

ACHD Housing and Community Environment Program

Housing Advisory Committee

February 5, 2026

11:00am-1:00pm

Meeting Minutes

1. Call to Order

Michelle Naccarati-Chapkis called the meeting to order at 11:05 am.

2. Roll Call of Members- Tim Murphy called roll.

Members Present: Michelle Naccarati-Chapkis, Dwight Boddorf, Devon Goetze, Dr. Noble Maseru, Sonya Tilghman, Megan Hammond, David Onufer

Members Absent: Gale Schwartz, Bob Damewood, Jala Rucker, John Katz, Charlise Smith

ACHD staff present: Otis Pitts, Tim Murphy, Maryann Manown, Elizabeth Rubenstein

Other present: one member of the public

3. Approval of December 11th Meeting Minutes

Ms. Naccarati-Chapkis started with this first item on the agenda, pointing out that the minutes had been distributed. She asked for a motion to approve.

Mr. Boddorf made the motion and Ms. Goetze seconded.

Ms. Naccarati-Chapkis asked for any discussion of the minutes and hearing none facilitated the vote.

All 7 members present voted in favor. Motion passed.

4. Vote on Proposed 2026 Full Committee Meeting Schedule

Ms. Naccarati-Chapkis moved the meeting along pointing out that at the last meeting in 2025 a couple members had to leave the meeting early and one important agenda item was not able to be addressed due to losing quorum. She went over the remainder of the proposed full meeting dates being April 2nd, June 4th, September 3rd, and November 5th. She asked if everyone was in agreement with those dates. She pointed out nodding heads and thumbs up, with that said asked for a motion to accept those dates.

Ms. Goetze made the motion and Ms. Tilghman seconded.

Ms. Naccarati-Chapkis asked if any discussion was needed and hearing none facilitated the vote.

All 7 members present voted in favor. Motion passed.

5. Subcommittee Discussion

Ms. Naccarati-Chapkis continued with the subcommittee discussion and pointed out only one subcommittee is represented as the others had a conflict. She asked Ms. Hammond and Mr. Boddorf if they had anything to share at this time.

Mr. Boddorf stated he had no major updates and would turn it over to Ms. Hammond.

Ms. Hammond also had no major updates yet, citing the snowstorm for affecting productivity. Ms. Naccarati-Chapkis mentioned it probably affected everyone. She stated it is the first meeting of 2026 and wished everyone Happy New Year. A full agenda with a long meeting was not anticipated as everyone is getting back into the swing of things. She asked Mr. Murphy and Mr. Pitts for an overview of how subcommittee meetings are handled just to avoid confusion and get everyone on track.

Mr. Murphy stated if a meeting is advertised as a subcommittee meeting there would not be quorum. Any meeting with quorum would need to be advertised as a full committee meeting. The meetings that the committee voted to approve can always cover these important topics and discussions. Just let Ms. Naccarati-Chapkis or Ms. Goetze know if you have a suggestion of a topic to be added to the agenda. If members want to talk in a small group or do research feel free to do that. The question is at what pace the subcommittee meetings are held, keeping in mind that the department does have to facilitate and advertise those meetings. The subcommittees need to provide an agenda in a timely manner to have them posted. The department has to dedicate time, space, and staff to hold the meetings. We want to hear from the committee on how often subcommittee meetings are held but there are limits to the capacity.

Ms. Naccarati-Chapkis asked if anyone had any thoughts and specifically asked Ms. Hammond and Mr. Boddorf for their thoughts.

Mr. Pitts asked if the current arrangement where the subcommittees met every other month staggered with the full meeting is working for everyone.

Ms. Naccarati-Chapkis believed that it did work pretty well. Asked if everyone else agreed with that.

Mr. Boddorf said it worked fine as a lot of the work is just behind the scenes research and one-on-one conversations so there should not be any issues with quorum.

Mr. Murphy said if everyone is in agreement the department would be happy to continue similarly in 2026. Essentially every other month that is not a full committee meeting we can schedule for the subcommittees to meet. He said he could send something out and asked if there was a preference for dates particularly from Ms. Hammond and Mr. Boddorf but said the first Thursday does tend to work. Sticking with that could make coordinating a little easier.

