

# Minutes

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Administrative and Regulatory Committee Minutes**

**September 7, 2023**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Administrative and Regulatory Committee was conducted via a virtual platform on Thursday, September 7, 2023 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland 20895 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 via Zoom**

Frances Kelleher- Chair  
Pamela Byrd – Commissioner  
Linda Croom – Commissioner

Chelsea Andrews, Executive Director  
Kayrine Brown, Deputy Executive Director  
Lynn Hayes  
Meta Lim  
Ken Silverman  
Ahu Manafi  
Lucinda Scott  
Sean Asberry

Ellen Goff  
Michel Ruth  
Darcel Cox  
Elliot Rule  
Tim Goetzinger  
Lynn Hayes  
Heather Grendze  
Morgan Tucker

**IT Support**

Aries Cruz, IT Support

**Commission Support**

Jocelyn Koon, Senior Executive Assistant

Commissioner Kelleher provided opening remarks and introduced Commissioner Pamela Byrd and Commissioner Croom.

### **APPROVAL OF MINUTES**

The minutes of June 20, 2023 Administrative and Regulatory Committee meeting was approved upon a motion by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Kelleher, Croom, and Byrd.

### **DISCUSSION/ACTION ITEMS**

#### **1. Authorization to Adopt a New Policy for the Administration of 25 Housing Stability Vouchers in Response to HUD PIH Notice 2022-24**

Chelsea Andrews, Executive Director, provided an overview and introduced Director of Housing Resources, Lynn Hayes, who provided the detailed presentation. Staff recommended that the Administrative and Regulatory Committee join its recommendation to the Commission that the Executive Director, or her designee, be authorized to adopt a new Stability Voucher (“SV”) Policy for the Housing Opportunities Commission of Montgomery County. Commissioner Kelleher asked staff questions regarding the administration of 25 Housing Stability Vouchers in response to HUD PIH Notice 2022-2024. A motion to support the staff recommendation was made by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Kelleher, Croom, and Byrd.

With no further business before the Administrative and Regulatory Committee, Commissioner Kelleher adjourned the meeting at 4:16 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer

/jlk