

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

February 1, 2023

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via a hybrid platform and teleconference on Wednesday, February 1, 2023, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:08 p.m. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Rick Nelson  
Linda Croom  
Jeffrey Merkowitz  
Jackie Simon  
Pamela Byrd

**Also Attending**

Chelsea Andrews, Executive Director  
Kayrine Brown, Deputy Executive Director  
Paige Gentry, Deputy General Counsel  
Timothy Goetzinger  
Marcus Ervin  
Ken Silverman  
Bonnie Hodge

Tia Blount  
Richard Congo  
Zachary Marks  
Monte Stanford  
Fred Swan  
Jocelyn Koon  
Gio Kaviladze

**Also Attending via Zoom**

Matt Husman  
Steven Firth

John Broullire  
Darcel Cox

**IT Support**

Irma Rodriquez  
Aries "AJ" Cruz  
Genio Etienne

**Commission Support**

Patrice Birdsong, Special Assistant to the Commission

Chair Priest opened the meeting with introduction of the Commission.

I. **Information Exchange**  
**Community Forum**

- There were no speakers who signed up to address the Board.

**Executive Director's Report**

- Chelsea Andrews, Executive Director, provided a presentation of the written report as well as a slide presentation of events.
- The Executive Director answered questions from the Commission.

**Commissioner Exchange**

- Chair Priest commented on Black History Month and acknowledged work of Special Assistant to Commission, Patrice Birdsong.
- Chair ProTem Nelson commented on the tour of HOC properties, and acknowledged the work of staff.

- II. **Approval of Minutes** – The minutes were approved as submitted with a motion by Commissioner Croom and seconded by Commissioner Simon. Affirmative votes were cast by Commissioners Priest, Merkowitz, Kelleher, Nelson, Byrd, Croom and Merkowitz

**A. Approval of Minutes of January 11, 2023**

III. **COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION**

**A. Development & Finance Committee – Com. Simon, Chair**

**1. Approval to Select Lerch, Early & Brewer, CHTD. As Land Use Counsel for The Wheaton Gateway Development**

Commissioner Simon opened the floor to Executive Director, Chelsea Andrews who introduced Marcus Ervin, Director of Development, who provided the presentation.

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Merkowitz, Nelson, Kelleher, Byrd, Croom, and Simon.

**RESOLUTION NO.: 23-09**

**RE: Wheaton Gateway: Approval of the Selection of a Land Use Counsel**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”) and its partners, Duffie, Inc. and Wheaton Motel Associates Limited Partnership, a Maryland limited partnership (a/k/a Willco), have aggregated three properties at the corner of University Boulevard and Veirs Mill West in Wheaton known as the “Wheaton Gateway Property” through their subsidiary, HOC at 11250 Veirs Mill Road, LLC (the “Venture Entity”); and

**WHEREAS**, in 2019, pursuant to Section 16.1 of HOC’s Procurement Policy, staff engaged Lerch, Early & Brewer (“Lerch”) to provide legal services related to early stage land use entitlement work (“Initial Entitlement Work”) for the development of the Wheaton Gateway Property; and

**WHEREAS**, on April 29, 2022, in anticipation of sketch plan approval, staff solicited new proposals from its Real Estate Legal Pool seeking assistance related to the site plan and subdivision plan phases of the entitlement work (“Ongoing Entitlement Work”); and

**WHEREAS**, of the two (2) firms that responded, Lerch was deemed to be the most well-equipped and experienced based on cost and prior experience at a cost of \$230,000; and

**WHEREAS**, the aggregate value of Lerch’s Initial Entitlement Work and Ongoing Entitlement Work is \$300,157, and pursuant to HOC’s Procurement Policy, Commission approval is required to award contracts with a value greater than \$250,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and in its capacity as the sole member of HOC at Wheaton Gateway, LLC, which is the manager and a member of Wheaton Gateway, LLC, which is the manager and a member of Wheaton Venture, LLC, which is the sole member of the Venture Entity, that it approves the selection of Lerch for the Ongoing Entitlement Work.

