



10400 Detrick Avenue
 Kensington, Maryland 20895
 240-627-9730

Board of Directors Meeting (Virtual)

EXPANDED AGENDA

March 20, 2024

5:00 p.m.

YouTube link: <https://youtube.com/live/hdzSms0uT8E?feature=share>

			Res. #
5:00 p.m. Page 3	I. <u>ADMINISTRATIVE</u> A. Opening remarks from Chelsea Andrews B. Approval of Minutes of January 31, 2024		
5:10 p.m. Page 6 Page 8	II. <u>ITEMS REQUIRING DELIBERATION and/or ACTION</u> A. Action: FY23 Audit and IRS Form 990 Acceptance B. Action: HOC Academy Reallocation of Funds Request C. Deliberation: Update on 2024 Inspire Celebration		24-01 – pg. 7 24-02 – pg. 10
5:30 p.m.	<u>ADJOURN</u>		

NOTES:

1. This Agenda is subject to change without notice.
2. ***Times are approximate and may vary depending on length of discussion.***
3. *These items are listed "For Future Action" to give advance notice of coming Agenda topics and not for action at this meeting.

If you require any aids or services to fully observe this meeting, please call (240) 627-9730 or email communitypartners@hocmc.org.

Administrative

**Board Meeting Minutes
Teleconference
January 31, 2024**

A meeting of the Housing Opportunities Community Partners (HOCP) was conducted via an online platform and teleconference on Wednesday, January 31, 2024, beginning at 5:05 p.m. There was a livestream of the meeting held on [YouTube available for viewing here.](#)

In attendance via online/teleconference platform:

Varun Dhawan, Theresa Finney-Dumais (joined at minute 22:42), Kenneth Tecler, Lexan McDowell, Eileen Fitzgerald, Chelsea Andrews, DaVida Rowley-Blackman, Aries Cruz, and John Vass.

Absent: Morgan Smith, Alexandra Nassau-Brownstone

I. ADMINISTRATIVE

A. Remarks from HOC President/Executive Director

Chelsea Andrews gave some opening remarks highlighting the start of this special anniversary year. HOC is celebrating its 50th anniversary and HOCP its 25th anniversary.

B. Approval of Minutes

The Minutes of the December 4, 2023 meeting were approved upon a motion by Eileen Fitzgerald and seconded by Kenneth Tecler. Affirmative votes were cast by Varun Dhawan, Kenneth Tecler, Lexan McDowell, Eileen Fitzgerald. Motion passed.

II. REPORTS

A. FY24 financial reports through December 31, 2023. John Vass informed the Board that the final FY23 Audit Report was received on January 30, 2024. The report will be sent to the board members and included in the agenda for acceptance at the next board meeting in March/April. By that time, the Form 990 will be completed and shared at the next meeting. There was a short discussion about the process to finalize and publish the audit and Form 990. In addition, John Vass gave a brief summary of the financial reports that were submitted for the board's review. He informed the board of the balances of the general ledger, current discretionary funding awards and Section 3/HOC Works, confirming that all the reports are in agreement with the reports from HOC Finance. A short discussion ensued.

III. ITEMS REQUIRING DELIBERATION and/or ACTION

A. Deliberation: Tony Davis Scholarship review committee

John Vass gave a summary of the Tony Davis Scholarship program, with special attention to the formation of a new scholarship review committee. HOC staff is requesting that a HOCP Board Member join the review committee to evaluate applications. DaVida Rowley-Blackman thanked the board for their financial support of the program and led the discussion about the awards process. At the end of the discussion, Lexan McDowell volunteered to work on the review committee. The application will be released in early February, and HOC will inform the review committee of the next steps.

