

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