

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Minutes (Amended)

April 2, 2014

14-04

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, April 2, 2014 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:05 p.m. Prior to the meeting a welcome reception was held for two new members of the Commission, Jackie Simon and Mynor Herrera. Those in attendance were:

Present

Roberto Piñero, Chair
Jackie Simon
Mynor Herrera
Pamela Lindstrom
Rick Edson

Absent

Sally Roman, Vice Chair
Jean Banks, Chair Pro Tem

Also Attending

Stacy Spann, Executive Director
Fred Swan
Gail Willison
Scott Ellinwood
Gina Smith
Jennifer Arrington
Dean Tyree
Tara Whicker
Susan Smith
Shaina Francis
Ethan Cohen
Patrick Mattingly
Scott Ewart
Charnita Robinson
Belle Seyoum
Bill Anderson
Diana Bird
Richard Hanks
Kelly McLaughlin

Alethia Cooper
Ken Tecler, Staff Counsel
Kayrine Brown
Regina Mitchell
Zachary Marks
Rita Harris
Gail Gunod-Green
Lorie Seals
Saundra Boujai
Rebecca Grayson
Jay Shepherd
Maria Montero
Lola Knight
Marsha Smith
Tonya Clark
Jim Atwell
Lynn Hayes
Bonnie Hodge

Eugene Spencer
Emily Dorfman

IT Support
Dominique Laws
Nick Monaco

Commission Support

Patrice Birdsong, Spec. Asst. to Commission

The Consent Calendar was adopted upon a motion by Commissioner Edson and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Edson, Herrera, Lindstrom, and Simon. Commissioners Banks and Roman were necessarily absent and did not participate in the vote.

I. CONSENT ITEMS

A. Approval of Minutes

- **Approval of Minutes of Regular Meeting of March 5, 2014** – The minutes were approved as submitted.

- B. Adoption of Retirement Resolution for Angie Wolfe-Ross** – The following resolution was approved.

RESOLUTION: 14-20

**RE: Adoption of Retirement
Resolution for Angie Ross**

WHEREAS, the Housing Opportunities Commission of Montgomery County is indebted to Angie Ross, Human Resources Supervisor, for more than 25 years of invaluable and dedicated service to the Agency; and

WHEREAS, Angie began her career with HOC on August 24, 1988, as a Personnel Assistant in the Human Resources Office; and

WHEREAS, in 1996, Angie was promoted to Human Resources Specialist I. Angie's responsibilities included benefits administration, recruitment and tuition assistance. She was responsible for tracking the insurance changes during transfer seasons. She also took over the enrollment of the Flexible Spending Plan, all while requiring little assistance and supervision. Angie was also successful in her recruitment efforts. She screened all applications for the hiring supervisors in a timely manner and in accordance with the program objectives. Angie was also responsible for arranging and coordinating training for all employees to inform them of services provided through the Agency's Employee Assistance Program (EAP); and

WHEREAS, in 2002, Angie was promoted to Human Resources Specialist II. Angie's responsibilities expanded to the oversight of all employee benefits, leave administration and training. She was responsible for interfacing with Montgomery County's Office of Human Resources and packaging benefits information to staff to ensure all employees

were well equipped to make the best choices for themselves. Angie was responsible for communicating all benefit enrollments to the County. In addition, Angie diligently took the time to educate staff on other benefits available to them such as Flexible Spending Accounts, to help stretch the employee's dollar and the Deferred Compensation Plan to assist employees in garnering financial resources to support their retirement years. Through her exemplary service and with a tailored approach to meet the individual needs of each employee, and for taking the time to elaborate on employee questions or concerns and guide each so that they could make informed decisions, the name "Angie Ross" became synonymous with excellent customer service; and

