

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**  
**10400 Detrick Avenue**  
**Kensington, Maryland 20895**  
**(240) 627-9425**

**Budget, Finance and Audit Committee Minutes**

January 29, 2021

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Budget, Finance and Audit Committee was conducted via an online platform and teleconference on Friday, January 29, 2021, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:03 a.m. Those in attendance were:

Present

Richard Y. Nelson, Jr., Chair – Budget, Finance and Audit Committee  
Roy Priest - Commissioner  
Frances Kelleher – Commissioner

Also Attending

Stacy Spann, Executive Director  
Aisha Memon, General Counsel  
Terri Fowler  
Eugenia Pascual  
Ellen Goff  
Nicolas Deandreis  
Nathan Bovelie  
Millicent Anglin

Kayrine Brown, Deputy Executive Director  
Cornelia Kent, Chief Financial Officer  
Olutomi Adebo  
Joan McGuire  
Zachary Marks  
Charnita Jackson  
Jay Berkowitz

Patrice Birdsong, Spec. Asst. to Commission

**APPROVAL OF MINUTES**

Commissioner Nelson opened the meeting of the Budget, Finance and Audit Committee with a motion to approve the Minutes of December 15, 2020. The minutes were approved as submitted with a motion by Commissioner Priest and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Nelson, Priest, and Kelleher.

Commissioner Nelson introduced the Commissioners who participate on the Committee, Richard Y. Nelson, Jr., Chair, Roy Priest, and Frances Kelleher.

## **DISCUSSION ITEMS**

### **1. Budget: Discussion of Fiscal Year 2021 Budget Reforecast**

Cornelia Kent, Chief Financial Officer, provided a brief explanation of the Budget Reforecast prior to introducing Terri Fowler, Budget Officer. Ms. Kent explained that a reforecast of the remainder of FY'21 was done based on discussions at the December's Budget, Finance and Audit Committee meeting. Rent collections were reviewed for the first six (6) months and were projected out on an average basis for remaining six (6) months of the fiscal year. Operating expenses and other sources of revenue were reviewed and adjustments were made where necessary.

Ms. Fowler reported that the FY'21 Budget was reviewed as adopted and updates were made based on the last development and financing schedule. A detailed explanation was provided. Ms. Fowler also reported that if deemed appropriate the Committee will return with a new reforecast so that the Commission could have an idea of where the year ended.

Commissioner Priest asked for an explanation to understand the current rent charges and inclusion of payments from prior months. Ms. Kent explained that the difference between the 80 percent and 90 percent is that outstanding payments for prior months were received in cash payments in the current month.

The Team went into a detailed discussion on Commissioner Nelson's question regarding development fees for Brooke Park. Kayrine Brown, Deputy Executive Director, explained that the main issue was when the source of funding went from HIF to Home fund and a number of regulatory concerns. Due to the change, things got caught up in the pipeline and it was no longer a County priority.

There was no formal action required for full Commission approval.

### **2. County Fiscal Year 2022 – 2027 Capital Improvements Program Budget: Discussion to Authorize to Submit Reduced County Fiscal Year 2022 – 2027 Capital Improvements Budget Program**

Cornelia Kent, Chief Financial Officer, introduced Terri Fowler, Budget Officer, who provided the presentation.

Ms. Fowler explained that in December the County was expecting a shortfall and provided an updated fiscal status to the Council. Departments were asked to make additional cuts. No request for reductions to the Operating Budget but there was a request to reduce the FY'22 Capital Improvement Program in the subsidized units. The reductions were due to the County in December 2020 but an extension was requested in order for full Commission approval in February.

Ms. Fowler also informed Commissioner Nelson that there may be additional future requests for reduction not only in the Capital Improvement Program but from the Operating Budget.

A motion was made by Commissioner Kelleher and seconded by Commissioner Priest to recommend to the full Commission at the February 3, 2021 monthly Commission meeting. Affirmative votes were cast by Commissioners Nelson, Priest, and Kelleher.

The meeting adjourned at 10:20 a.m. Next scheduled meeting is February 23, 2021.

Respectfully submitted,

Stacy L. Spann  
Secretary-Treasurer

/pmb

**Approved: February 23, 2021**