

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Minutes

September 11, 2013
13-10

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, September 11, 2013 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:05 p.m. Those in attendance were:

Present

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

Also Attending

Stacy Spann, Executive Director	Ken Tecler, Staff Counsel
Tonya Clark	Dean Tyree
Pam Lawler	Lola Knight
Maria Montero	Clarence Landers
Ellen Goff	Cathy Kramer
Hiwote Yohannes	Brenda Tyer
Yvette Williams	Robyn Mills
Alethia Cooper	Kashif Paul
Angela Coleman	Vivian Benjamin
Belle Seyoum	Patricia Oliver
Zachary Marks	Tocque Peyton
Barbara Eppolito	Berneta Green
Christopher Donald	Louis Chaney
Rosemary Lawson	Nancy Scull
Tom Debrine	Carol April
Sal Dangamuwa	Eugene Spencer
Dennis James	Kayrine Brown
Geraldine DeMesme	Gail Willison
Sue Swierdsol	Bill Anderson
Pete Atta	Marsha Smith
Rita Harris	Susan Smith
Emily Dorfman	Jay Shepherd

Jim Atwell
Terri Fowler

Jennifer Arrington
Joy Flood

Commission Support

Patrice Birdsong, Spec. Asst. to the Commission

IT-Support

Dominique Laws
Irma Rodriguez

Prior to the meeting convening, Louis Chaney, Labor Relations Manager, along with Division Directors, presented Resolutions to employees retiring effective August 31, 2013.

The Consent Calendar was approved upon a motion by Vice Chair Roman and seconded by Chair Pro Tem Kator. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, Lindstrom and Wiencek.

I. CONSENT ITEMS

A. Approval of Minutes

- **Approval of Minutes of Regular Meeting of August 7, 2013** – The minutes were approved as submitted.

B. Adoption of Retirement Resolution for Dorothy Douglas – The following resolution was approved.

RESOLUTION: 13-73

RE: Adoption of Retirement Resolution for Dorothy Douglas

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Dorothy Douglas for 18 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Dorothy began her career with HOC in 1994 as Administrative Aide III in the Finance Division; and

WHEREAS, in 1997, Dorothy transferred to the Resident Services Division as Administrative Aide III; and

WHEREAS, Dorothy exercised excellent customer service skills in the Finance office and the Supportive Housing office, maintaining the reception area for Supportive Housing clients as a welcoming space, tracking purchase orders and resident payments and staying beyond work hours to complete tasks; and

WHEREAS, Dorothy's diligence, cooperative spirit and genuine concern for the residents she served were appreciated by her co-workers and HOC clients; and

WHEREAS, Dorothy earned numerous employee awards over the years for her assistance to the Supportive Housing Team in producing technical submissions to the County

and grant submissions to HUD; for coordination of the Silver Spring office telephone system implementation in 1998; for exceptional data entry in the CCS system; and for excellence in customer service.

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

C. Adoption of Retirement Resolution for Barbara Eppolito – The following resolution was approved.

RESOLUTION: 13-74

**RE: Adoption of Retirement Resolution for
Barbara Eppolito**

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Barbara Eppolito for 27 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Barbara began her career with HOC in January 1986 as Resident Manager for Bauer Park and Manor Town Condominiums; and

WHEREAS, Barbara lived on-site and managed Bauer Park, an HOC-owned senior apartment building, overseeing all aspects of its operations including performing recertifications and inspections and preparing budgets. Barbara's oversight ensured that the property was well maintained, immaculate, in compliance with all regulations and fully leased and responsive to residents' requests; and

WHEREAS, the safety and security of Bauer Park residents was paramount for Barbara. She sensitized her staff, residents, visitors and contractors to the importance of maintaining a safe and secure property; and

WHEREAS, Barbara's calm and competent management during times of emergency, caused by blackouts, hurricanes, snowstorms and equipment failures, kept Bauer Park running smoothly and protected the lives and health of its residents; and

WHEREAS, Barbara is well known for her kindness and enthusiasm and was popular with residents, volunteers and other HOC staff; and

