state for other funding sources. If HOC is unsuccessful in getting other funding, DHCA intends to fully fund the rehabilitation of the properties.

The following resolution was adopted upon a motion by Commissioner Cohen and seconded by Vice Chair Piñero. Affirmative votes were cast by Commissioners Kator, Piñero,

Banks, Cohen, Lindstrom and Roman. Chair Pro Tem Dreyfuss was necessarily absent and did not participate in the vote.

RESOLUTION: 09-74

**RE: Authorization to Acquire
7411 Aspen Court and Accept
HIF Financing**

WHEREAS, 7411 Aspen Court (the “Property”) is an 11-unit rental apartment building located on a three-property cul-de-sac in Takoma Park; and

WHEREAS, HOC currently owns two of these three properties, all of which are in need of renovation; and

WHEREAS, with the support of the County’s Department of Housing and Community Affairs (DHCA), HOC staff entered into a contract to acquire the Property on or before August 31, 2009 for \$975,000 and up to a maximum of \$998,500 with extensions; and

WHEREAS, after acquisition, it is proposed that necessary upgrades be performed and a portion of the units rented to families earning 60% of the Washington DC Area Median Income (AMI) or 50% of State AMI in the event that State funding is obtained; and

WHEREAS, the Commission recognizes the need to obtain a commitment from DHCA for the acquisition of the Property and renovation costs at a level sufficient to meet the long-term needs of the Property; and

WHEREAS, in order to complete the acquisition, the Commission desires to have the Executive Director execute any and all documentation to complete the acquisition of 7411 Aspen Court, advance funds for any necessary extensions, and accept HIF financing for the acquisition of 7411 Aspen Court and the renovations of 7423-27 Aspen Court, 717 Sligo Creek Parkway, and 7411 Aspen Court on suitable terms and conditions.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized to (i) execute any and all documentation to complete the acquisition of 7411 Aspen Court including a settlement statement, affidavits, certificates, notes and deeds of trust to secure financing from lenders, (ii) execute the documents to fund necessary extensions, and (iii) execute documents including a commitment letter, note, deed of trust and regulatory agreement on terms and conditions acceptable to the Executive Director for HIF financing for the acquisition of 7411 Aspen Court and the renovations of 7423-27 Aspen Court, 717 Sligo Creek Parkway, and 7411 Aspen Court.

B. Approval of Revision to Paddington Square Architectural Contract

Jerry Robinson, Director of Housing Management, and Jim Miller, Deputy Director of Asset Management and Modernization, made a brief presentation explaining that the architectural contract must be revised due to Department of Permitting Services (DPS) requirements. During a recent meeting with the DPS staff, HOC was advised that, as a condition of issuing permits, all plans must reflect the complete scope of work including modification or alterations to units and common areas. The additional modifications required in the community

room and rental office will need to be included in the architectural services. These modifications must be in compliance with the International Existing Building Code.

There was general discussion about the awarding of the contract. Vice Chair Piñero was concerned that these revisions are going beyond the scope of services in the original bid. As a separate issue, Chair Kator questioned the prudence in not seeking other bids once the scope of work changed. Mr. Miller explained that the other two proposals received for the original architectural plans were at least 20% higher and he believed to rebid would have the same result. Additionally, Kirby Mehrhof has completed the original contract and the revisions are interrelated to the original plan.

The Commission instructed staff to solicit new proposals for the Expanded Scope of Work from the three original bidders. This requires a waiver of the HOC Procurement Policy in regard to public solicitation of a RFP.

Commissioner Cohen moved to authorize a waiver of the requirement for formal procurement procedures for the additional architectural work necessary for Paddington Square. Commissioner Roman seconded the motion. Affirmative votes were cast by Commissioners Kator, Piñero, Banks, Cohen, Lindstrom and Roman. Chair Pro Tem Dreyfuss was necessarily absent and did not participate in the vote.

V. FUTURE ACTION ITEMS

Ms. Alston informed the Commission the following items and events have been added to the future action calendar:

- Authorization to Submit FY 2009 Public Housing Assessment System (PHAS) Management Operations Certification to HUD
- Authorization to Submit FY 2009 Section Eight Management Assessment Program (SEMAP) Certification to HUD
- Briefing on "Single Mothers and Poverty: Agenda for Action"
- Request for an additional work year for staff for the new allocation of vouchers for non-elderly, disabled families.
- Development and Finance Committee, July 13th
- Next Commission meeting, August 5th at 4:00 p.m.

VII. EXECUTIVE SESSION FINDINGS

The Chair reported that the item before the Commission for consideration in Executive Session involves a real estate property acquisition, personnel matter and status of potential litigation. According to Section 10-508(a)(3) of the State Government Articles of the Annotated Code of the State of Maryland, such items can be discussed in closed session.

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 8:35 p.m.

Respectfully submitted,

Annie B. Alston
Secretary-Treasurer

/meh