August 10, 2017 MINUTES

HOWARD COUNTY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT BOARD
August 10, 2017
Gateway Building, Third Floor, Housing Conference Room

HCDB Members Present
Caroline Harper, Chairperson
Maurice Zeitler, Vice Chairperson
Mitra Basu
Nancy Smith

HCDB Members Absent
Linda Skelton

Staff Present
Kelly Cimino, Director
Quanita Kareem, Compliance Officer
Tom Wall, Fiscal Specialist II
Lisa Wiseman, Division Chief, Housing Opportunities Program

Staff Absent/Excused

Guests/Visitors
Jackie Eng, Association of Community Services
Grace Kubofcik, Association of Community Services

Recording Secretary
Tracy Deik

I. CALL TO ORDER 6:05 P.M.
- With a quorum present, Chairperson Harper called the August 10, 2017 meeting of the Department of Housing and Community Development Board to order at 6:05 P.M.

II. APPROVAL OF AGENDA
- Board Member Smith motioned, seconded by Vice Chairperson Zeitler, to approve the August 10, 2017 Agenda as submitted. Motion passed.

III. INTRODUCTION OF GUESTS
Attending the meeting were:
- Jackie Eng, Association of Community Services
- Grace Kubofcik, Association of Community Services

IV. APPROVAL OF JUNE 2017 MINUTES
- The June 2017 Minutes were e-mailed and mailed to all Board Members for review and comments. Vice Chairperson Zeitler motioned, seconded by Board Member Smith, to approve the minutes as submitted. Motion passed.
V. DIRECTOR’S REPORT (attached)
- All Board Members received a copy of the June & July 2017 Director’s Reports in advance.
- July 1st marked the beginning of the 2018 fiscal year.
- The demand for SDLP’s has been very high. Almost $250,000—of the $1 million budgeted—have been spent in the first 6 weeks of the new fiscal year.
- The Housing Department’s potential move is scheduled for February 2018. DHCD will be located near the Non-Profit Center (Patuxent Woods) and will share building space with the Community Action Council and Office of Human Rights.
- Staff at DHCD has started the training series for CAREAPP, a web-based referral/tracking tool that organizations can use to help connect people seeking assistance to available resources. CAREAPP will help organizations identify health & social needs in the community.
- MIHU Compliance Certification letters have been mailed out to all MIHU homeowners asking them to verify residential information and update their contact information.

VI. MIHU REPORT (attached)
- Board Members received the June & July 2017 MIHU Reports at the meeting.
- July 2017 was an MIHU open enrollment period. DHCD hosted one Renters and two Homeownership Information Workshops, which were well attended.
- The department also hosted a Live Near Your Work lunch and learn session on July 24th for Howard County employees.
- There was an increase in the number of online applications submitted since the last open enrollment period in April. Approximately 51% of all MIHU applications received in July were submitted online.
- New MIHU pricing & standards have been updated July 1st and posted to the department’s website.
- MIHU rental rates decreased for the 2nd half of the year.
- As of July 31, 2017, 36 developers have signed fee-in-lieu agreements for 294 units. Fee in lieu funds will be used to create affordable housing opportunities for LI/MI households.
- Dorset Gardens and Howard Square in Elkridge are completely sold out.
- Construction at Ellicott Crossing in Ellicott City is complete.
- Oxford Square townhomes & condos in Hanover are selling quickly.
- There will be 7 new MIHUs at Shipley’s Grant when the final phase begins selling.

VII. DISCUSSION ITEM—REVIEW OF PROPOSED CHANGES TO MIHU LEGISLATION (attached)
- Board Members received a copy of the MIHU Codes with proposed changes at the
meeting.

- Preliminary changes to the current codes have been submitted to the County Administration.
- The HCD Board will have the opportunity to review the proposed changes and make recommendations at the next monthly meeting.
- A summary of proposed code changes is attached.

VIII. PRESENTATION—ANNUAL MIHU RENTAL COMPLIANCE AUDIT REPORT

- Board Members received a copy of the MIHU Rental Compliance Summary at the meeting (attached).
- MIHU rental audits were completed during April, May & June 2017 to verify that management companies & tenants were complying with program requirements.
- Audits revealed that some rental offices were not staying current with rental price changes and inadvertently charging tenants incorrect rates.
- Most rental properties were adhering to the number of required MIHU units.
- Some audits showed incomplete/inconsistent paperwork and file deficiencies.
- Audits also showed that some tenants were not providing correct income, household occupancy or tax information.

IX. MEMBER COMMENTS

- The Board discussed the timeline for the Community Foundation Partnership’s launch of the RENEW Howard Program.
- The program is in its beginning stages and will not be available to potential homebuyers until sometime next year.
- The next step: Solicitations will go out to lenders to encourage them to participate in the $20 million pool required for the program.

X. ADJOURNMENT 6:58 P.M.

- Board Member Smith motioned, seconded by Board Member Basu, to adjourn the August 10, 2017 HCD Board Meeting at 6:58 P.M. Motion passed.

Respectfully submitted by,

Tracy Deik

Recording Secretary

Next Meeting:

Housing and Community Development Board
September 14, 2017