WHEREAS, in 2007, Angie was promoted to the position of Human Resources Coordinator. Angie's responsibilities included providing excellent customer service to all staff, OHR representatives and vendors. She was exceptional in her efforts to calm those with concerns and misunderstandings when dealing with Workers Compensation cases, the Family Medical Leave Act and the Americans with Disabilities Act. Angie was also successful in obtaining certification as a Certified Workers' Compensation Professional (CWCP) by the School of Labor & Industrial Relations at Michigan State University. Angie was awarded this distinction for demonstrating a high level of expertise in the area of workers' compensation and consistently utilized her expertise in the work environment; and

WHEREAS, in 2012, Angie was promoted to Human Resources Supervisor. In this role, she was responsible to oversee the day-to-day operation of the Human Resources Office and provide guidance to the Human Resources staff. She was given the added responsibility of authorizing and approving personnel transactions and guiding directors, supervisors and employees on personnel matters including the interpretation of the Collective Bargaining Agreement for represented employees and the Personnel Policy for unrepresented staff. Angie took extreme care to assure the adherence of the highest standards and to ensure that relevant equity issues were considered in all cases, both in spirit and in policy application. She continued in the provision of exceptional customer service and guided the Human Resources team accordingly; and

WHEREAS, over the years, Angie achieved the highest standards of excellence on all of her annual performance evaluations and earned numerous employee awards for her efforts with employee benefits, training initiatives, and systems conversions including receiving an award for her efforts in the conversion of the HOC's Payroll/Human Resources Information System from PayAmerica's Liberty system to ADP. She also received an award for her significant contribution to the pursuit of excellence through the HOC's Customer Service Guidelines, through service and delivery and leading by example. In addition to her work in Human Resources, Angie served as a mentor for participants in the Family Self-Sufficiency Program for many years. Her support and willingness to step forward and assist the Agency during numerous changes has been invaluable.

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

C. Ratification of Action to Amend Purchase Contract for Acquisition of Capital One Site –
The following resolution was approved.

RESOLUTION: 14-21-R

**RE: Ratification of Action Taken in
Executive Session on March 20, 2014
to Amend Purchase Contract for
Acquisition of Capital One Site**

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 February 4, 2014, HOC entered into a Purchase and Sale Agreement (“PSA”) with Capital One, National Association (“Seller”) to acquire an approximately one-acre parcel (“Capital One Site”) near HOC’s Holly Hall property; and

WHEREAS, the PSA gave HOC 37 days (“Feasibility Period”) to perform due diligence associated with the acquisition of the Capital One Site; and

WHEREAS, during the feasibility period, a Phase I environmental assessment recommended a Phase II environmental assessment which requires an additional 30 days to conduct; and

WHEREAS, the Seller has agreed to amend the PSA and extend the Feasibility Period with limitations on the refunding of HOC’s escrow deposit.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to execute the Amendment to the Purchase and Sale Agreement that 1) provides for a 30-day extension to complete a Phase II environmental study, and 2) permits HOC to withdraw from the PSA with a refund of its deposit only for reasons of environmental contamination.

II. INFORMATION EXCHANGE

A. Report of the Executive Director – Mr. Spann gave a brief update on the status of the RAD properties. He extended congratulations to the Finance Division on receiving The Government Finance Officers Association Distinguished Budget

Presentation Award. The Board made a request to have the Commission's Action Alert posted to the website.

- B. Calendar and Follow-up Action** – The National Association of Local Housing Finance Agencies Conference (NALHFA) is being held April 2-5, 2014 in Atlanta, GA. Kayrine Brown, Director of Mortgage Finance/Real Estate Development informed the Board that Vivian Benjamin, Asst. Director of Mortgage Finance and Jennifer Arrington, Sr. Multifamily Underwriter were attending the Conference.

Housing Fair and Financial Fitness, May 3, 2014 – Chair Piñero is unable to attend this year but Commissioner Jackie Simon volunteered to participate in his absence.