B. Deliberation: 2024 [Inspire](#) Celebration update

John Vass gave a short update on the plans for the Inspire Celebration. He informed the board that they will soon receive various materials they can use to request contributions from their network of colleagues, family and friends. The materials will be sent as soon as we receive confirmation of the event's venue. In addition, HOC will facilitate the creation of a fundraising committee. A discussion followed. Theresa Dumais-Finney recommended that we identify some professionals who have a strong network of colleagues within Montgomery County, who would be interested in contributing to HOCP. She asked if we can invite individuals who aren't formally connected with HOC or HOCP to help with the fundraising committee. Furthermore, the idea of possibly contracting with a fundraising consultant to provide us with guidance and contacts was discussed. Chelsea Andrews recommended that we take a multipronged approach. We will reach out to our long list of past and current supporters. Also, we should convene the fundraising committee to recommend to the board a professional fundraiser in the coming weeks. Eileen Fitzgerald recommended that we ask one of our larger supporters to join the fundraising committee. The board welcomed the idea of inviting individuals from outside HOC and HOCP to join the fundraising committee.

I. ADMINISTRATIVE (continued)

A. Election of HOCP board officers for 2024 Chelsea Andrews asked for nominations for the officers of the board in 2024. Eileen Fitzgerald nominated the full slate of candidates:

Varun Dhawan – Chair

Theresa Finney-Dumais – Vice Chair

Kenneth Tecler - Treasurer

Upon acceptance of the nominations, affirmative votes were cast by Varun Dhawan, Theresa Finney-Dumais, Kenneth Tecler, Lexan McDowell, and Eileen Fitzgerald. The officers were re-elected unanimously.

No other business was discussed. Theresa Finney-Dumais made a motion to adjourn; Varun Dhawan seconded the motion. Affirmative votes were cast by Varun Dhawan, Theresa Finney-Dumais, Kenneth Tecler, Lexan McDowell, Eileen Fitzgerald. Motion passed. Meeting adjourned at 5:48 PM.

Varun Dhawan, Board Chair

Deliberation and/or Action

MEMORANDUM

TO: Housing Opportunities Community Partners, Inc. (“HOCP”)
VIA: Varun Dhawan, Board Chair
FROM: HOC Public Affairs and Communications Staff: John Vass Ext. 9730
RE: Acceptance of the FY23 Audit Report and endorsement of the IRS Form 990
DATE: March 20, 2024

STATUS: Consent X Deliberation _____ Status Report _____ Future Action _____

OVERALL OBJECTIVE:

To formally accept the FY23 Audit Report into the record and to endorse the filing of the corresponding IRS Form 990.

BACKGROUND:

The Board of Directors of the Housing Opportunities Community Partners, Inc. (HOCP) contracted with CliftonLarsonAllen LLP (CLA) to conduct HOCP’s FY23 financial audit, and to prepare and file the corresponding IRS Form 990. In January 2024, the HOCP Board officers reviewed the draft of the audit report and had no questions or requests for more information. Subsequently, CLA issued the final audit report to HOCP on January 22, 2024. The final audit report is enclosed and presented for formal acceptance into the record. In addition, the corresponding IRS Form 990 is presented to the board for endorsement to be filed. All of the financial information listed in the IRS 990 Form has been taken from the FY23 audit.

ISSUES FOR CONSIDERATION:

Does the Board of Directors wish to accept the FY23 audit report into the record and to endorse the filing of the corresponding IRS Form 990?

BUDGET IMPACT

No impact on the budget

TIME FRAME:

Action is requested at the March 20, 2024 HOCP Board meeting.

HOC STAFF RECOMMENDATION AND BOARD ACTION NEEDED:

HOC staff recommends that the HOCP Board of Directors accept the FY23 audit report into the record, and endorse the filing of the corresponding IRS Form 990.

WHEREAS, the Board of Directors of the Housing Opportunities Community Partners, Inc. (“HOCP”) contracted with CliftonLarsonAllen LLP (“CLA”) to conduct HOCP’s FY23 financial audit and to file the corresponding IRS Form 990; and

WHEREAS, the final FY23 audit report was issued by CLA on January 22, 2024 and the corresponding IRS Form 990 draft was finalized on February 22, 2024; and

WHEREAS, the HOCP Board of Directors reviewed the FY23 audit report and noted that there were no negative findings reported; and

WHEREAS, the HOCP Board of Directors reviewed the corresponding draft of the IRS Form 990 and discussed its contents at the March 20, 2024 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Community Partners, Inc. that:

1. The FY23 Audit Report be formally accepted into the record; and
2. The IRS Form 990 for FY23 is approved for filing.

BE IT FURTHER RESOLVED by the Housing Opportunities Community Partners, Inc. that the President/Executive Director of the Housing Opportunities Commission of Montgomery County is authorized, 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.

