

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Administrative and Regulatory Committee Minutes

March 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, March 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 – Administrative and Regulatory Committee
Linda Croom – Commissioner

Via Zoom

Pamela Byrd - Commissioner

Also Attending

Chelsea Andrews, Executive Director
Kayrine Brown, Deputy Executive Director
Lucinda Scott
Ken Silverman

Ellen Goff
Michel Ruth
Elliot Rule

Via Zoom

Tim Goetzinger
Aisha Memon, General counsel
Fred Swan

Steven Firth
Lynn Hayes

IT Support

Aries Cruz, IT Support

Commission Support

Jocelyn Koon, Senior Executive Assistant

APPROVAL OF MINUTES

The minutes of November 21, 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 and Croom and Byrd.

DISCUSSION/ACTION ITEMS

1. Approval to Amend the HOC Procurement Policy Purchasing Limits for Micro Purchases.

Chelsea Andrews, Executive Director, provided an overview and introduced Michael Ruth, Assistant Procurement Officer and Ellen Goff, Acting Director of Property Management, who provided the presentation.

Staff addressed Commissioners questions. A motion was made by Commissioner Croom and seconded by Commissioner Kelleher, to recommend to the full Commission. Affirmative votes were cast by Commissioners Kelleher, Byrd and Croom.

2. Authorization to Submit HOC's Fiscal Year 2024 Annual Public Housing Agency Plan

Chelsea Andrews, Executive Director, provided an overview and introduced Lynn Hayes, Director of Housing Resources. Ms. Hayes introduced Guidy Paul, Assistant Director of Housing Resources, and Kashif Paul, Financial Analyst, who provided the presentation.

Staff addressed Commissioners questions. A motion was made by Commissioner Croom and seconded by Commissioner Kelleher, to recommend to the full Commission. Affirmative votes were cast by Commissioners Kelleher, Byrd and Croom.

Commissioner Kelleher adjourned the meeting at 4:24pm.

Respectfully submitted,

Chelsea Andrews
Secretary-Treasurer

/pmb