I. Call to Order and Housekeeping Matters
   - With a quorum present, the January 25, 2022 CDHC Board of Directors meeting was called to order at 4:33 P.M. by President Pat Sylvester.

A. Approval of Agenda
   - Pat Sylvester presented changes to the Agenda: Item III. Changed name to American Rescue Program; Item IV changed to Annual Report – Update.
   - Pat Sylvester asked for approval of the January 25, 2022 revised Agenda. Motion passed 10-0.

B. Approval of October 2021 Minutes
   - Bruce Rothschild motioned to approve the October 2021 Minutes as submitted. Motion passed 10-0.

C. Introduction of Guests
   - Kanise Lewis Howard County Dept. Of Housing & Community Development
   - Kelly Cimino, Howard County Dept. of Housing & Community Development
   - Quanita Kareem- Howard County Dept. of Housing & Community Development
II. Nominations and Approval of Officers and Members of the Board of Directors -
Peter Morgan presented the report for the Nominating Committee recommending the approval of Rev. Dr. Robert Turner, Russel Snyder and Patricia Sylvester for new three-year terms ending January 2025. The Board by motion unanimously approved this recommendation.

Peter Morgan then presented the Nominating Committee’s recommendations for Officers for calendar year 2022. Each was moved and approved individually by the Board unanimously as follows:

- For President- Patricia Sylvester
- For Treasurer- Jolly Burks
- For Secretary- Bruce Rothschild

Patricia Sylvester took a moment to recognize Bethany Hooper for her outstanding service as Treasurer for the Board for the past 10 years and commend her commitment and dedication to the Board and affordable housing generally. She also thanked Jolly Burks for her willingness to step forward to serve as treasurer and noted that Jolly’s experience and background will serve the Board well moving forward.

III. LWYW
A. American Rescue Program PILOT – Resolution for Approval

- Following review and discussion, the Board members moved and adopted unanimously the following recommended resolutions:
  - That the Board of Directors of CDHC hereby authorizes CDHC to partner with the County through its Department of Housing and Community Development (DHCD) to operate a Live Where You Work- American Rescue Program (LWYW-ARP) Pilot Program for up to three years.
  - That CDHC will allocate a maximum of $500,000 to the Pilot Program provided the CDHC Rental Subsidy funds are matched by the County with an equal amount of American Rescue Program (ARP) funds received from the federal government. CDHC’s $500,000 shall be inclusive of administrative, legal, and third-party costs and expenses to operate the Pilot Program.
  - That the CDHC and ARP funds will be administered through the existing LWYW Program by DHCD with the County’s ARP funds being used as the Employer match for the Pilot Program. CDHC will pay 50% of the LWYW rental subsidy and the remaining 50% of the LWYW rental subsidy will be paid using the County’s ARP funds. CDHC shall have no obligation to substitute its funds for County ARP funds if such ARP funding is reduced or becomes otherwise unavailable for the Pilot Program.
  - That Participating Pilot Program Employers must sign an MOU with CDHC and perform administrative functions as described in the MOU, which are similar to those performed by Employers in the existing LWYW Program. Any Employer who chooses to continue to participate in the LWYW Program
after the Pilot Program ends will be expected to pay the Employer match on behalf of its employees.

- That the administrative fee paid to DHCD to administer the LWYW Program, including the Pilot Program, shall be $950 per employee per year. This fee will remain in place unless and until the Board adopts a new fee by Resolution.
- That the President of CDHC and/or any such other individuals whom the President may designate for such purpose, are hereby authorized to negotiate, execute and deliver such agreements, memoranda of understanding, certificates and other documents (collectively “Documents”) as such individuals, in the exercise of their reasonable discretion, shall deem necessary or desirable in connection with the funding, creation, and operation of the LWYW-ARP Pilot Program. The terms and provisions of the Documents shall be in accordance with all applicable federal, state and local law, rules and regulations.
- That the President of CDHC is authorized to take all such other action as she deems necessary or desirable for the efficient operation of the LWYW-ARP Pilot Program. This may include establishing a maximum number of employees per business to ensure availability of the Pilot Program to multiple businesses and a range of workers.
  - In making its decision, Board considered the details included in the resolution distributed in advance of the meeting and a memorandum from Carl DeLorenzo, Director of Policy and Programs for the County Administration which documented that the County’s ARP consultant had advised that the proposed LWYW-ARP Pilot Program was an eligible use for ARP funds and that the County intended to award $500,000 in ARP funds to be used to expand the LWYW Program with the ARP funds being used to pay the employer share of the rental subsidy for the Program.