I HEREBY CERTIFY that the foregoing resolution was approved by the Housing Opportunities Community Partners, Inc. at an open meeting on March 20, 2024.

Varun Dhawan
Board Chair

M E M O R A N D U M

TO: Housing Opportunities Community Partners, Inc. (HOCP)
VIA: Varun Dhawan, Board Chair
FROM: HOC Division: LPA Staff: John Vass Ext. 9730
RE: Request to reallocate awarded discretionary funds.
DATE: March 20, 2024

STATUS: **Consent** **X** Deliberation _____ Status Report ____ Future Action _____

OVERALL OBJECTIVE:

To approve the request from the HOC Academy to reallocate awarded discretionary funds from the Chess program to the Youth Enrichment Series program.

BACKGROUND:

On April 10, 2023, the HOCP Board Directors awarded \$12,600 of discretionary funds to the HOC Academy to conduct chess instruction programs during the summer of 2023. Unfortunately, because of low enrollment numbers, the HOC Academy expended only \$3,600 on chess programs during the summer. The current unspent balance of this award is \$9,000.

On June 21, 2023, the HOCP Board Directors awarded \$80,000 of discretionary funds to the HOC Academy to conduct the Youth Enrichment Series (YES) program, which brings a series of after-school enrichment activities in a “club” setting to elementary school students at various HOC sites. Each club focuses on topics such as STEM enrichment in robotics, biology and chemistry experiments, social emotional learning activities, problem solving and anger management, food and nutrition, international cultural arts, and health/wellness.

To ensure that the YES program would be fully supported for a year, HOC staff submitted two grant applications to Montgomery County. Unfortunately, one grant application was denied and a decision on the other application won’t be announced until May.

Consequently, the YES program does not have enough funds to implement the final six-week segment of activities scheduled to run through May 2024.

Therefore, the HOC Academy requests that the \$9,000 unspent balance of the Chess Program be reallocated to the YES program. This will ensure that the full cycle of activities will be completed.

ISSUES FOR CONSIDERATION:

Does the Board of Directors wish to approve the reallocation of \$9,000 from the Chess Program to the Youth Enrichment Series program?

BUDGET IMPACT

This is no impact on the budget. Both original discretionary funding awards have been designated and tracked against the general ledger. No new funding award is needed.

TIME FRAME:

Action is requested at the March 20, 2024 HOCP Board meeting

HOC STAFF RECOMMENDATION AND BOARD ACTION NEEDED:

HOC staff recommends that the HOCP Board of Directors approve the reallocation of \$9,000 from the Chess Program to the Youth Enrichment Series (YES) program.

RESOLUTION: 24-02

RE: Approval to Reallocate Previously Awarded Funds

WHEREAS, the Board of Directors of the Housing Opportunities Community Partners, Inc. (“HOCP”) awarded \$12,600 of discretionary funds to the HOC Academy to conduct chess instruction programs during the summer of 2023; and

WHEREAS, the HOC Academy only expended \$3,600 on chess programs during the summer because of low program enrollments; and

WHEREAS, the HOCP Board Directors awarded \$80,000 of discretionary funds to the HOC Academy to conduct the Youth Enrichment Series (“YES”) program, which brings a series of after-school enrichment activities to elementary students; and

WHEREAS, the YES program does not have enough funds to implement the final six-week segment of activities scheduled to run through May 2024 because of unsuccessful grant applications to outside funding sources; and

WHEREAS, the HOC Academy requests to reallocate the \$9,000 unspent balance awarded to the chess program to the YES program to ensure that the full cycle of YES activities will be completed.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Community Partners, Inc. approves the reallocation of \$9,000 from the chess program to the YES program to be expended through the end of FY24.

BE IT FURTHER RESOLVED by the Housing Opportunities Community Partners, Inc. that John Vass and Tia Blount are authorized, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction and actions contemplated herein, including the execution of any documents related thereto.

I HEREBY CERTIFY that the foregoing resolution was approved by the Housing Opportunities Community Partners, Inc. at an open meeting on March 20, 2024.

Varun Dhawan
Board Chair

Adjourn