WHEREAS, Barbara has been a resourceful and valued team player, helping newer managers understand and navigate the legal requirements that a Section 236 property must meet to be in compliance with federal, local and HOC standards; and

WHEREAS, Barbara was known as the “Queen of Documentation,” completing bid notices, purchase orders, work orders and incident reports accurately and on time; and

WHEREAS, Barbara performed her duties flawlessly and was a joy to work with, in addition to having a great sense of humor; and

WHEREAS, Barbara managed her properties in an outstanding manner; dependable, passionate, knowledgeable, fair, respectful and sensitive at a property with a vulnerable population of seniors; and

WHEREAS, Barbara earned numerous employee awards over the years. She developed a Resident Translation Handbook in 1992; coordinated a shuttle service with a nearby shopping center to transport Bauer Park residents to groceries and pharmacies; and provided exemplary customer service to HOC residents and properties during snow storms, power outages and hurricanes over the years. In 2005, a Resident Survey rated Bauer Park the highest of HOC managed and contract managed properties. Barbara also assisted Town Center Apartments with rent certifications, supervision and training of staff, and managed the insurance claims process following an apartment flood at Town Center.

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

D. Adoption of Retirement Resolution for Berneta Green – The following resolution was approved.

RESOLUTION: 13-75

RE: Adoption of Retirement Resolution for Berneta Green

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Berneta Green for 21 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Berneta began her career with HOC in 1991 as Administrative Aide III in the Public Affairs office; and

WHEREAS, in 1995, Berneta was promoted to Office Manager I in the Mortgage Finance Division; and

WHEREAS, Berneta provided reliable administrative support for the Single Family Mortgage Finance office, performing a wide variety of tasks including keeping staff aware of deadlines for Commission items, status reports and payment of invoices; proofreading and editing staff reports; creating and tracking purchase orders; producing routine real estate market reports from the MRIS database; updating mortgage client databases; and monitoring

the public mortgage information line and following up with responses. Berneta was the “engine” that kept the office running smoothly; and

WHEREAS, Berneta was a self-starter who taught herself PowerPoint and helped produce numerous presentations for the lender training sessions and designed and edited mortgage brochures for distribution to the public, in addition to serving as the office webmaster, updating and expanding information on the HOC website; and

WHEREAS, Berneta also taught herself Microsoft Access and created a database of several hundred clients in the HOC Homeownership Program for HOC residents; and

WHEREAS, Berneta worked closely with HOC’s underwriting team on RFPs, receiving and reviewing responses and preparing summaries for the evaluation panel; and

WHEREAS, during a period of more than a year when the office was without the services of an additional underwriter, Berneta volunteered to help, ensuring that commitments to lenders and borrowers were met. She prepared incoming loan files for underwriting, checked documents, completed underwriting worksheets and notified lenders of incomplete files; and

WHEREAS, throughout her career with HOC, Berneta has consistently maintained good working relations with HOC staff; and

WHEREAS, Berneta earned numerous employee awards including her work on the Conference for Affordable Housing, for her teamwork in refinancing the Alexander House development which resulted in more than \$500,000 in fees to HOC, for assuming additional responsibilities and special projects which enabled the Mortgage Finance team to successfully accomplish critical goals, and for her dedication to the mission of the Mortgage Finance Division and HOC.

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

E. Adoption of Retirement Resolution for Rosemary Lawson – The following resolution was approved.

RESOLUTION: 13-76

RE: Adoption of Retirement Resolution for Rosemary Lawson

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Rosemary Lawson for 11 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Rosemary began her career with HOC in 2002 as Resident Counselor III; and

WHEREAS, Rosemary counseled clients who were either homeless or experiencing a housing crisis helping them to find affordable rental housing; and

WHEREAS, a difficult economy, an affordable housing shortage in Montgomery County, landlord selectivity and derogatory credit ratings made finding housing for her clients very challenging, Rosemary's success rate in housing her clients was extraordinary; and

WHEREAS, Rosemary's skill in finding local partners to help assist families and individuals benefitted HOC and her clients. In some instances, Rosemary's intervention saved lives and kept families together; and

