

# JOINT OCTOBER 2015 MINUTES

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HOWARD COUNTY HOUSING AND COMMUNITY DEVELOPMENT BOARD  
AND  
HOWARD COUNTY HOUSING COMMISSION  
*October 20, 2015*  
Ellicott Gardens, 5505 Waterloo Road, Ellicott City, MD 21043

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## HCDB Members Present

Caroline Harper, *Chairperson*  
Maurice F. Zeitler, *Vice Chair*  
Mitra Basu  
Linda M. Skelton  
Nancy L. Smith  
David R. Vane

## HCDB Members Absent/Excused

Ike E. Okoye

## Staff Present

Thomas P. Carbo, *Director and Executive Director*  
Shirelle M. Bennett, *Deputy Director*  
Ada D. Best, *Chief Financial Officer*  
Kelly Cimino, *Chief, Housing Opportunities Programs*  
Jeffery Cooper, *Sr. Asset Manager*  
Bei Linda Hua, *Fiscal Manager*  
David Morris, *Asset Manager*  
Tiffany L. Smith, *Resident Services Coordinator*  
Craig Spicer, *Asset Analyst*  
Samuel P. Tucker, *Chief of Rental Assistance Programs*  
Quanita Tubman, *Chief, Contracts Mgmt. & Tech Svc*  
Famebridge Witherspoon, *Community Relations Specialist*  
Constance A. Tucker, *Sr. Assistant County Solicitor*

## HCHC Members Present

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

## HCHC Members Absent/Excused

Stacy L. Spann

## Guest/Visitors Present

Carl DeLorenzo, *Dir. of Policy & Prog.*  
Trish Harthausen, *Director, CLA*  
Michael Kelly, *Balti-Metro Council*  
Philip Nichols, *Special Assistant*  
Jen Terrasa, *Councilwoman*  
Sean M. Walker, *Principal, CLA*

## Recording Secretary

Judith C. Davis

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

Joint meetings are held twice a year during the months of April and October. The *October Joint 2015* meeting of the Housing and Community Development Board and the Howard County Housing Commission was called to order at 6:15 P.M. by Board member and Chairperson Caroline Harper. A quorum was present for both the Board and the Commission.

## II. APPROVAL OF AGENDA

A motion was made by Board member Zeitler, and seconded by Commissioner Kennedy to approve the *October Joint Agenda* as submitted. The motion passed unanimously.

**III. INTRODUCTION OF GUESTS AND COMMENTS**

Invited guests included Director of Policy & Programs Carl DeLorenzo for County Executive's Office, Engagement Director Trish Harthausen for CliftonLarsonAllen, Executive Director Michael B. Kelly for Baltimore Metropolitan Council, Special Assistant to County Executive Philip Nichols, Councilwoman Jen Terrasa and CPA, Principal Sean M. Walker for CliftonLarsonAllen. Nancy Smith has begun her first term as a member of the Housing and Community Development Board.

**IV. THANK YOU TO MIKE RIEMER**

Michael Riemer, who served as HCD Board member and Commission member, is no longer eligible for re-appointment. Unfortunately, he was unable to attend this evening's meeting.

**V. HCD BOARD: APPROVAL OF AUGUST 2015 MINUTES**

The Minutes from the HCD August 2015 meeting were previously mailed to members for review and comment. Following a brief review, Chairperson Harper entertained a motion to approve the August 2015 Minutes as submitted. The motion was moved by Board member Vane and seconded by Board member Skelton. The motion passed 6-0.

**VI. HCHC: APPROVAL OF AUGUST 18, 2015 AND SEPTEMBER 1, 2015 MINUTES**

Minutes from the HCHC August 2015 meeting and the September 1, 2015 meeting were previously mailed to members for review and comment. Chairperson MacPhee entertained a motion to approve the August 2015 Minutes and the September 1, 2015 Minutes as submitted. The motion was moved by Commissioner Simpkins and seconded by Commissioner Curtis. The motion passed 6-0.

**VII. DIRECTOR/EXECUTIVE DIRECTOR'S REPORT**

The Director's Report was included in the packet previously mailed to Board members and Commissioners. The Director/Executive Director was available to answer any questions or concerns in his report. The MIHU Report has always been its own separate entity made available to Board members only. For Commissioners, the MIHU Report was included as part of the Director's Report. This report has been omitted from the Director's Report and will now be distributed to Commissioners as a separate attachment. 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).