**IV. ELECTION OF OFFICERS**

Executive Director, Chelsea Andrews opened the floor for nominations of the Officers (Chair, Vice Chair, and Chair Pro Tem) to the Housing Opportunities Commission Board. Motion was made by Commissioner Kelleher to re-elect Roy Priest to Chair, Commissioner Simon motioned to re-elect Frances Kelleher to Vice Chair, and Commissioner Simon motioned to elect Jeffrey Merkowitz to Chair Pro Tem. The motions were unanimously approved. Executive Director Andrews called for the vote to elect Roy Priest as Chair, Frances Kelleher as Vice Chair and Jeffrey Merkowitz as Chair Pro Tem. The vote was unanimous. Commissioner Simon expressed her gratitude and Chair Merkowitz thanked Com. Nelson for expertise and experience.

Chair Priest read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Commissioner Merkowitz seconded the motion, with Commissioners Priest, Merkowitz, Kelleher, Nelson, Simon, Byrd, and Croom voting in approval.

Based upon this report and there being no further business to come before this session of the Commission, the Commission adjourned the open session at 5:04 p.m., and reconvened in closed session at 5:12 p.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Housing Opportunities Commission of Montgomery County’s closed session held on February 1, 2023 at approximately 5:12 p.m. in-person at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(3) to discuss the potential acquisition of multifamily property located in Silver Spring, Maryland, and under the authority of Section 3-305(b)(13) to discuss the confidential commercial and financial terms of a potential commercial lease.

The meeting was closed and the closing statement dated February 1, 2023 was adopted on a motion made by Commissioner Priest, seconded by Commissioner Merkowitz, with Commissioners Priest, Merkowitz, Kelleher, Nelson, Simon, Byrd, and Croom voting in approval. The following persons were

present: Roy Priest, Frances Kelleher, Richard Nelson, Pamela Byrd, Linda Croom, Jeffrey Merkwowitz, Jackie Simon, Chelsea Andrews, Kayrine Brown, Zachary Marks, Marcus Ervin, Gio Kaviladze, Ken Silverman, Timothy Goetzinger, Paige Gentry, Jocelyn Koon, and Patrice Birdsong.

In closed session, the Commission discussed the below topics and took the following actions:

1. **Topic:** The potential acquisition/purchase of multifamily property located in Silver Spring, Maryland (pursuant to Section 3-305(b)(3)).
  - a. **Action Taken:** Staff provided a presentation of the acquisition opportunity. No formal action was taken.
  
2. **Topic:** The confidential commercial and financial terms of a potential commercial lease at an HOC-controlled property (pursuant to Section 3-305(b)(13)).
  - a. **Action Taken:** Staff provided a presentation of the lease terms. No formal action was taken.

The closed session was adjourned at 5:56 p.m.

Respectfully Submitted,

Chelsea Andrews  
Secretary-Treasurer





**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Special Session Minutes**

**February 17, 2023**

A Special Session of the Housing Opportunities Commission of Montgomery County was conducted via hybrid platform on Friday, February 23, 2023, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 11:22am. Those in attendance were:

**Present**

Frances Kelleher, Vice Chair  
Richard Y. Nelson  
Jeffrey Merkowitz, Chair Pro Tem

**Via Zoom**

Roy Priest, Chair  
Pamela Byrd

**Absent**

Jackie Simon  
Linda Croom

**Also Attending**

Chelsea Andrews, Executive Director  
Aisha Memon, General Counsel  
Marcus Ervin  
Gio Kaviladze  
Zachary Marks

**IT Support**

Aries Cruz  
Genio Etienne

**Commission Support**

Patrice Birdsong, Spec. Asst. to the Commission

Chair Priest opened the meeting welcoming all to the Special Session of the Housing Opportunities Commission of Montgomery County. Executive Director, Chelsea Andrews, introduced Marcus Ervin who introduced Gio Kaviladze as the presenter.