WHEREAS, Rosemary's knowledge of the County rental market, the approval criteria of individual landlords, the application process and the details of various subsidy programs enabled her to facilitate lease-up for the Housing Choice Voucher program. Her personal relationships helped smooth the way for her clients; and

WHEREAS, Rosemary's management of funds provided by the State and County was judicious, accounting for every penny spent. She was extremely helpful to HOC during State monitoring visits, helping bring a real life experience to an otherwise bureaucratic process; and

WHEREAS, Rosemary's dedication and advocacy of the Housing Choice Voucher program reflected well on HOC and helped HOC carry out its mission to provide affordable housing and services to those in need in our community; and

WHEREAS, Rosemary has been an invaluable partner in helping the County monitor the extent of the homeless problem in Montgomery County by working with the Homeless Management Information System; and

WHEREAS, Rosemary's compassionate service has left an indelible mark on hundreds of families in Montgomery County. Many consider Rosemary part of their family; and

WHEREAS, Rosemary consistently exceeded expectations in a very difficult position and earned the respect and friendship of clients and HOC staff; and

WHEREAS, Rosemary earned numerous employee awards over the years. In 2007, she developed a course manual and taught classes for the "Clutter to Classy" program, a 14-week eviction program created to teach HOC families how to maintain clean, safe and uncluttered housing units to pass annual inspections. She was also recognized for outstanding customer service, dedication to, and advocacy for, her clients, and was sought out by case managers and other professionals to help with difficult clients, participate in staff meetings and provide workshops on housing searches.

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

F. Adoption of Retirement Resolution for Chris Mosquera – The following resolution was approved.

RESOLUTION: 13-77

**RE: Adoption of Retirement Resolution for
Chris Mosquera**

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Chris Mosquera for 13 years of dedicated service to the Agency and the citizens of Montgomery County; and

WHEREAS, Chris began his career with HOC in 2000 as Housing Inspector in the Rental Assistance Division; and

WHEREAS, in 2007, Chris was reassigned to the Property Management Division and to the Housing Resources Division in 2013 as a result of a reorganization; and

WHEREAS, Chris handled all aspects of the HOC inspection process with diligence and care, working with others in his division to ensure accurate, timely and fair inspections in accordance with HUD regulations; and

WHEREAS, Chris took a personal interest in ensuring that clients and landlords received quality service from HOC. He demonstrated excellent customer service skills providing helpful advice to assist landlords and clients concerning the inspection process; and

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

WHEREAS, Chris' flexibility in arranging and scheduling inspections benefitted HOC and its clients, ensuring that inspections were done in an efficient and timely manner; and

WHEREAS, Chris earned many employee awards over the years for his teamwork in achieving a 95% goal for the Housing Choice Voucher program lease-up effort as mandated by HUD in 2003, for his work with data entry and reconciliation of the Yardi Voyager system implementation, and for exemplary service in assisting with inspections in other portfolios and resolving computer issues for the housing inspection team.

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

G. Adoption of Retirement Resolution for Tocque Peyton – The following resolution was approved.

RESOLUTION: 13-78

**RE: Adoption of Retirement Resolution for
Tocque Peyton**

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Tocque Peyton for 29 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

WHEREAS, Tocque began his career with HOC in 1984 as Tenant Counselor II at Middlebrook Square; and

WHEREAS, in 1986, Tocque was promoted to Resident Counselor III. He was transferred to Seneca Ridge in 2008; and

WHEREAS, over the years, Tocque has played an important role in young HOC clients' lives and has been a positive role model for hundreds of young HOC clients; and

WHEREAS, Tocque has expanded HOC's partnerships with other community groups and agencies to bring valuable resources to the communities he served; and

WHEREAS, Tocque helped staff the Seneca Ridge Neighborhood Network classes and ran the Homework Club at Seneca Ridge and was involved in homework clubs at several different HOC sites; and

