

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

March 6, 2024

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via a hybrid platform (with some participating in-person and some participating online/via teleconference) on Wednesday, March 6, 2024 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:05 p.m. Those in attendance were:

**Present**

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

**Also Attending**

Chelsea Andrews, President/Executive Director	Aisha Memon, Senior VP, Legal Affairs/ General Counsel
Kayrine Brown, Senior Executive Vice President	Ellen Geoff
DaVida Rowley-Blackman	Tim Goetzinger
Richard Congo	John Brouillre
Bonnie Hodge	Zachary Marks
Tia Blount	Ken Silverman
Jay Shepherd	Alex Laurens
Morgan Tucker	Elaine Cole
Patrick Mattingly	Terri Fowler
David Brody	Irma Washington
Nilou Radghezi	Adam Pinchuk
DeMarcus Hubbard	Meta Lim

**Also attending via Zoom**

Eugenia Pascual	Paige Gentry, Deputy General Counsel
Kai Hsieh	Sean Asberry
Ali Ozair	Matt Husman
Darcel Cox	Kathryn Hollister

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Commission Support**

Jocelyn Koon, Special Assistant

Chair Priest opened the meeting with the introduction of the Commission and the President/Executive Director, Chelsea Andrews. Chair Priest also advised that the Status Report of the Resident Advisory Board will be provided at a later time.

**I. Information Exchange**

**A. Community Forum**

The following people spoke at the community forum:

- Chyrell King, member of the HOC bargaining team
- Gino Renne, President of MCGEO
- Sam Mason, in trades maintenance
- Erica Conner, Coordinator/Resident Counselor III
- Datrina Childers, HOC Academy Program Assistant

Chair Priest thanked the speakers and allowed President Andrews to provide feedback. President Andrews provided clarification as to the timeline of negotiations, termination of the mediation process, and confirmed HOC's efforts to continue the mediation process. Chair Priest thanked those that came out and continued to the next item on the agenda.

Chair Priest readjusted the agenda for consideration of the Resident Advisory Board and advanced to the Report of the President/Executive Director.

**B. Report of the President/Executive Director**

- Chelsea Andrews, President/Executive Director, provided a presentation of the written report in the month of February 2024.
- Ms. Andrews spotlighted the Silver Spring Recreational and Aquatic Center Grand Opening as well as HOC in the News, Legislative Updates, and provided updates for HOC's Resident Services, Housing Resources, and Real Estate Divisions.
- President Andrews introduced Ken Silverman, Vice President of Government Affairs, to provide the legislative update.

**C. Status Report from the Resident Advisory Board**

- Irma Washington, President, and Adam Pinchuk, Vice President, provided a status report to the Commission and HOC Staff. President Washington addressed questions relating to the Five Year Plan and provided updates on the Tony Davis scholarship.
- Commissioner Kelleher provided comments relating to HUD guidelines and restraints.

**D. Commissioner Exchange**

Chair Priest thanked the Commissioners and HOC staff for their participation in the Grand Opening of the Silver Spring Recreational and Aquatic Center.

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

**A. Approval of Minutes of February 7, 2024**

**B. Approval of Minutes of February 22, 2024 Special Session**

**C. Approval of Minutes of February 22, 2024 Closed Special Session**

**III. Consent Item**

**A. Designation of Aisha Memon as Resident Agent for the Housing Opportunities Commission of Montgomery County**

A motion was made by Commissioner Croom to adopt Resolution 24-16. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

**IV. Items Requiring Deliberation and/or Action**

**A. Adoption of HOC's Five-Year Strategic Plan for 2024-2029**

Chair Priest explained that prior discussion about the plan took place on March 4, 2024 at which time staff was instructed to proceed to bring this item before the Commission at this meeting for approval. The previously discussed revisions were memorialized in the final draft. Chelsea Andrews provided comments and shared that the board supported advancing the plan with additional verbiage that makes clear that the goals and objectives outlined in the strategic plan serve as guide posts and will require feasibility analysis.