**I. COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION**

**A. Budget, Finance and Audit Committee – Com. Nelson, Chair**

- 1. Cider Mill Apartments: Approval to Execute a Change order to the Existing Contract with Eastern Concrete Restoration to Replace Four Additional Flat**

**Roofs and to Select Vertex Roofing Contractors, Inc. to Replace Mansard Roofs at Cider Mill Apartments.**

There was discussion among staff and Commissioners. After discussion, the following resolution was adopted upon a motion made by Commissioner Nelson and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Merkowitz, and Byrd. Commissioners Croom and Simon were necessarily absent and did not participate in the vote.

**RESOLUTION NO. 23-10**

**RE: Approval to Execute a Change Order to the Existing Contract with Eastern Concrete Restoration to Replace Four Additional Flat Roofs and to Select Vertex Roofing Contractors, Inc. to Replace Mansard Roofs at Cider Mill Apartments**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC”) is the sole member of MVG II, LLC (“MVG”), which is the sole member of MV Gateway LLC (“MV Gateway”), and MV Gateway owns the development known as Cider Mill Apartments (the “Property”) located in Gaithersburg, Maryland; and

**WHEREAS**, the Property was constructed in 1971, and some of the original flat roofs and mansard roofs at the Property have deteriorated and require immediate attention to resolve ongoing leaks; and

**WHEREAS**, in 2021, staff and Grady Management (“Grady”), the current property manager at the Property, determined that flat roofs on six buildings at the Property needed to be replaced immediately to resolve ongoing leaks, and received six bids in response to a solicitation;

**WHEREAS**, Eastern Concrete Restoration (“Eastern”) submitted the most competitive bid and completed the replacement of the six flat roofs by late 2022; and

**WHEREAS**, since Eastern started work, four additional flat roofs began to experience leaks, and staff and Grady recommend executing a change order with Eastern to replace the four flat roofs; and

**WHEREAS**, in January 2022, the Property’s Real Estate Assessment Center (“REAC”) inspection found that the Property’s mansard roofs have missing or damaged shingles, and HUD instructed the Property to rectify this deficiency as soon as possible; and

**WHEREAS**, failure to take immediate corrective action to remedy the deficiencies identified in HUD’s violation notice may result in serious injury to HOC, potentially including HUD declaring a default under the Property’s Regulatory Agreement and flagging MV Gateway in HUD’s Active Partners Performance System (“APPS”), which would adversely affect HOC’s eligibility for participation in HUD programs; and

**WHEREAS**, staff obtained four bids to replace mansard roofs and Vertex Roofing Contractors, Inc. (“Vertex”) submitted the most competitive bid; and

**WHEREAS**, staff is seeking approval to execute a change order to the existing contract with



Eastern to replace four (4) additional flat roofs and, to prevent serious injury to HOC, an emergency procurement authorization to select Vertex to replace mansard roofs; and

**WHEREAS**, both Eastern and Vertex are able to start work as soon as the change order and contract are approved; and

**WHEREAS**, if approved, the replacement of four additional flat roofs and replacement of the mansard roofs would require funding in the amount of \$1,540,464 (\$464,000 change order for the replacement of the flat roofs, \$819,720 emergency procurement for the replacement of the mansard roofs, and a 20% contingency); and

**WHEREAS**, the Property has a sufficient balance in its repair and replacement reserves to fund both components of this request; and

**WHEREAS**, staff is working on a plan to address potential future capital needs of the remaining flat roofs at the Property, and will recommend a plan of action for the replacement or repair of the remaining flat roofs.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MVG, as its sole member, on behalf of itself and on behalf of MV Gateway, as its sole member, that the Executive Director of HOC, or her designee, is hereby authorized to execute a change order with Eastern in an amount up to \$556,800, to be paid from the Property's replacement reserves, to replace four flat roofs at the Property.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MVG, as its sole member, on behalf of itself and on behalf of MV Gateway, as its sole member, that the Executive Director of HOC, or her designee, is hereby authorized to negotiate and execute a contract with Vertex in an amount up to \$983,664, to be paid from the Property's replacement reserves, to replace all mansard roofs at the Property, subject to the determination that a full and complete replacement is required to satisfy the findings of the REAC inspection.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MVG, as its sole member, on behalf of itself and on behalf of MV Gateway, as its sole member, that the Executive Director of HOC, or her designee, is hereby authorized and directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the transactions and actions contemplated herein, including the execution of any documents related thereto.

