

# Minutes

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Administrative and Regulatory Committee Minutes**

**June 20, 2023**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Administrative and Regulatory Committee was conducted via a hybrid platform (a combination of in-person and online platform / teleconference) on Monday, June 20, 2023, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:03 p.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

**Present**

Frances Kelleher, Chair  
Pamela Byrd – Commissioner

**Attending via Zoom**

Pamela Byrd – Commissioner

**Absent**

Linda Croom – Commissioner

**Also Attending**

Chelsea Andrews, Executive Director  
Kayrine Brown, Deputy Executive Director  
Aisha Memon, General counsel  
Lucinda Scott  
Ken Silverman

Ellen Goff  
Michel Ruth  
Darcel Cox  
Elliot Rule

**Via Zoom**

Tim Goetzinger

Steven Firth  
Lynn Hayes

**IT Support**

Aries Cruz, IT Support

**Commission Support**

Jocelyn Koon, Senior Executive Assistant

Commissioner Kelleher provided opening remarks and introduced Commissioner Pamela Byrd who joined virtually.

### **APPROVAL OF MINUTES**

The minutes of May 22, 2023 Administrative and Regulatory Committee meeting was approved upon a motion by Commissioner Byrd and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Kelleher and Byrd. Commissioner Croom was necessarily absent and did not participate in the vote.

### **DISCUSSION/ACTION ITEMS**

#### **1. Annual SEMAP Submission**

Chelsea Andrews, Executive Director, provided an overview and introduced Darcel Cox, Chief Compliance Officer, and Elliot Rule, Compliance Analyst, who provided the presentation.

Commissioner Kelleher asked staff questions regarding the SEMAP Submission. Commissioner Kelleher and Commissioner Byrd supported staff submitting to the full Board approval of the annual SEMAP submission. A motion was made by Commissioner Byrd and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Kelleher and Byrd. Commissioner Croom was necessarily absent and did not participate in the vote.

With no further business before the Committee, Commissioner Kelleher adjourned the meeting at 4:16 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer

/dmw