WHEREAS, Tocque is responsible for many "firsts" at HOC including starting HOC's Tennis Program that included youth from all of the HOC Family Resource Centers; creating the first Coin Club Group for young people at Middlebrook Square and Town Center Place; helping create the DC Metro Track and Field Championships which HOC youth went on to win under Tocque's leadership; and helping to establish the First Tee Program in Montgomery County, a collaborative effort between the Montgomery County Department of Recreation, the PGA and others. The First Tee Program instills in young people the values of sportsmanship, fair play and respect for others along with teaching them the game of golf. First Tee, which began in 2001, continues to this day; and

WHEREAS, in 2006, Tocque began the HOC Bike Club, using grant funds to pay for bikes. In the Club, youth learned bicycle repair and maintenance, bike safety and rules of the road for bike riders; and

WHEREAS, Tocque's latest effort, the *4 Boyz Group* at Seneca Ridge, gives young people the opportunity to explore issues like bullying, etiquette for gentlemen, the importance of education and caring for the environment; and

WHEREAS, Tocque has been on the Bernie Scholarship Board since 2006 and helped numerous youth apply for and obtain college scholarships and financial aid; and

WHEREAS, Tocque earned numerous employee awards over the years including outstanding contributions in developing and implementing Middlebrook Square's first newsletter, *Square Biz*. He was also acknowledged for his quick and responsible action when a resident reported a strong gas odor. Tocque notified emergency officials and management staff while checking on each household and escorting them to a nearby community center, staying with them into the evening until permission was given to return to their homes. In 2009, Tocque's outstanding teamwork during a staff shortage at the Tony Davis Family Resource Center ensured responses and referrals for resident concerns and smooth transition of programs.

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

H. Ratification of Action Taken in Budget, Finance and Audit Committee on August 13, 2013: Authorization to Submit County FY'15-20 Capital Improvements Program (CIP) Budget – The following resolution was approved.

RESOLUTION: 13-79

RE: Ratification of Action Taken in Budget, Finance and Audit Committee on August 13, 2013: Authorization to Submit County FY'15-20 Capital Improvements Program (CIP) Budget

WHEREAS, request for funding from the County's Biannual Capital Improvements Program (CIP) were due to the Office of Management and Budget on September 5, 2013; and

WHEREAS, the Budget, Finance and Audit Committee reviewed and authorized the submission of the County FY'15-20 Capital Improvements Program Budget which requested that the County continue funding our current projects in the amount of \$91,398,000; and

- Add funding of \$2,500,000 to continue the \$1,250,000 annual level of effort contribution for Deeply Subsidized HOC Owned Units (formerly named Public Housing) Improvements for FY'19 and FY'20.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County that it hereby ratifies the action taken by the Budget Finance and Audit Committee on August 13, 2013 authorizing the submission of the County FY'15-20 Capital Improvements Program Budget.

II. INFORMATION EXCHANGE

- A. Report of the Executive Director** – Mr. Spann, in remembrance of September 11th terrorist attack, took a moment to acknowledge and honor the men, women & children who lost their lives in this tragic event.
- B. Commissioner Exchange** – Commissioner Wiencek co-chairs a committee with the Open Door Housing Foundation. This group provides assistance to disabled veterans. Vice Chair Roman attended the RAD briefing at Arcola Towers and thought it was well received. She and Commissioner Lindstrom attended the MHP and Non-profit Montgomery on Housing Advocacy.
- C. Resident Advisory Board** – None
- D. Community Forum** - None
- E. Status Report** - None

III. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

A. Development and Finance Committee – Commissioner Lindstrom, Chair

1. Approval to Enter into Exclusive Negotiations for the Disposition of a Portion of the Chevy Chase Lake Apartments Site

Kayrine Brown, Director of Mortgage Finance/Real Estate Development and Richard Hanks, Real Estate Development, requested the Board's approval to enter into direct negotiations to sell a portion of the Chevy Chase Lake Apartments site to Eakin, Youngentob & Associates (EYA) rather than solicit for a developer for a portion of the site through an RFP or other solicitation method.