Chair Priest read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Vice Chair Kelleher seconded the motion, with Commissioners Priest, Kelleher, Nelson, Byrd, and Merkwowitz voting in approval.

Based upon this report and there being no further business to come before this special session of the Commission, the Commission adjourned the open special session at 11:31 a.m., and reconvened in closed session at 11:38 a.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Housing Opportunities Commission of Montgomery County's closed special session held

on February 17, 2023 at approximately 11:38 a.m. via a hybrid model (a combination of participation by online platform and in-person), with in-person participation and moderator functions occurring at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(1) to discuss the employment and performance of a specific employee.

The meeting was closed and the closing statement dated February 17, 2023 was adopted on a motion made by Commissioner Priest, seconded by Commissioner Kelleher, with Commissioners Priest, Kelleher, Nelson, Byrd, and Merkowitz voting in favor of the motion. Commissioners Simon and Croom were necessarily absent and did not participate in the vote. The following persons were present: Roy Priest, Frances Kelleher, Richard Nelson, Pamela Byrd, and Jeffery Merkowitz.

In closed session, the Commission discussed the below topic and took the following action:

1. **Topic:** The employment and performance of a specific employee (pursuant to Section 3-305(b)(1)).
  - a. **Action Taken:** The Commission discussed the employee's current performance. No formal action was taken.

The closed session was adjourned at 12:45 p.m.

Respectfully Submitted,

Chelsea Andrews  
Secretary-Treasurer





**APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WAGE RE-  
OPENER BETWEEN THE HOUSING OPPORTUNITIES COMMISSION OF  
MONTGOMERY COUNTY  
AND  
THE MUNICIPAL AND COUNTY GOVERNMENT EMPLOYEES  
ORGANIZATION FOR FISCAL YEAR 2023**

**March 8, 2023**

- The Collective Bargaining Agreement (“CBA”) between the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”) and the Municipal and County Government Employees Organization (“MCGEO”) expired June 30, 2020.
- HOC and MCGEO agreed to continue the terms and conditions of the expired contract, with the addition of some negotiated revisions, which were agreed to by the parties and approved by the Commission in May 2022, and negotiate wage adjustments for Fiscal Year 2023.
- Negotiations began October 20, 2022 and concluded on February 14, 2023.
- The Negotiated Agreement was presented to the two bargaining units of Service, Labor and Trades and Office, Professional and Technical and was unanimously ratified on Friday, March 2, 2023.
- The Collective Bargaining Law stipulates that the CBA shall be effective upon the approval of the Commission and the bargaining units.
- The Commission has been briefed by staff as the negotiations progressed and now recommends approval of the Collective Bargaining Agreement Wage Re-opener with MCGEO.

**MEMORANDUM**

**TO:** Housing Opportunities Commission of Montgomery County

**VIA:** Chelsea Andrews, Executive Director

**FROM:** Staff: Patrick Mattingly, Director of Human Resources Ext 9438

**RE:** Approval of the Collective Bargaining Agreement Wage Reopener between the Housing Opportunities Commission of Montgomery County and Municipal and County Government Organization for Fiscal Year 2023.

**DATE:** March 8, 2023

---

**STATUS:** Consent  X  Deliberation \_\_\_\_\_ Status Report \_\_\_\_\_ Future Action \_\_\_\_\_

---

**OVERALL GOAL & OBJECTIVE:**

To seek approval of Changes to the Collective Bargaining Agreement for the Wage Reopener Agreement between the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”) and the Municipal and County Government Employees Organization (“MCGEO”) for Fiscal Year 2023.