**VIII. MIHU REPORT**

A copy of the September 2015 MIHU Report, which tracks MIHU for sale and rental activity, was previously mailed to Board members and Commissioners for review. Chief, Housing Opportunities Programs, Kelly Cimino, gave a brief summary on the MIHU transition activity. October is an open enrollment month for the Homeownership program to receive applications.

The MIHU agreement and declaration for Phase VII of Howard Square is moving forward and will add 83 townhouse units, including 20 MIHUs, to the community on Route One in ElkrIDGE. There are VIII Phases scheduled thus far. There were a total of six MIHU closings in Ellicott Crossing, Fox Hunt Estates, Howard Square and Oxford Square for the month of September. The Commission closed on the Cherry Tree townhouse that will be resold to an MIHU household at an upcoming lottery.

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

Samuel P. Tucker, Chief of Rental Assistance Programs, was present to discuss the Housing Choice Voucher Coordinator's Report. The current utilization rate is at 99%, with Housing Assistance Payments (HAP) totaling \$835,450 for the month of October. It is anticipated the year will finish at 100% utilized.

The Howard County Housing Commission received its final Section 8 Management Assessment Program (SEMAP) score of 100 for the fiscal year ending 6/30/2015. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying Public Housing Authorities (PHA) capabilities and deficiencies related to the administration of the program. HUD will be able to provide more effective program assistance to PHAs. The Commission has consistently been rated as a high performer since inception of the federally mandated scoring mechanism. Accolades were given to Mr. Tucker for his achievement in administering the program receiving a PHA total of 145 points out of 145 total possible points.

**X. HCHC ACTION ITEM: FY 2015 FINANCIAL STATEMENTS**

A draft of the Howard County Housing Commission's 2015 Financial Statements, prepared by CliftonLarsonAllen, LLC were previously sent to Commissioners for review and comment. Sean Walker, Principal with CliftonLarsonAllen and auditors for the Commission, facilitated an Audit Preparation highlighting significant audit areas such as internal controls (general expenses and payroll), cash and investments, accounts receivable, notes and mortgages receivable, shared equity properties, notes and bonds payable, rental income, net position and expenses. The results of the HCVP's testing disclosed no instances of noncompliance or other matters required to be reported under Government Auditing Standards. There were no discrepancies or deficiencies identified in the audit. Director, Trish Harthausen was available to answer questions. Mr. Walker reported to all present that the audit was exceptionally positive and reliable. The Commission operates as one of the premiere and most innovative local governmental entities throughout Maryland and the mid-Atlantic region and with a budget of over \$41,000,000, has become a successful and consistently creative provider of housing and community planning. Although no changes are anticipated, Commissioners will be notified of any changes made to the draft. Director/Executive Director, Thomas Carbo is seeking Commissioner's vote to approve the audit.

Commission Chairperson Carole MacPhee entertained a motion to approve the Basic Financial Statements of June 30, 2015. A motion was made by Commissioner Simpkins and seconded by Commissioner Kennedy to approve the financial statements as submitted. The motion passed. The Director/Executive Director thanked the auditors of CliftonLarsonAllen LLC, as well as Housing's finance team for a job well done.

**XI. UPDATE: HUD FAIR MARKET RENTS**

HUD recently proposed a change to the Housing Choice Voucher program that would reduce the monthly amount of subsidy available to voucher holders substantially. The impact of these new changes would reduce the maximum fair market rents (FMRs) for FFY16, in the Baltimore metropolitan area and eliminate Columbia's FMR. Families in Howard County currently using rental assistance based on HUD's FMRs would experience an increase in their tenant rent forcing them to move to less desirable communities, contrary to Howard County's and HUD's goal of providing diverse, integrated communities and affirmatively furthering fair housing. With only 30 days to respond and with tremendous efforts made on behalf of County Executive Kittleman, County Council members, Senator Mikulski and the County's entire Congressional delegation, HUD delayed the implementation of the proposal for one year pending further study and discussion with stakeholders to allow for a more permanent solution. The County and the Housing Commission were also joined by the Baltimore Regional Fair Housing Group, the Columbia Downtown Housing Corporation, the Columbia Association and the Association of Community Services, in protesting this proposal. The Baltimore Metropolitan Council has requested to meet with Secretary Castro Ramirez to include all regional public housing authorities to discuss both the Columbia and Baltimore metropolitan areas.

