

# MARCH 2016 MINUTES

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## HOWARD COUNTY HOUSING COMMISSION

March 15, 2016

Gateway Building, 6751 Columbia Gateway Dr., 3<sup>rd</sup> Floor Board Room, Columbia, MD

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### HCHC Members Present

Carole R. MacPhee, *Chairperson*  
Regina D. Stone-Mitchell, *Vice Chair*  
Donzella Curtis  
Ian Kennedy  
Maurice M. Simpkins

### Staff Present

Thomas P. Carbo, *Executive Director*  
Ada D. Best, *Chief Financial Officer*  
Cynthia Lynch, *Chief, Dev. Finance & Project Mgmt.*  
Quanita K. Tubman, *Chief, Contracts Mgmt. & Tech Svc*  
Samuel P. Tucker, *Chief of Rental Assistance Programs*  
Famebridge Witherspoon, *Community Relations Specialist*  
Norman Parker, *Sr. Assistant County Solicitor*  
Constance A. Tucker, *Sr. Assistant County Solicitor*

### HCHC Members Absent/Excused

Christopher W. Oxenham  
Stacy L. Spann

### Guests/Visitors Present

Paul Verchinski

### Recording Secretary

Judith C. Davis

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## **I. CALL TO ORDER 6:00 P.M.**

The meeting of the Howard County Housing Commission was held on Tuesday, March 15, 2016, at the Gateway office of the Housing Department. This meeting was called to order at 6:22 P.M., by Chairperson Carole R. MacPhee. A quorum was present to conduct business.

## **II. APPROVAL OF AGENDA**

The *March 2016 Agenda*, was previously mailed and electronically sent to Commissioners for their review and comments. A motion was made by Commissioner Kennedy and seconded by Commissioner Curtis to accept the March Agenda as submitted. The motion passed 5-0.

## **III. APPROVAL OF FEBRUARY MINUTES**

Following a brief review of the Minutes, a motion was made by Commissioner Kennedy and seconded by Commissioner Curtis to approve the *February 16, 2016 Minutes* as submitted. The motion passed.

## **IV. INTRODUCTION OF GUESTS**

Invited guests included Paul Verchinski for the Howard County Citizens Association Board (HCCA) and the Oakland Mills Community Association Board (OMCA). Mr. Verchinski extended an invitation for the Executive Director to give an update on the Verona at Oakland Mills apartment complex at an upcoming OMCA Board meeting. Attorney Norman Parker for the Office of Law has worked on several projects for the Commission. He was introduced to members and will be replacing Lisa O'Brien on the Commission Board.

**V. EXECUTIVE DIRECTOR'S REPORT**

The Executive Director reminded Commissioners that the 10<sup>th</sup> Annual "Come Home to Howard County" Housing Fair will be held on Saturday, April 9, 2016. The Director's Report and more information can be found on the County's website located under the Department of Housing and Community Development's banner at [www.howardcountymd.gov](http://www.howardcountymd.gov).

**VI. HOUSING CHOICE VOUCHER PROGRAM COORDINATOR'S REPORT**

Chief of Rental Assistance Programs, Samuel P. Tucker, gave a brief update on his Housing Choice Voucher Program Coordinator's report. For the month of March, the utilization rate is at 100%. The final 2016 Funding Notice has been received from HUD and remained constant with 2015. Due to the percentages from the 50 Public Housing units that converted to Rental Assistance Demonstration (RAD) Project-Based Vouchers, leasing for approximately 50 homeless slots to families from Grassroots and the HCV wait list will be delayed.

**VII. DISCUSSION: DRAFT PHA ANNUAL PLAN**

The PHA 5-Year Annual Plan is a HUD required document that identifies goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. The Housing Choice Voucher Administrative Plan is a supporting document that either adds or deletes obsolete language over the last year, to the Annual Plan. The Commissioners will review the draft and submit their comments at the April 14 Joint meeting. Following the Commission's April 18, 2016 PHA Annual Plan public hearing, final action on the plan will take place via telephone conference call scheduled for April 19.