---

**BACKGROUND:**

The Collective Bargaining Agreement between HOC and MCGEO expired June 30, 2020. HOC and MCGEO agreed to continue the terms and conditions of the expired contract, with the addition of some negotiated revisions, which were agreed to by the parties and approved by the Commission in May, 2022, and negotiate wage adjustments for Fiscal Year 2023. The Negotiated Agreement reached by the parties includes the items outlined below.

**I. Wage Adjustments**

- The Negotiated Agreement (“Agreement”) stipulates that, for Fiscal Year 2023, Bargaining Unit Members who have been rated Fully Successful by the February 4, 2023 (the “Effective Date”) shall receive a 3.5% Annual Pay Increment effective the first full pay period in February 2023. A Bargaining Unit Member who is not Fully Successful the first full pay period of February 2023 shall receive their Fiscal Year 2023 increment when they become Fully Successful. Bargaining Unit Members who were not eligible for the Fiscal Year 2023 Annual Pay Increment because they have reached the Top of Grade shall receive a \$1,500.00 bonus.
- The Negotiated Agreement also stipulates that Represented employees, hired on or before July 1, 2022, shall receive an Inflationary Relief Bonus of Seven Hundred Fifty Dollars (\$750.00). The Inflationary Relief Bonus is a one-time payment and the lump sum amount will be pro-rated for part time employees. The Agreement provides that the

Inflationary Relief Bonus shall be paid effective the first full pay period after both Union Ratification and Commission Approval of the negotiated agreement.

- The Agreement stipulates that effective the first full pay period of March 2023, Represented Employees shall receive a General Wage Adjustment of 3.89% or \$3,100, whichever is greater. The minimums and maximums of the Pay Scales for each grade will be increased commensurate with each General Wage Adjustment.

---

**ISSUES FOR CONSIDERATION:**

Does the Commission wish to approve the changes to the Collective Bargaining Agreement for the Wage Reopener Agreement for Fiscal Year 2023?

---

**PRINCIPALS:**

Housing Opportunities Commission of Montgomery County  
Municipal and County Government Employees Organization

---

**BUDGET IMPACT:**

The total estimated impact to salaries for the negotiated wage adjustments for represented employees is \$1,276,476.

---

**TIME FRAME:**

For Commission action on March 8, 2023.

---

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**

Staff recommends Commission approval of the changes to the Collective Bargaining Agreement.

**Resolution No.: 23-11**

**RE: Approval of Collective Bargaining Agreement Wage Re-opener between the Housing Opportunities Commission and the Municipal and County Government Employees Organization for Fiscal Year 2023.**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”) is required by law to enter into a Collective Bargaining Agreement (“CBA”) for Commission employees who are covered under the collective bargaining law that went into effect as of October 1, 1999; and

**WHEREAS**, the CBA between HOC and the Municipal County Government Employees Organization (“MCGEO”) (the exclusive union representative for those employees in the bargaining units of Service, Labor, and Trades (“SLT”), and Office, Professional, and Technical (“OPT”)) expired on June 30, 2020; and

**WHEREAS**, HOC and MCGEO agreed to continue the terms and conditions of the expired CBA with the addition of some negotiated revisions that were agreed to by the parties in May 2022, and with the agreement to negotiate wage adjustments for Fiscal Year 2023; and

**WHEREAS**, the negotiations for the Fiscal Year 2023 wage adjustments began on October 20, 2022, and were successfully concluded on February 14, 2023; and