C. Commissioner Exchange

- Commissioner Lindstrom gave a report on the new Planning Committee. She explained the two main functions of the Committee are to take the lead on strategic plan for the Agency and to advocate for affordable housing in the County. There is a Strategic Plan Retreat scheduled for May 2014. She reported that she as well as Kayrine Brown attended a meeting with the Purple Line Corridor Coalition. Mr. Spann announced that HOC was approached and will be participating with the Coalition on the Transit Project.
- Commissioner Edson reported that staff gave an excellent presentation on March 6, 2014 before the County Council regarding RAD. He requested that these meetings be added to the Commission's calendar when known.
- Commissioner Simon reported, for the record, that she terminated her contract with the Agency once she was confirmed as a Commissioner. She reported that she has a son who is a voucher holder and another son that does real estate business with HOC. The record will reflect that she will recuse herself from meetings when there are discussions on the Voucher Program or Operations per General Counsel Ken Tecler.

D. Resident Advisory Board – None

E. Community Forum – None

F. Status Report – None

III. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

A. Legislative and Regulatory Committee – *Com. Banks, Chair*

1. Authorization to Adopt Section 3 Policy

Gina Smith, Special Assistant to the Executive Director and Fred Swan, Director of Resident Services, presented a brief summary of the Section 3 Policy.

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

RESOLUTION: 14-22

**RE: Authorization to Adopt
Section 3 Policy**

WHEREAS, The Housing and Urban Development (HUD) Act of 1968 (as amended) established the Section 3 program, which is codified at 24 CFR 135, and establishes a legislative directive to provide new employment, training and contracting opportunities for low and very-low income residents in communities that receive HUD funding for projects; and

WHEREAS, as a public housing agency and the recipient of HUD funding for projects, the Housing Opportunities Commission of Montgomery County ("HOC") has several responsibilities for developing and implementing a Section 3 policy and program; and

WHEREAS, the Housing Opportunities Commission Section 3 Policy, as last revised and updated on March 18, 2014 (the "Section 3 Policy"), establishes the methods and means by which HOC seeks to satisfy requirements of the legislative directive; and

WHEREAS, the Section 3 Policy was presented to the Resident Advisory Board on March 24, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it adopts the Section 3 Policy.

IV. ITEMS REQUIRING DELIBERATION AND/OR ACTION

A. Authorization to Submit to the Department of Housing and Urban Development the FFY 2014 Capital Fund Program Annual Statement and Supporting Documentation

Regina Mitchell, Director of Property Management, gave a brief presentation.

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

RESOLUTION: 14-23

**RE: Authorization to Submit the
FFY 2014 Capital Fund Program
Grant Annual Statement and
Supporting Documentation**

WHEREAS, the Housing Opportunities Commission will receive \$1,762,821 in FFY 2014 Capital Fund Program grant funds from the Department of Housing and Urban Development; and

WHEREAS, staff has identified \$1,762,821 in needs based upon the Commission's Five Year Capital Fund Program Plan; and

WHEREAS, by submitting the FFY 2014 Annual Statement and the signed ACC Amendment, the Commission is agreeing that capital and management activities will be carried out in accordance with all HUD regulations.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission that the Executive Director or designee is hereby authorized to submit to the Department of Housing and Urban Development the FFY 2014 Annual Statement (the work plan) outlining how the Capital Fund Program grant funds will be expended to make improvements to public housing units, the signed Annual Contributions Contract Amendment in the amount of \$1,762,821 and supporting Commission Resolution.

B. Presentation of the Executive Director's FY'15 Recommended Budget

Gail Willison, Chief Financial Officer and Terri Fowler, Budget Officer, gave a detailed presentation on the Executive Director's FY'15 Recommended Budget.

FUTURE ACTION ITEMS

A. Authorization to Select Legal Counsel

V. INFORMATION EXCHANGE (CONT'D)

None

VI. NEW BUSINESS

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 5:16 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Stacy L. Spann', written in a cursive style.

Stacy L. Spann
Secretary-Treasurer

/pmb