L-W-Y-W Committee Meeting
COLUMBIA DOWNTOWN HOUSING CORPORATION
May 15, 2019 at 4:30 p.m.
9820 Patuxent Woods Drive, Suite 224, Columbia, MD 21046

Committee Members Present
Patricia Sylvester (President)
Jeryl Baker
Jolly Burks- Conference Call
Bethany Hooper
Bruce Rothschild

Committee Members Absent
Paul Casey
Peter Morgan
Pastor Mary Ka Nippard Kanahan
Reverend Dr. Robert Turner

Committee Invites Present
Kelly Cimino
Kevin Kelehan
Tom Wall

Recording Secretary
Tracy Deik

LWYW Meeting Notes:
• Meeting began at 4:42 p.m.
• The next meeting with the Hospital will be held on May 28th at 4 p.m.
• The MOU between CDHC & HCGH is final.
• The committee reviewed Exhibit B- HCGH eligibility criteria:
  o Addressed questions from the Hospital regarding whether they should request info regarding when an applicant’s current lease expires; add questions about ongoing education plans to determine those with potential to grow income and transition out of the Program; and how the re-application process works.
  o The committee agreed that Exhibit B needs more work. Will clarify with the Hospital eligibility criteria vs. selection criteria and the Hospital’s definition of “good standing.” The committee agreed that the Hospital’s eligibility/selection criteria must meet Fair Housing laws.
  o Prior to the May 28th meeting with the Hospital, Pat Sylvester will try to set up a conference call with David Nitkin and Jon Oravec, HR.
• Discussed how applicants will be selected for the LWYW Program- lottery vs. first come, first served.
• DHCD will create an employee fact sheet and a list of downtown Columbia rental communities.
• Landlord update:
  o Gables, Columbia Town Center is discussing program info with its legal department.
  o Lake House declined to participate in the Program.
  o Kettler hasn’t responded.
• Employer update:
  o Vantage House hasn’t made a decision about the Program yet, waiting to meet
with the Foundation.

- MOU between CDHC & DHCD:
  - Kevin Kelehan will add a new section to the MOU regarding the administration of the LWYW Program, bookkeeping costs and participant fees.
  - Kevin will contact Norman to discuss details regarding administration of the Fund and will draft a document for CDHC explaining compensation to the Department for administering the Program.
  - Discussed whether CDHC will pay the Department a participant fee or a monthly fee to administer the LWYW Program. The committee agreed that a participant fee ($950 per participant/per year) would be more cost effective.
  - CDHC will confirm applicant and sign checks to the landlord.
  - The Department will bill CDHC for bookkeeping costs on a quarterly basis.
  - The Department will update the CDHC Board periodically (at least once a year) regarding the LWYW Program.

- LWYW launch details:
  - The committee discussed the timing (end of June?) and location (Hospital, Downtown Lake Front?) for the LWYW launch.

- The next LWYW Committee meeting will be held on June 19th.
- Meeting ended at 6:14 p.m.