**WHEREAS**, the Negotiated Agreement reached by HOC and MCGEO includes the following:

1. Bargaining Unit Members who have been rated as ‘Fully Successful’ by the February 4, 2023 (the “Effective Date”) shall receive a 3.5% Annual Pay Increment effective the first full period in February 2023. A Bargaining Unit Member who is not rated as ‘Fully Successful’ as of the first full pay period in February 2023, shall receive their Fiscal Year 2023 Annual Pay Increment when they become ‘Fully Successful’. Bargaining Unit Members who are not eligible for the Fiscal Year 2023 Annual Pay Increment because they have reached the Top of Grade shall receive a \$1,500.00 bonus.
2. Bargaining Unit Members hired on or before July 1, 2022 shall receive an Inflationary Relief Bonus of Seven Hundred Fifty Dollars (\$750.00). The Inflationary Relief Bonus is a one-time payment and the lump sum amount will be pro-rated for part time employees. The Inflationary Relief Bonus shall be paid effective the first full pay period after union ratification and Commission approval.
3. Effective the first full pay period of March 2023, Bargaining Unit Members shall receive a General Wage Adjustment of 3.89% or \$3,100, whichever is greater. In addition, the minimum and maximum of the pay scales for each pay grade shall be increased commensurate with the General Wage Adjustment.



**WHEREAS**, the collective bargaining law stipulates that the CBA shall be effective upon the approval of the Commission and the membership of the union representing the bargaining unit; and

**WHEREAS**, the union membership ratified the Negotiated Agreement on March 2, 2023.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County hereby approves the Negotiated Agreement.

**I HEREBY CERTIFY** that the foregoing resolution was adopted by the Housing Opportunities Commission at an open meeting conducted on Wednesday, March 8, 2023.

S  
E  
A  
L

---

**Chelsea Andrews**  
**Executive Director**

**APPROVAL OF FISCAL YEAR ANNUAL PAY INCREMENTS AND GENERAL  
WAGE ADJUSTMENTS FOR NON-REPRESENTED MERIT SYSTEM STAFF  
FOR FISCAL YEAR 2023**

**March 8, 2023**

- The Executive Director is seeking approval to award Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Employees for Fiscal Year 2023.
- Staff recommends that the Commission award compensation for Non-Represented Merit System Employees for Fiscal Year 2023 that is fair, equitable and consistent with that of Represented Employees.

**MEMORANDUM**

**TO:** Housing Opportunities Commission of Montgomery County

**VIA:** Chelsea Andrews, Executive Director

**FROM:** Patrick Mattingly, Human Resources Director Ext 9438

**RE:** Approval of Fiscal Year Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Staff for Fiscal Year 2023.

**DATE:** March 8, 2023

---

**STATUS:** Consent  **Deliberation**  **Status Report**  **Future Action**

---

**OVERALL GOAL & OBJECTIVE:**

To seek approval to award Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Employees for Fiscal Year 2023 that is fair, equitable and consistent with that of Represented Employees.

---

**BACKGROUND:**

The Executive Director is seeking approval to award Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Staff for Fiscal Year 2023, as follows:

- Non-Represented Merit System Employees who have been rated as Fully Successful by the February 4, 2023 (the “Effective Date”) shall receive a 3.5% Annual Pay Increment effective the first full pay period in February 2023. Non-Represented Merit System Staff who are not Fully Successful the first full pay period of February 2023 shall receive their Fiscal Year 2023 increment when they become Fully Successful.
- Non-Represented Merit System Staff who are not eligible for the Fiscal Year 2023 Annual Pay Increment because they have reached the Top of Grade shall receive a \$1,500.00 bonus.
- Non-Represented Merit System employees shall receive a General Wage Adjustment of 3.89% or \$3,100, whichever is greater, effective the first full pay period of March 2023.
- The Pay Grade Scales for Non-Represented Staff shall be increased shall be increased commensurate with each General Wage Adjustment

---

**ISSUES FOR CONSIDERATION:**

Does the Commission wish to approve the Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Staff for Fiscal Year 2023 that is fair, equitable and consistent with that of represented employees.

---

**PRINCIPALS:**

Housing Opportunities Commission of Montgomery County

---

**BUDGET IMPACT:**

The total estimated impact to salaries for Non-Represented Merit System Staff is \$531,827.

---

**TIME FRAME:**

For Commission action on March 8, 2023.

---

**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**

Staff recommends approval of the Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Staff for Fiscal Year 2023.

