

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Administrative and Regulatory Committee Minutes

May 20, 2024

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, May 20, 2024 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:10 p.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

Present

Frances Kelleher, Chair

Attending Via Zoom

Linda Croom, Commissioner

Pamela Byrd, Commissioner

Also Attending

Chelsea Andrews, President/Exe. Director Aisha Memon, General Counsel

Kayrine Brown Zachary Marks

Darcel Cox Elliot Rule

Ken Silverman

Also Attending Via Zoom

Lynn Hayes

IT Support

Irma Rodriguez

Richard Congo

Aries Cruz

David Brody

Genio Etienne

Commission Support

Morgan Tucker

Imani Benjamin-Johnson

Committee Chair Kelleher formally opened the Administrative and Regulatory Committee meeting at 4:10pm and began with the approval of the minutes.

Approval of Minutes

The minutes of the April 15, 2024 Administrative and Regulatory Committee meeting were approved as submitted with a motion from Commissioner Croom and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Kelleher, Byrd and Croom.

Discussion/Action Items

1. Waitlist Process Recommendation

Committee Chair Kelleher introduced President Andrews to provide a brief overview of the presentation. President Andrews introduced Darcel Cox, Vice President, Compliance, who provided a detailed presentation. Ms. Cox shared updates with the committee and, with President Andrews, answered questions regarding waitlist data cleanup and whether the waitlist should remain open or closed during the data cleanup.

HOC staff recommended following guidance received from outside consultant, Du and Associates, to wait until Fall '24 to bring this item before the full Commission to determine any changes to HOC's waitlist management practices.

Committee Chair Kelleher adjourned the meeting at 5:10pm.

Respectfully submitted,

Chelsea Andrews,
Secretary-Treasurer

/ibj