**VIII. UPDATE: REORGANIZATION/RELOCATION**

The Executive Director announced that Council Bill No. 12-2016, which proposes to transfer housing functions currently performed by the Department of Housing and Community Development to the Department of Citizen Services, was tabled. The County Council is concerned about the structure on how the housing agency will be moved from the department and located within Citizen Services. As these discussions continue, it is anticipated Council Bill No. 12-2016 will pass at their next meeting in April.

Cynthia Lynch has been working with the Association of Community Services of Howard County and other nonprofits for a potential relocation site to form a new nonprofit center. A space plan was circulated that depicted the layout of the lobby, office space and conference rooms. The Commission has agreed to serve as the master lessee and will sublease to the nonprofits. A Letter of Interest is in its final stages and include spaces that could be shared and tenant needs and assessments. Ms. Lynch is working with Council on licensing and subleasing agreements.

**IX. DISCUSSION: DRAFT PERSONNEL POLICIES AND PROCEDURES**

A first draft of the Howard County Housing Commission Personnel Policies and Procedures

manual was distributed during the meeting. This manual establishes personnel policies and procedures applicable to employees and is designed to be a reference guide to current employees as well as provide information to new personnel. The Executive Director gave a brief overview on such amenities as fair employment practices, compensation, benefits and services that maybe contracted with the County. Commissioners were tasked with reviewing the manual and submitting their comments no later than April 6. Once the draft is finalized, the Howard County Housing Commission Personnel Policies and Procedures manual will be forwarded to the County Council for approval.

**X. UPDATE: DOWNTOWN COLUMBIA AFFORDABLE HOUSING LEGISLATION**

The final legislative package that includes the General Plan Amendments, County Code Amendments, Zoning Regulation Amendments and a Memorandum of Understanding (MOU) between the County, the Housing Commission and the CDHC for all portions of the Joint Recommendations proposal, excluding the Development Rights and Responsibilities Agreement (DRRA) between the County and the Howard Research Development Corporation (HRD), has been filed and can be reviewed on the Department of Planning and Zoning's website. However, the DRRA was just submitted to the County earlier today by Howard Hughes to be attached to a petition and filed with the Planning Board. The entire package will now go to the Planning Board scheduled for April 14, 2016. The Planning Board will make their recommendations to the County Council in May, who is expected to approve the Joint Recommendations by June.

**XI. CLOSED SESSION: PROPERTY ACQUISITION MATTERS**

Each member voted individually to take the Howard County Housing Commission into a closed session at 6:54 P.M., to discuss a property litigation matter for a public purpose and matters directly related thereto. A motion was made by Commissioner Kennedy and seconded by Commissioner Curtis. The motion passed.

The Howard County Housing Commission meeting reconvened at 7:18 P.M., following a roll call of each member. A motion was made by Commissioner Kennedy and seconded by Commissioner Curtis to take the meeting out of closed session. The motion passed. It was the consensus of the Commissioners to authorize the Executive Director to move forward with the proposed actions.

**XII. MEMBER COMMENTS**

The Executive Director invited members to attend a Commissioner's training/retreat in April, to look at a new approach and branding for the reorganization. A date will be determined.

A motion was made by Commissioner Curtis and seconded by Commissioner Stone-Mitchell to appoint Commissioner Ian Kennedy to chair the April 14 Joint meeting. The motion passed.

**XIV. ADJOURNMENT**

There being no further business presented to Commissioners at this time and upon motion duly made by Commissioner Simpkins and seconded by Commissioner Curtis, the *March 15, 2016*, Meeting of the Howard County Housing Commission was adjourned at 7:50 P.M.

Respectfully submitted,

Judith C. Davis  
Recording Secretary

***Upcoming Meeting: HCHC  
Thursday, April 14, 2016***