**Resolution No.: 23-12**

**RE: Approval of Fiscal Year Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Staff for Fiscal Year 2023.**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”) wishes to award Annual Pay Increments and General Wage Adjustments for Non-Represented Merit System Employees (“Non-Represented Merit Staff”) for Fiscal Year 2023 that is fair, equitable, and consistent with that of represented employees; and

**WHEREAS**, staff proposes the following “FY 2023 Compensation Package” for Non-Represented Merit Staff:

1. Non-Represented Merit System Staff who have been rated as ‘Fully Successful’ by the February 4, 2023, (the “Effective Date”) shall receive a 3.5% Annual Pay Increment effective the first full period in February 2023. Non-Represented Merit System Staff who are not rated as ‘Fully Successful’ as of the first full pay period in February 2023, shall receive their Fiscal Year 2023 Annual Pay Increment when they become ‘Fully Successful’. Non-Represented Merit System Staff who are not eligible for the Fiscal Year 2023 Annual Pay Increment because they have reached the Top of Grade shall receive a \$1,500.00 bonus.
2. Effective the first full pay period of March 2023, Non-Represented Merit System Staff shall receive a General Wage Adjustment of 3.89% or \$3,100, whichever is greater. In addition, the minimum and maximum of the pay scales for each pay grade shall be increased commensurate with the General Wage Adjustment.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Opportunities Commission of Montgomery County hereby approves the FY 2023 Compensation Package for Non-Represented Merit Staff.

**I HEREBY CERTIFY** that the foregoing resolution was adopted by the Housing Opportunities Commission at an open meeting conducted on Wednesday, March 8, 2023.

S  
E  
A  
L

---

**Chelsea Andrews**  
**Executive Director**

# **APPROVAL OF ALEXANDRA NASSAU-BROWNSTONE AND EILEEN M. FITZGERALD TO THE BOARD OF DIRECTORS OF THE HOUSING OPPORTUNITIES COMMUNITY PARTNERS, INC.**

**March 8, 2023**

- Housing Opportunities Community Partners, Inc. (“HOCP”), a 501c(3) charitable organization, supports residents and resident programs operated by the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”).
- The Commission is required to approve nominations to the HOCP Board of Directors, in accordance with HOCP’s bylaws.
- On January 1, 2023, two undesignated seats on the HOCP Board of Directors became vacant.
- The HOCP Board nominated Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to be appointed to three-year terms of the HOCP Board, filling the board’s current two vacant undesignated seats.
- It is recommended that the Commission approve the appointments to the Board of Directors of HOCP as herein presented.

**MEMORANDUM**

**TO:** Housing Opportunities Commission of Montgomery County

**VIA:** Chelsea Andrews, Executive Director

**FROM:** HOC Division: Public Affairs and Communications Staff: Tia Blount Ext. 9631  
John Vass Ext. 9730

**RE:** Approval of Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to the Board of Directors of The Housing Opportunities Community Partners, Inc.

**DATE:** March 8, 2023

---

**STATUS:** Consent  X  Deliberation \_\_\_\_\_ Status Report \_\_\_\_\_ Future Action \_\_\_\_\_

---

**OVERALL OBJECTIVE:**

To approve the appointments of Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to the Board of Directors of the Housing Opportunities Community Partners, Inc. ("HOCP").

---

**BACKGROUND:**

HOCP may elect up to seven (7) board members, including four (4) designated seats, for an attorney, Montgomery County low-income resident, accountant and a marketing professional. The remaining three seats may be undesignated. As of January 1, 2023, two of the undesignated seats became vacant. After outreach for candidates, two Montgomery County residents, with extensive experience in affordable housing, finance, and resident services submitted applications to join the Board of Directors. On February 6, 2023 the HOCP Board of Directors met and formally nominated Alexandra Nassau-Brownstone and Eileen M. Fitzgerald, each to serve for three-year terms on the board. Their nominations are being forwarded to the HOC Commission for final approval. The HOC Commission, in accordance with HOCP bylaws, must approve the final selection of HOCP Board Directors.

