

# April 12, 2018 MINUTES

---

## HOWARD COUNTY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT BOARD

Gateway Building, Third Floor, Housing Conference Room

---

### HCDB Members Present

Caroline Harper, *Chairperson*  
Maurice Zeitler, *Vice Chairperson*  
Mitra Basu  
Grace Morris  
Linda Skelton  
Mike Sloan

### HCDB Members Absent

Nancy Smith

### Staff Present

Kelly Cimino, *Director*  
Quanita Kareem, *Compliance Officer*  
Elizabeth Meadows, *Chief, Community Planning & Grants*  
Lisa Wiseman, *Chief, Housing Opportunities Programs*

### Staff Absent/Excused

### Guests/Visitors

Tim Keane, *Trinity Homes*  
Kelly McLaughlin, *Exec. Director, Bridges to Housing Stability*  
Michael Pfau, *Trinity Homes*

### Recording Secretary

Tracy Deik

---

## **I. CALL TO ORDER 6:05 P.M.**

- With a quorum present, Chairperson Harper called the April 12, 2018 meeting of the Department of Housing and Community Development Board to order at 6:05 P.M.

## **II. APPROVAL OF AGENDA**

The agenda was modified to include the FFY2018 Annual Action Plan—Public Hearing #4 on April 12<sup>th</sup>.

- *Board Member Morris motioned to approve the April 12, 2018 Agenda as modified. Motion passed 6-0.*

## **III. INTRODUCTION OF GUESTS**

The following guests introduced themselves at the meeting:

- Tim Keane and Michael Pfau of *Trinity Homes*
- Kelly McLaughlin of *Bridges to Housing Stability*

## **IV. APPROVAL OF FEBRUARY 2018 MINUTES (attached)**

- The February 2018 Minutes were e-mailed and mailed to all board members for review and comments. *Board member Morris motioned to approve the minutes as submitted. Motion passed 6-0.*

**V. FFY2018 ANNUAL ACTION PLAN—PUBLIC HEARING #4**

- Elizabeth Meadows, Chief of Community Planning & Grants, gave an overview of the FFY2018 Annual Action Plan (AAP), the CDBG Program Budget and the HOME Program Budget.
- Meadows shared specific County needs that were identified at the FFY2018 AAP Needs Hearing Session on December 7<sup>th</sup> (see attached).
- Funding for FFY2018 CDBG and HOME Program activities (ex. Rebuilding Together, Hope Works, Living in Recovery and The Arc) were identified (see attached).
- The next steps in the AAP process include Public Hearing #5 on April 16<sup>th</sup> and AAP submission to HUD by May 17<sup>th</sup>.
- The Board unanimously agreed to move forward with the submission of the AAP to HUD.

**VI. DIRECTOR’S REPORT (attached)**

- Board members received a copy of the March 2018 Director’s Report in advance.
- The second 6-hour Homebuyer Education Workshop, hosted by Making Change, was held on March 10<sup>th</sup>.

**VII. MIHU REPORT (attached)**

- Board members received a copy of the March 2018 MIHU Report in advance.
- DHCD & Heritage Housing partnered last month to help keep an MIHU property in the program, while creating a lease purchase opportunity for a current Howard County Employee.
- The Vine, one of the newest MIHU rental communities, has leased all 43 MIHU units.

**VIII. ACTION ITEM: REQUEST FROM TRINITY HOME MARY LAND, LLC-MIHU ALTERNATIVE COMPLIANCE PROPOSED FOR MAGNOLIA MANOR (attached)**

- Michael Pfau and Tim Keane of Trinity Homes attended the meeting to discuss Maranatha Mag. Manor, LLC’s request for alternative compliance: “the developer wishes to provide three (3) MIHUs and one (1) LIHU rather than six (6) MIHUs.”
- The Board discussed potential issues related to the affordability of property taxes, utilities and HOA fees, but agreed that providing an LIHU would offer a homeownership opportunity to candidates who do not meet the MIHU minimum qualifying income.
- The Board agreed unanimously to approve Maranatha Mag. Manor’s request for alternative compliance.

**IX. DISCUSSION ITEM: COLUMBIA DOWNTOWN HOUSING CORPORATION**

**ANNUAL REPORT (attached)**

- Board members received a copy of the Columbia Downtown Housing Corporation's (CDHC) Sixth Annual Report in advance.
- The report summarizes CDHC's activities in 2017 and highlights the Live Near Your Work (LNYW) Program, which was designed to provide rental subsidies to employees who work and live in Downtown Columbia.

**X. REMINDER: ANNUAL FINANCIAL DISCLOSURES DUE APRIL 30, 2018**

- Board members were reminded to submit their Annual Financial Disclosures by April 30<sup>th</sup>.

**XI. MEMBER COMMENTS**

- DHCD will be working with the Office of Public Information to share important information with the public about the Department's move to the Community Resources Campus at Patuxent Woods. The move is scheduled for the weekend of July 14th.

**XII. ADJOURNMENT 6:52 P.M.**

- *Vice Chairperson Zeitler motioned to adjourn the April 12, 2018 HCD Board Meeting at 6:52 P.M. Motion passed 6-0.*

Respectfully submitted by,

*Tracy Deik*

Recording Secretary

***Next Meeting:  
Housing and Community Development Board  
June 7, 2018***