Ms. Naccarati-Chapkis said that would be great for consistency as people will have that time committed rather than trying to do polls.

Mr. Murphy said the department would plan to facilitate that then, Ms. Manown will be dedicated to be on site for those meetings. Subcommittees will need to submit agendas ahead of time and we need to know who wants to attend while not crossing the threshold of quorum.

Ms. Naccarati-Chapkis wanted to note that the National Center for Healthy Housing reached out. They are working on their project as follow up to the conversations they have had with the committee. They anticipate sharing some information at the April 2nd meeting so will need to be added to the agenda. They will have a presentation and copies of materials sent around for everyone.

Ms. Hammond wanted to follow up from 2025 by asking Mr. Murphy and Mr. Pitts the status of the exterior abatement proposal.

Mr. Murphy stated that it was approved and has been added to the Article VI regulation. He wanted to take the time to thank the committee for their help with it as they were a huge part in

making that happen. Getting your approval really helped in getting it passed. The program is now looking at properties that meet that threshold where the department has exhausted their enforcement ability. The department will be looking particularly going into spring and summer as vector season kicks off and those issues that affect whole neighborhoods come to fruition. The issues of interest are things like large tire piles and big hoarding situations that are spilling out into the neighborhood and causing issues for others like rodent infestations and mosquitoes. New tool so there will be kinks to work out but the program would like to get started.

Ms. Hammond was happy to start year with positive news. In working out the kinks she would like to revisit, either with the full committee or in subcommittee, communications with municipalities about these cases and possibly find ways to coordinate efforts.

Mr. Murphy stated he can include that in the routine program updates during the full committee meetings since everyone has been involved with the nuisance abatement initiative.

Ms. Hammond was thankful for being able to see the steps moving forward.

Ms. Naccarati-Chapkis asked Mr. Murphy and Mr. Pitts if they anticipate any amendments, new regulations, or updates this year.

Mr. Murphy said as previously mentioned that the program is focused on updating Art IX, the pool and bathing place regulations. That is another of the program's multiple functions, though it is not in the purview of committee, it is important to do as it has not been updated since 2018. Program staff is actively meeting and working on language for new updates. However, the department is open to hear ideas on future Article VI updates. Even though the focus is elsewhere for 2026, we could still be preparing, doing research on, and proposing future Article VI updates in the meantime.

Ms. Naccarati-Chapkis referred to Dr. Maseru's message in the chat. He had asked if it was possible to get a summary of committee's work in 2025 such as issues posed and the results, the subcommittees, and actions deliberated. He also apologized for his technical issues. She continued by saying that is something that could be captured during this time. She asked Ms. Hammond and Mr. Boddorf to prepare a summary for perhaps the April meeting, she will ask Mr. Damewood and Ms. Schwartz for the same. This could be helpful to capture as there has been good progress done in the subcommittee discussions. She thanked Dr. Maseru for bringing that up and told him the tech issue was no problem as the chat is fine. She asked if anyone had anything else has to report on in terms of the work they are doing even outside of the committee that may be related to the work. She referred to the County Executive's press conference for the housing related announcement. She said it is probably something exciting to the committee and asked if Mr. Murphy had any idea what it is and if it could possibly impact or enhance the work done by the committee.

Mr. Murphy suggested everyone keep a lookout for news but he believed it to be about the "500 in 500" project. He stated the County Executive's office has been very focused on housing, getting people into housing and investing in affordable housing. But she is also excited about the nuisance abatement and the department appreciates their support on housing issues.

Ms. Naccarati-Chapkis thanked Mr. Murphy and asked if anybody else had anything to share.

6. Next Full Meeting: Thursday April 2nd, 2026 11:00am-1:00pm (pending approval)

Ms. Naccarati-Chapkis moved on by stating subcommittees have the ability to meet in March. The full committee will come back together in April where discussions can move forward.

7. Adjournment

Ms. Naccarati-Chapkis hearing nothing further from the committee asked for a motion to adjourn.

Ms. Goetze made the motion to adjourn, Mr. Boddorf seconded. All 7 members present voted in favor. Meeting adjourned at 11:21am.