

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Administrative and Regulatory Committee Minutes**

**August 1, 2022**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Administrative and Regulatory Committee was conducted via an online platform and teleconference on Monday, August 1, 2022, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:04 p.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

**Present**

Frances Kelleher, Chair – Administrative and Regulatory Committee  
Pamela Byrd – Commissioner  
Linda Croom - Commissioner

**Also Attending**

Kayrine Brown, Acting Executive Director  
Heather Gentry  
Lynn Hayes  
Billy Buttrey  
Rita Harris  
Karlos Taylor  
Patrick Mattingly  
Tisha Lockett  
Jennifer Arrington  
Gail Willison

Aisha Memon, General Counsel  
Darcel Cox  
Timothy Goetzinger  
Guidy Paul  
Venita Julian  
Irma Rodriguez  
Ira Levy  
Elliot Rule  
David Brody

**IT Support**

Aries Cruz, IT Support

**Commission Support**

Patrice Birdsong, Spec. Asst. to Commission

**APPROVAL OF MINUTES**

The minutes of the May 16, 2022 Administrative and Regulatory Committee meeting was approved upon a motion by Commissioner Croom and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom.

**DISCUSSION/ACTION ITEMS**

**1. Authorization to Submit FY 2022 Section Eight Management Assessment Program (SEMAP) Certification to HUD**

Darcel Cox, Chief Compliance Officer, Elliott Rule, Management and Compliance Analyst, and Lynn Hayes, Director of Housing Resources provided presentation requesting recommendation of the Administrative and Regulatory Committee to forward to the full Commission authorization to submit the Fiscal Year 2022 (FY'22) Section Eight Management Assessment Program (SEMAP) Certification to HUD.

Staff addressed Commissioners questions as it related to Inspections, and training for residence on access/use of technology. A motion was made by Commissioner Byrd and seconded by Commissioner Croom, to recommend to the full Commission, at the September 14, 2022 meeting, authorization to submit the Fiscal Year 2022 (FY'22) Section Eight Management Assessment Program (SEMAP) Certification to HUD. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom.

**2. Authorization to Submit the Family Self-Sufficiency (“FSS”) Action Plan to HUD Pursuant to the Streamlining and Implementation of Economic Growth, Regulatory Relief, and Consumer Protection Act Changes to the FSS Program:**

Lynn Hayes, Director of Housing Resources, provided a presentation requesting recommendation of the Administrative and Regulatory Committee to forward to the full Commission authorization to submit the Family Self-Sufficiency (“FSS”) Action Plan to HUD. Ms. Hayes provided overview of discretionary policies.

Staff addressed questions of Commissioners. A motion was made by Commissioner Croom and seconded by Commissioner Byrd to move forward for full Commission approval, at its September 14, 2022 Board Meeting, authorization to submit the Family Self-Sufficiency (“FSS”) Action Plan to HUD. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom.

A motion was made by Commissioner Byrd and seconded by Commissioners Croom to adjourn the meeting. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom. The meeting adjourned at 4:51 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer

/pmb