The following resolution was adopted as revised upon a motion by Commissioner Wiencek and seconded by Commissioner Edson. Affirmative votes were cast by Commissioners Piñero, Roman, Banks, Edson, Lindstrom and Wiencek. Chair Pro Tem Kator opposed and voted against.

RESOLUTION: 13-80

RE: Approval to Enter into Exclusive Negotiations for the Disposition of a Portion of the Chevy Chase Lake Apartments Site

WHEREAS, HOC was approved by the Montgomery County Council to redevelop its Chevy Chase Lakes Apartment Site (the "Site"); and

WHEREAS, the approval included a proposed joint development of the Site providing for mixed use housing options with "for sale" housing on a portion of the Site; and

WHEREAS, Eakin, Youngentob, & Associates (“EYA”) is a well respected developer and builder of housing in Montgomery County which aided in obtaining the approval for the development without any commitment from HOC that it would be selected as the developer of a portion of the Site proposed as “for sale” units; and

WHEREAS, the Commission’s Procurement Policy exempts real estate transactions from standard procurement requirements in most instances; and

WHEREAS, EYA has expressed interest in developing Lots 2, 3, and 4 with “for sale” housing as a joint venture with the Commission; and

WHEREAS, EYA’s expertise in the housing type anticipated as “for sale” housing in this location is acknowledged; and

WHEREAS, proceeding through procurement efforts for the development of a portion of the Site would delay construction of badly needed affordable housing in Chevy Chase and there could be no assurance that it would lead to financial advantage or other benefit to the agency; and

WHEREAS, the Commission provides a variety of opportunities for developers, builders and contractors to work with it on numerous developments throughout the County, some of which are procured through the Procurement Policy and others which are exempted from that process; and

WHEREAS, it is anticipated that good faith efforts will be made by both EYA and the Commission to ensure a transaction that is fair and equitable; and

WHEREAS, in the event that an agreement cannot be reached with EYA, the Commission reserves the option to pursue other redevelopment efforts.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to enter into negotiations with EYA for the disposition of a portion of the Chevy Chase Lakes Apartments Site.

BE IT FURTHER RESOLVED, that the final approval of the sale or other disposition of a portion of the Site to EYA shall be made by the Commission after presentation of the proposed terms and conditions.

BE IT FURTHER RESOLVED, that the Commission reserves the option to pursue other development opportunities for the portion of the Site in the event that negotiations with EYA are unsuccessful

At 5:05 p.m. the Board and staff recessed briefly in closed session to discuss a potential Land Acquisition matter. The meeting reopened at 5:18 p.m. for public session.

2. Approval to Prequalify a Pool of General Contractors for the Renovation of the Scattered Site Public Housing Disposition Properties

Kayrine Brown, Director of Mortgage Finance/Real Estate Development and Zachary Marks, Housing Acquisitions Manager, requested the Board's authorization to prequalify a pool of five general contractors to carry out the rehabilitation of the 669 scattered site Public Housing disposition properties.

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Wienczek. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, Lindstrom and Wienczek.

RESOLUTION: 13-81

RE: Approval to Prequalify a Pool of General Contractors for the Renovation of the Scattered Site Public Housing Disposition Properties

WHEREAS, the Housing Opportunities Commission of Montgomery County ("HOC"), a public body corporate and politic duly organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, known as the Housing Authorities Law, and authorized thereby to effectuate the purpose of providing affordable housing, including providing for the acquisition, construction, rehabilitation and/or permanent financing or refinancing (or a plan of financing) of rental housing properties which provide a public purpose; and

WHEREAS, on June 5, 2013, HOC authorized funding to rehabilitate the 669 scattered site properties that were approved by HUD for disposition from Public Housing ("The 669"); and

WHEREAS, the performance of the construction work associated with the rehabilitation requires the services of qualified general contractors; and

WHEREAS, to solicit qualifications from general contractors interested in providing these services on an as-needed basis, HOC released Part 1 of its Request for Qualification (RFQ No. 1867) (the "RFQ") on June 28, 2013; and

WHEREAS, 27 qualification submissions were timely received in response to the RFQ; and

WHEREAS, the RFQ attached equal weight to four main categories of qualifications; and

WHEREAS, each of the 27 proposals were evaluated, assigning numerical values to the firms' having furnished a complete set of qualifications, the strength of business recommendations provided, financial capacity, and project experience; and

WHEREAS, applying the criteria described above, the five highest overall scores were received by Capital Building Partners, Foulger-Pratt Contractors, LLC, Hamel Builders, Inc., Harkins Builders, Inc., and Southway Builders.