A motion was made by Commissioner Priest to adopt Resolution 24-17. Commissioner Byrd seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

**V. Committee Reports and Recommendations for Actions**

**A. Budget, Finance and Audit Committee- Com. Priest, Chair**

**1. Fiscal Year 2024 (FY'24) Second Quarter Budget to Actual Statements: Acceptance of Second Quarter FY'24 Budget to Actual Statements**

Commissioner Priest provided an overview of the item and introduced President Andrews who introduced Tim Goetzinger, Senior Vice President, Finance/Chief Financial Officer. Staff recommended that the Commission formerly accept the Second Quarter FY'24 Budget to Actual Statements. A motion was made by Commissioner Merkowitz to adopt Resolution 24-18. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

**2. Uncollectible Tenant Accounts Receivable: Presentation of Request to Write- Off Uncollectible Tenant Accounts Receivable (October 1, 2023 - December 31, 2023)**

Commissioner Priest provided an overview of the item and introduced President Andrews who introduced Tim Goetzinger, Senior Vice President, Finance/Chief Financial Officer. Staff recommended that the Commission authorize the write-off of uncollectible tenant accounts receivable of \$368, 862 for the period covering October 1, 2023 to December 31, 2023. A motion was made by Commissioner Merkowitz to adopt Resolution 24-19. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

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

**1. Wheaton Gateway: Approval of the Site Plan and Authorization for the Developer to Submit for Site Plan Review**

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced Alex Laurens, Housing Acquisition Manager. Staff recommended that the Commission approve the site plan and authorize the Developer, at HOC's direction, to submit to MNCPPC, a Site Plan

for Wheaton Gateway. A motion was made by Commissioner Croom to adopt Resolution 24-20. Commissioner Merkowitz seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

**2. Scattered Sites: Authorization to Enter into a Purchase and Sale Agreement for the Disposition of up to Ten Units in Montgomery Village to Habitat for Humanity Metro Maryland**

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced Jay Shepherd, Housing Acquisition Manager, who provided the presentation. Staff recommended that the Commission authorize the President/Executive Director, or her designee, to negotiate and execute a Purchase and Sale Agreement with HFHMM to purchase the 10 Scattered Site units, generally located in Montgomery Village, for \$90,000 each, in a condition of “as-is”, plus HFHMM’s costs related to closing. A motion was made by Commissioner Merkowitz to adopt Resolution 24-21. Commissioner Byrd seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

**3. Emory Grove Village/Camp Square: Approval of the First Amendment to Purchase & Sale Agreement for Emory Grove Village and Camp Hill Square**

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced Jay Shepherd, Housing Acquisition Manager, who provided the presentation. Staff recommended that the Commission approve the First Amendment to the Purchase & Sale Agreement for Emory Grove Village and Camp Hill Square with Hailey Development, LLC. A motion was made by Commissioner Merkowitz to adopt Resolution 24-22. Commissioner Byrd seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

**4. Hillendale Gateway: Approval of the Naming and Branding of Hillendale Gateway in Accordance with HOC Naming Guidelines**

Commissioner Merkowitz introduced President Andrews who provided an overview and introduced Tia Blount, Vice President of Public Affairs and Communications, who provided the presentation. Staff recommended that the Commission accept the recommendation to name the two buildings at Hillendale Gateway, “Radia at Hillendale Gateway” and “Lumina at Hillendale Gateway” for the age-restricted and non-age-restricted buildings, respectively. A motion was made by Commissioner Merkowitz to adopt Resolution 24-23. Commissioner Byrd seconded the motion. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

Chair priest called for a motion to go into recess. This motion was approved by Commissioner Croom and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon.

The meeting went into recess at 5:51 p.m. and reconvened at 5:29 p.m.

Commissioner Priest read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Commissioner Kelleher seconded the motion, with Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon voting in approval.

Based upon this report and there being no further business to come before this session of the Commission, the Commission adjourned the open session at 6:04 pm, and reconvened in closed session at 6:12 p.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Housing Opportunities Commission of Montgomery County's closed session held on March 6, 2024 at approximately 6:12 p.m. in-person at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(14) to discuss the contents of proposals before a contract has been awarded.

The meeting was closed and the closing statement dated March 6, 2024 was adopted on a motion made by Commissioner Priest, seconded by Kelleher, with Commissioners Priest, Byrd, Croom, Kelleher, Merkowitz, and Salomon voting in favor of the motion. The following persons were present: Roy Priest, Frances Kelleher, Jeffrey Merkowitz, Pamela Byrd, Linda Croom, Robin Salomon, Chelsea Andrews, Kayrine Brown, Aisha Memon, Tia Blount, Ken Silverman, Richard Congo, and Morgan Tucker.

In closed session, the Commission discussed the below topic and took the following action:

1. **Topic:** Discussion of the contents of the proposals before a contract has been awarded (pursuant to Section 3-305(b)(14)).
  - a. **Action Taken:** With a quorum present, staff presented the proposals to the Commission. No formal action was taken.

The closed session was adjourned at 6:31 p.m.

Respectfully submitted,

Chelsea Andrews,  
Secretary-Treasurer

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