B. Current Program Updates.
Tom Wall updated the Board that one of the Program participants has decided not to continue in the Program for a third year. The remaining four participants continue to be housed and are doing well.

IV. Update of Annual Report
  - Bruce Rothschild and Leonardo McClarty informed the Board that the report was in a draft form and would be distributed to the Board for comments shortly.
  - The draft report varies from prior reports in length and depth. Duplicative information has been removed and the document focuses on challenges and strengths of CDHC.
  - They are working on including actual photographs of Downtown Columbia and Leonardo has volunteered his staff to format and finalize the graphics for the report. Thus, there is no need to hire an outside consultant to complete the report.
  - The Annual Report is due by the end of the March and will be presented for final Board approval at its March meeting.

V. Downtown Projects updates -- NCC & No. Columbia Fire Station siting
  A. NCC
  - Carl Delorenzo reported that the team continues to work toward a 2022 land closing and is
addressing funding gaps and developing necessary agreements and documents. The developers are getting ready to submit for building permit review. The Commission and the County are working together. The Commission has advised the State DHCD about the project’s timetable and likely occupancy in late 2025 or 2026. The State must still complete its financial review of the Artists Flats project so that its review is complete before permits are issued. The Commission anticipates that the State will work with them to provide LIHTCs with a place-in-service deadline that aligns with the project’s leasing timetable.

B. No. Columbia Fire Station siting

• Carl Delorenzo explained that the Administration recently sent a letter to the Board of Education (BOE) asking for a decision on the land swap arrangement to allow the fire station to be built on school property. The County is awaiting a response from the BOE. The project was taken off the agenda during a previous BOE meeting because the Board had other urgent matters to address.

• Pastor Mary Ka Kanahan, Chris Fritz and Pat Sylvester updated the members on their calls with BOE members. Mary Ka and John DeZinno spoke with Jen Mallo who stated she would like to better understand the urgency and impact of the fire station siting decision. Other BOE members raised similar questions and generally seemed to be looking for more information and had a concern about giving up land that could be used for a school and receiving adequate compensation for it.

VI. Workgroup Updates

A. 2022 Budget and Financial Update Sharing - Bethany Hooper shared a draft 2022 budget, which projects income of $87,600, and expenses of about $2.79 M. The largest expense is a $2.5M loan for Artists Flats. Utility payments to the Howard County Housing Commission for master-leased units at Juniper and Marlow are estimated at $26,000 and LWYW costs are projected at $230,000. She noted that the finance group is looking into alternatives to our current investment advisors and that CDHC closed its 2021 fiscal year with $8.59M in assets.

B. Concise Messaging - Pastor Mary Ka Kanahan and workgroup members, Bruce Rothschild, Peter Morgan and Greg Fitchitt, continue working on developing concise ways to share information about the purpose and mission of the CDHC. Possibilities include:

• developing a website, Facebook and other Social Media pages to help with getting information out and to have a social media presence.
• Having regular relations with board members, members of the government and community.

C. Alliances - Russ Snyder and Dr. Reverend Turner discussed alliances and produced a list of potential groups for the Board. Russ suggested CDHC focus on building strong alliances with government groups, business groups and faith-based groups. He noted the need to create strong messaging that is concise to be shared with alliances.

The Board determined that the Concise Messaging group and Alliance group are doing similar work and should combine moving forward.
VII. Board of Director’s Annual Certification/Conflict of Interest Policy  
   • Conflict of Interest Policy form to be submitted to Kanise Lewis no later then January 31, 2022

VIII. Review 2022 Board Meeting Schedule  
   A. Next full CDHC Board Meeting: March 22, 2022  
   B. LWYW Committee Meeting – Tuesday Feb 22, 2022

IX. Adjournment  
   • The CDHC Board meeting adjourned at 6:21pm.

Respectfully submitted by,  
Kanise Lewis