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

1. Authorizes the selection of Capital Building Partners, Foulger-Pratt Contractors, LLC, Hamel Builders, Inc., Harkins Builders, Inc., and Southway Builders as qualified for inclusion in a single pool of general contractors.
2. Directs Part 2 of RFQ #1867 be issued, as stated in Part 1 of RFQ #1867, only to those contractors qualified by this resolution for inclusion in this pool.
3. Responses to Part 2 of RFQ #1867 shall be used as the basis for the selection of general contractors for approval by the Commission from the prequalified pool established by this resolution.
4. Reserves its option described in Part 1 of RFQ 31867 to expand the current project scope to include rehabilitation work on other HOC-owned scattered site properties.
5. The Executive Director is authorized to select and execute contracts with one or more of the contractors from the pool determined to be most responsive to Part 2 of RFQ 1867 to provide construction services for the units in the public housing disposition.

IV. ITEMS REQUIRING DELIBERATION and/or ACTION

A. Authorization to Appoint Labor Relations Administrator

Louis Chaney, Labor Relations Manager, requested approval of nomination of the new Labor Relations Manager, M. David Vaughn, Esquire for five-year term.

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Commissioner Banks. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, Lindstrom and Wiencek.

RESOLUTION: 13-81

RE: Authorization to Appoint Labor Relations Administrator

WHEREAS, the Housing Opportunities Commission of Montgomery County (HOC) is required by the Collective Bargaining Law to appoint a Labor Relations Administrator to provide for the effective implementation of the law pertaining to the selection, certification, decertification procedures, prohibited labor practices, and the selection of a mediator/fact finder; and

WHEREAS, the term of the current Labor Relations Administrator for the Housing Opportunities Commission has concluded simultaneous with his decision to retire from the active practice; and

WHEREAS, HOC and the Municipal County Government Employees Organization (MCGEO) have completed the process of review of nominees for a new Labor Relations Administrator; and

WHEREAS, the joint recommendation is that M. David Vaughn, Esquire be appointed as Labor Relations Administrator for a five-year term.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the following terms and conditions will govern the appointment of the Labor Relations Administrator:

1. M. David Vaughn, Esquire is hereby appointed as the Labor Relations Administrator for the Housing Opportunities Commission for a five-year term.
2. The term will commence on September 11, 2013 and will end September 10, 2018
3. The LRA will be an employee of the Commission and will be paid as a contract employee on a per diem basis and will be reimbursed for necessary expenses
4. The Executive Director will administer the contract and the LRA will report to the Executive Director.
5. The cost associated with the employment of the LRA will be shared equally with the Municipal County Government Employees Organization and the Housing Opportunities Commission.

B. Approval to Submit Feasibility Applications Pursuant to HUD's Rental Assistance Demonstration Program for Housing Opportunities Commission's Public Housing Multifamily and Elderly Projects

Kayrine Brown, Director of Mortgage Finance/Real Estate Development and Zachary Marks, Housing Acquisitions Manager, addressed the Commission to request approval to submit feasibility applications to HUD for the disposition of its multifamily Public Housing portfolio.

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, Lindstrom and Wiencek.

