

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Administrative and Regulatory Committee Minutes**

**March 21, 2022**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Administrative and Regulatory Committee was conducted via an online platform and teleconference on Monday, March 21, 2022, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:00 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  
Pamela Byrd – Commissioner

**Absent**

Linda Croom – Commissioner

**Also Attending**

Kayrine Brown, Acting Executive Director  
Darcel Cox  
Elliot Rule  
Billy Buttrey  
Rita Harris

Heather Grendze, Associate General Counsel  
Lynn Hayes  
Timothy Goetzinger  
Jessie Joseph

**IT Support**

Aries Cruz, IT Support

**Commission Support**

Patrice Birdsong, Spec. Asst. to Commission

**APPROVAL OF MINUTES**

The minutes of the February 24, 2022 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. **Public Housing Agency Plan (PHA):** Authorization to Submit the Fiscal Year 2023 Annual Public Housing Agency Plan

Elliot Rule, Management Compliance Analyst, provided an overview requesting the Administrative and Regulatory Committee to recommend to the full Commission authorization of the Acting Executive Director, or her designee, to submit the Fiscal Year 2023 (FY'23) Annual Public Housing Administrative Plan to the Department of Housing and Urban Development (HUD).

Staff addressed Commissioners questions. A motion was made by Commissioner Byrd and seconded by Commissioner Kelleher, to recommend to the full Commission, at the April 6, 2022 meeting, approval of the updates to the Public Housing Plan for submission to HUD. Affirmative votes were cast by Commissioners Kelleher and Byrd. Commissioner Croom was necessarily absent and did not participate in the vote.

2. **Violence Against Women Act (VAWA):** Authorization to Submit Proposed Revisions to HOC's Violence Against Women Act Policy and Related Revisions to the Housing Choice Voucher Administrative Plan

Elliot Rule, Management Compliance Analyst, provided an overview requesting the Administrative and Regulatory Committee to recommend to the full Commission to adopt the proposed revisions to HOC's Violence Against Women Act (VAWA) Policy, and related revisions to the Housing Choice Voucher Plan.

Staff addressed questions of the Commissioners. A motion was made by Commissioner Byrd and seconded by Commissioner Kelleher to recommend that the Commission, at the April 6, 2022 monthly meeting, to adopt the proposed revisions to HOC's Violence Against Women Act Policy and related revisions to the Housing Choice Voucher Administrative Plan. Affirmative votes were cast by Commissioners Kelleher and Byrd. Commissioner Croom was necessarily absent and did not participate in the vote.

3. **Housing Choice Voucher Administrative Plan:** Approval of Revisions to Chapter 2, 10, and 11 of the HOC Housing Choice Voucher (HCV) Administrative Plan and Authorization for the Acting Executive Director to Implement the Revisions

Darcel Cox, Chief Compliance Officer, introduced Jessie Joseph, Management Compliance Analyst, who provided an overview of the request to the Administrative and Regulatory Committee to recommend to the full Commission the adoption of the proposed revisions to HOC's Administrative Plan's Table of Content, Chapters 2, 10 and 11, governing the Housing Choice Voucher Program.

A motion was made by Commissioner Byrd and seconded by Commissioner Kelleher to recommend that the Commission, at the April 6, 2022 monthly meeting, adopt the proposed revisions to HOC's Housing Choice Voucher Administrative Plan. Affirmative votes were cast by Commissioners Kelleher and Byrd. Commissioner Croom was necessarily absent and did not participate in the vote.

A motion was made by Commissioner Byrd and seconded by Commissioners Kelleher to adjourn the meeting. Affirmative votes were cast by Commissioners Kelleher and Byrd. Commissioner Croom was necessarily absent. The adjourned at 4:31 p.m.

Respectfully submitted,

Kayrine Brown  
Acting Secretary-Treasurer

/pmb