**XII. UPDATE: DOWNTOWN COLUMBIA AFFORDABLE HOUSING PROPOSALS**

Currently, the Howard Hughes Corporation, the Downtown Columbia Housing Corporation and the Housing Commission came up with a set of Joint Recommendations for Affordable Housing in Downtown Columbia and have proposed them to the Council working at several Work Sessions going through the data that supports the proposal to focus on creating legislation to be introduced in December and implemented by January. Councilwoman Terrasa has introduced an alternative legislation that adopts the recommendation the CDHC made back in February 2015 that would create a mixed-income inclusionary zoning requirement on each project in compliance with the procedures set forth in the Moderate Income Housing Unit (MIHU) law of the Howard County Code. There are now two proposals for affordable housing in Downtown Columbia. Councilwoman Terrasa stated that although she appreciates all the work that went into the joint recommendations from a standpoint of negotiations with the Howard Hughes Corporation including the Commissioner's vote to offer additional recommendations, she believes there is another way. She wanted Commissioners to be aware that the Council controls the legislative process and that the MIHU requirement should be included as part of the discussions. One significant concern she expressed is the resources the Commission would

have to contribute towards the development of affordable housing. Councilwoman Terrasa was available to answer questions and concerns that were raised. The next Council Work Session is scheduled for October 26, 2015, at 4:30 P.M., in the Banneker Room of the George Howard Building located in Ellicott City.

**XIII. PRESENTATION: PROPOSAL FOR REGIONAL PROJECT-BASED VOUCHER PROGRAM**

The Baltimore Regional Fair Housing Group submitted a proposal to HUD that describes the goals and timeline for creating a new regional project-based voucher program in the Baltimore area. The proposal requests seed funding over three years to establish the program and each local PHA will commit a designated percentage of vouchers to a “virtual pool” of vouchers. It is believed this program will offer a critical new way for low-income families to access the substantial opportunity in the Baltimore metropolitan area and propose a targeted program to show the value and the viability of creating that access through housing strategies in high opportunity areas. This project demonstrates the replicability of the regional project-based voucher strategy pioneered in Chicago that began in 2002. With other interested PHAs, the Howard County Housing Commission will be the lead public housing agency working in partnership with local PHAs, the Baltimore Metropolitan Council and the Baltimore Regional Housing Partnership. Executive Director for Baltimore Metropolitan Council, Michael Kelly, indicated that HUD is looking to make this a nationwide project and that the success of this program will depend on a combination of FMRs and exceptional payment standards.

**XIV. UPDATE: REORGANIZATION PROPOSAL**

As suggested by the Kittleman Transition Team in March 2015 and at the direction of County Executive Kittleman, a Joint Task Force was established to provide recommendations regarding the possible reorganization of the Departments of Housing and Community Development and Citizen Services, by the end of October. The goal was to recommend changes that would provide improved services to the community through greater efficiency and effectiveness in County Government. The Transition Team also recommended reviewing the Department of Housing and Community Development for the purpose of determining whether a separate Howard County Housing Commission should be created. Several benefits of having a separate Commission would allow the Commission to hire its own staff due to an inefficient personnel system, eliminate public misperception and confusion over roles the Commission plays and Housing projects and, dismiss the notion that a conflict of interest exists as they are often difficult to resolve. County programs such as the Grants Management Division and the Housing Opportunities Division will be transferred to Citizen Services and the Commission will be able to develop and manage more affordable housing units for the community.

Once the final recommendations of the Housing Subcommittee and the Citizen Services Subcommittee are complete, the Report will be forwarded to the County Executive for

consideration. If the County Executive consider the recommendations, it will need to be reviewed by the County Executive and, to the extent legislation is necessary, by the County Council. The Commission has requested and is recommending that current employees move over to become Commission staff and remain in the County's pension system the health insurance programs.

**XV. MEMBER COMMENTS**

Members inquired about the windmill located at Ellicott Gardens that converts the energy of wind into rotational energy by means of blades, currently not working. Staff will follow-up on repairing the windmill that was originally donated to the property.

**XVI. ADJOURNMENT**

A motion was made by Board member Zeitler and seconded by Commissioner Curtis to adjourn the October Joint Meeting of the Housing and Community Development Board and the Howard County Housing Commission. The meeting adjourned at 7:27 P.M.

Respectfully submitted,

Judith C. Davis  
Recording Secretary

**Upcoming Meetings:**  
**HCD – Thursday, November 12, 2015**  
**HCHC – Tuesday, November 17, 2015**