RESOLUTION: 13-83

RE: Approval to Submit Feasibility Applications Pursuant to HUD's Rental Assistance Demonstration Program for Housing Opportunities Commission's Public Housing Multifamily and Elderly Projects

WHEREAS, the Housing Opportunities Commission faces growing challenges in its aging multifamily Public Housing structures – most prominently, functional obsolescence and pervasive systems issues as a result of age and constrained federal capital support; and

WHEREAS, HUD's Rental Assistance Demonstration (the "RAD Program") program presents HOC with an opportunity to convert its multifamily Public Housing assets to Project-based Section 8 subsidy; and

WHEREAS, the conversion of the Public Housing assets to another form of subsidy provides HOC with broad flexibility in determining the long term use of the properties for the benefit of residents not otherwise available in the Public Housing program; and

WHEREAS, review by HUD of an application under the RAD Program is for feasibility of conversion and approval by HUD simply reserves the allocation of Section 8 subsidy should the Commission ultimately opt to proceed with conversion; and

WHEREAS, if HUD approval under the RAD Program is obtained for the conversion of the Public Housing assets, consideration will be undertaken by the Commission for the methods and alternatives for conversion of individual developments.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to execute all necessary documentation and submit Feasibility Applications to the U.S. Department of Housing and Urban Development for HOC Public Housing Multifamily and Elderly Projects pursuant to the Rental Assistance Demonstration Program.

V. FUTURE ACTION ITEMS

None

VI. INFORMATION EXCHANGE (CONT'D)

None

VII. NEW BUSINESS

RECESS

VPC TWO CORPORATION MEETING

Jim Atwell, Internal Auditor, addressed the Commission requesting approval of the Bylaws for VPC Two Corporation.

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, Lindstrom and Wiencek.

RESOLUTION: 13-01

**RE: Approval of Bylaws and Election
Of Initial Board of Directors for
VPC Two Corporation**

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, the Commissioners of the Housing Opportunities Commission of Montgomery County as it is comprised from time to time constitute the directors of the Corporation; and

WHEREAS, the Corporation has been presented with a draft of Bylaws prepared by counsel; and

WHEREAS, it is anticipated that the Corporation will acquire property via a contract of sale in the future; and

WHEREAS, the Corporation received a report on the status of the plans for the acquisition it is expected to own.

NOW, THEREFORE, BE IT RESOLVED by VPC Two Corporation that:

1. Unless otherwise established by resolution of the Corporation, the President, Secretary and Treasurer of the Corporation shall be the Chair, Vice-Chair and Chair Pro-Tem of the Commission respectively from time to time.
2. The Bylaws of the VPC Two Corporation are approved.
3. This resolution shall take effect immediately.

SCATTERED SITE ONE DEVELOPMENT CORPORATION MEETING

Kayrine Brown, Director of Mortgage Finance/Real Estate and Christopher Donald, addressed the Commission requesting authorization to execute a utility easement for two Gaithersburg Properties.

The following resolution was adopted upon a motion by Commissioner Edson and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, Lindstrom and Wiencek.

RESOLUTION: 13-02

**RE: Authorization to Execute a Utility
Easement for Two Gaithersburg
Properties**

WHEREAS, by Resolution adopted at a regular meeting of the Housing Opportunities Commission of Montgomery County ("the Commission"), the Commission authorized the actions necessary to form Scattered Site One Development Corporation (the "Corporation"); and

WHEREAS, the Corporation, a development corporation duly organized and existing under the laws of the State of Maryland, is authorized to take the actions set forth in this Resolution, subject to the conditions and limitations set forth herein; and

WHEREAS, the Corporation is the owner of 20403 Boulder Ridge Terrace, Gaithersburg, MD, a townhome unit located in the Goshen Estates development; and

WHEREAS, the Corporation has received a request from Verizon FIOS to install FIOS service for its property at 20403 Boulder Ridge Terrace and the adjacent property at 20405 Boulder Ridge Terrace; and

WHEREAS, the Corporation desires to grant a perpetual easement to Verizon to construct and/or to maintain the facilities on its property.

NOW, THEREFORE, BE IT RESOLVED by Scattered Site One Development Corporation that the Executive Director of the Housing Opportunities Commission, on behalf of the Corporation, is authorized to execute a Deed of Easement for Verizon FIOS and all related documents and/or exhibits for service to its property located at 20403 Boulder Ridge Terrace and an adjacent property.

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 5:38 p.m.

Respectfully submitted,

Stacy L. Spann
Secretary-Treasurer

/pmb