

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Administrative and Regulatory Committee Minutes

May 16, 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, May 16, 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
Linda Croom - Commissioner

Also Attending

Kayrine Brown, Acting Executive Director
Heather Gentry
Lynn Hayes
Billy Buttrey
Rita Harris
Karlos Taylor
Patrick Mattingly
Tisha Lockett
Jennifer Arrington
Gail Willison

Aisha Memon, General Counsel
Darcel Cox
Timothy Goetzinger
Guidy Paul
Venita Julian
Irma Rodriguez
Ira Levy
Elliot Rule
David Brody

IT Support

Aries Cruz, IT Support

Commission Support

Patrice Birdsong, Spec. Asst. to Commission

Vice Chair Kelleher informed that at the request of the Acting Executive Director there would be a modification to the published agenda. After the approval of the Minutes, the first item of discussion will be the Housing Choice Voucher - Authorization to Revise Administrative Plan (item #5 in the published agenda).

APPROVAL OF MINUTES

The minutes of the March 21, 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 due to technical difficulty and did not participate in the vote.

DISCUSSION/ACTION ITEMS

1. Housing Choice Voucher: Authorization to Revise Administrative Plan for the Housing Choice Voucher Program to add Clarity to Chapters 4, 7, 8, and 21

Lynn Hayes, Director of Housing Resources Division, introduced Guidy Paul, Assistant Director of Housing Resources Division, and Venita Julian, Family Self-Sufficiency Program Coordinator, who both provided an overview requesting the Administrative and Regulatory Committee to recommend to the full Commission adoption of the revisions and clarifications to Chapters 4, 7, 8, and 21 of HOC's Administrative Plan for the Housing Choice Voucher Program.

Staff addressed Commissioners questions. A motion was made by Commissioner Byrd and seconded by Commissioner Croom, to recommend to the full Commission, at the July 13, 2022 meeting, approval of the updates. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom.

2. Discussion of HOC's Response to Management Letter: Comments in the FY2021 Audited Financial Statements

Kayrine Brown, Acting Executive Director, provided an overview requesting the Administrative and Regulatory Committee to recommend to the full Commission the acceptance of HOC's response in addressing the Management Letter comments by CliftonLarsonAllen, LLP for the FY2021 annual agency audit and the accompanying supporting documents as it relates to Information Technology.

Irma Rodriguez, Help Desk Supervisor, and Karlos Taylor, Chief Technology Officer, provided an overview addressing concerns of the Management Letter as it relates to strengthening controls of HOC's Information Technology.

Staff addressed questions of Commissioners. Commissioner Byrd suggested adding ongoing training to one of the five initiatives of the Strategic Plan to staff and stakeholders. A motion was made by Commissioner Croom and seconded by Commissioner Byrd to move forward for full Commission approval at its June 8, 2022 Board Meeting. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom.

3. Technology Policy and Acceptable Use Policy: Approval of Information Technology and Acceptable Use Policy of Information Technology Infrastructure and Resources Policy to Reflect Current Processes and Risks

Karlos Taylor, Chief Technology Officer, provided an overview. A motion was made by Commissioner Byrd and seconded by Commissioner Croom to move forward for full Commission approval at its June 8, 2022 Board Meeting. Affirmative votes were cast by Commissioners Kelleher, Byrd and Croom.

4. **Information Security Assurance Policy and Telework Policy:** Approval of Information Technology Security Assurance Policy to Incorporate Changes in Systems Infrastructure, New Technology and User Environment to Reflect Current Processes and Risks, and Approval of the HOC Telework Policy

Karlos Taylor, Chief Technology Officer, provided an overview. A motion was made by Commissioner Byrd and seconded by Commissioner Croom to move forward for full Commission approval at its June 8, 2022 Board Meeting. Affirmative votes were cast by Commissioners Kelleher, Byrd and Croom.

A motion was made by Commissioner Byrd and seconded by Commissioners Croom to adjourn the meeting. Affirmative votes were cast by Commissioners Kelleher, Byrd, and Croom. The meeting adjourned at 5:11 p.m.

Respectfully submitted,

Kayrine Brown
Acting Secretary-Treasurer

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