---

**ISSUES FOR CONSIDERATION:**

Does the Commission wish to approve the appointments of Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to serve for three-year terms on the HOCP board?

---

**PRINCIPALS:**

**Alexandra Nassau-Brownstone**

Alexandra Nassau-Brownstone currently serves as Vice President for Resident Outcomes & CORES at Stewards of Affordable Housing for the Future ("SAHF"). She works with SAHF member organizations and industry stakeholders to identify opportunities for collaboration, improve the consistency and integrity of community level data, demonstrate the impact of service-enriched rental housing, and build support for this work at the practitioner, policymaker, and investor

level. Additionally, Ms. Nassau-Brownstone manages the Certified Organization for Resident Engagement & Services (“CORES”) Certification.

Prior to joining SAHF, Ms. Nassau-Brownstone was the Director of Resident Services for Somerset Development Company where she developed and managed partnerships, program design, and systems for financial and outcomes tracking, working with the resident leadership groups across their portfolio. Previously, she worked on the national Resident Services Initiative at Enterprise Community Partners.

Ms. Nassau-Brownstone holds a Master’s degree in Community Planning from the University of Maryland and a Bachelor of Arts degree from American University in a self-designed interdisciplinary major: “Power and Poverty in the Media”.

**Eileen M. Fitzgerald**

Eileen M. Fitzgerald has more than 25 years of experience in housing and community development. From October 2019 through November 2022, Ms. Fitzgerald worked as the Executive Vice President and Head of Housing Affordability Philanthropy for Wells Fargo Bank. In this role, she developed and implemented several strategies on fulfilling a \$1 billion Housing Affordability Commitment. Also, she was the thought leader, expert and Wells Fargo representative on all housing affordability programs.

From 2014 to 2019, Ms. Fitzgerald was President and Chief Executive Officer of *Stewards of Affordable Housing for the Future (“SAHF”)* - a collaborative of 13 nonprofit affordable housing developers across the county. In 2019, SAHF had a portfolio of 138,000 affordable rental homes and focused on affordable rental housing policy, sustainability and services for residents that promote opportunity and dignity. Her earlier positions included serving as the CEO and COO of NeighborWorks America for a total of nine years. And, she was also a senior director in housing and national initiatives for the Fannie Mae Foundation.

Ms. Fitzgerald holds a Master’s Degree in Public Affairs from Princeton University’s School of Public and International Affairs and a Bachelor’s of Science Degree in finance and economics from Fordham University’s College of Business Administration.

---

**BUDGET IMPACT**

None.

---

**TIME FRAME:**

Commission action is requested at the March 8, 2023 meeting.

---

**STAFF RECOMMENDATION AND COMMISSION ACTION NEEDED:**

Staff recommends that the Commission approve the appointments of Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to serve for three-year terms on the Board of Directors of the Housing Opportunities Community Partners, Inc.



**RESOLUTION: 23-13**

**RE: Approval of the Appointments of Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to the Board of Directors of the Housing Opportunities Community Partners, Inc.**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC”) approved the creation of the non-profit organization, Housing Opportunities Community Partners, Inc. (“HOCP”), in 1999 to support the residents and programs of HOC; and

**WHEREAS**, HOC is required, by the HOCP bylaws, to approve nominees to the HOCP Board of Directors; and

**WHEREAS**, the HOCP Board of Directors unanimously nominated Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to serve on the Board for three-year terms.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the nomination of Alexandra Nassau-Brownstone and Eileen M. Fitzgerald to serve on the HOCP Board of Directors is approved.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director, or her authorized designee, is authorized, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction and action contemplated herein, including the execution of any documents related thereto.

**I HEREBY CERTIFY** that the foregoing resolution was approved by the Housing Opportunities Commission of Montgomery County at an open meeting on March 8, 2023.

S  
E  
A  
L

---

**Chelsea Andrews**  
**Executive Director**