

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**  
**10400 Detrick Avenue**  
**Kensington, Maryland 20895**  
**(240) 627-9425**

**Budget, Finance and Audit Committee Minutes**

**November 17, 2021**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Budget, Finance and Audit Committee was conducted via an online platform and teleconference on Wednesday, November 17, 2021, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 11:02 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

Present

Richard Y. Nelson, Jr., Chair – Budget, Finance and Audit Committee  
Frances Kelleher – Commissioner  
Jeffrey Merkowitz - Commissioner

Also Attending

Cornelia Kent, Chief Financial Officer  
Christina Autin, Director of Legislative & Public Affairs

Heather Grendze, Associate General Counsel  
Eugenia Pascual, Controller

IT Support  
Aries Cruz

Commission Support  
Patrice Birdsong, Spec. Asst. to Commission

Commissioner Nelson opened the meeting with a roll call of Commissioners who participate on the Committee.

**APPROVAL OF MINUTES**

The minutes of October 12, 2021, were approved as submitted with a motion by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

**ACTION ITEMS**

1. **Vote to Close Meeting:** Closing Statement - The Budget, Finance and Audit Committee conducted a vote to meet in closed session pursuant to Section 3-305(b)(14) of the General Provisions Article of the Annotated Code of Maryland.

Committee Chair Nelson read the Written Closing Statement. Commissioner Kelleher seconded the motion, with Commissioners Nelson, Kelleher and Merkowitz voting in approval.

Based upon this report and there being no further business to come before this session of the Budget, Finance and Audit Committee, the Committee adjourned the open session at 11:03 a.m. and reconvened in closed session at 11:08 a.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Budget, Finance, and Audit Committee's closed session held on November 17, 2021 at approximately 11:08 a.m. via an online platform and teleconference, with moderator functions occurring at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(14) to discuss the proposals submitted by firms in response to RFP #2252 for professional auditing services for HOC.

The meeting was closed and the closing statement dated November 17, 2021 was adopted on a motion made by Richard Y. Nelson, Jr., seconded by Frances Kelleher, with Jeffrey Merkowitz voting in favor of the motion. The following persons were present: Richard Y. Nelson, Jr., Frances Kelleher, Jeffrey Merkowitz, Kayrine Brown, Cornelia Kent, Heather Grendze, Timothy Goetzinger, Gail Willison, and Patrice Birdsong.

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

1. **Topic:** The proposals submitted by firms in response to RFP #2252 for professional auditing services (pursuant to Section 3-305(b)(14)).
  - a. **Action Taken:** With a quorum present, Commissioners Nelson, Kelleher, and Merkowitz voted in favor of staff proceeding with the recommendation of CliftonLarsonAllen, LLC as the agency audit firm and to move forward for full Commission approval at the December 8, 2021 meeting.

The closed session was adjourned at 11:37 a.m.

Respectfully submitted,

Kayrine Brown  
Acting Secretary-Treasurer

/pmb

**Approved: December 21, 2021**