

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
MEETING OF THE BOARD OF DIRECTORS
February 13, 2024
5:30 p.m.
Minutes**

Join Zoom Meeting

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I. Call to order and verification of quorum.

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Stephen Green, called the meeting to order at 5:50 p.m. and asked the Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. The Board reached a quorum and the meeting continued.

The following members were present via Zoom: Mr. Stephen Green, Mrs. Heather Wellington, Mrs. Carri Robinson, Mr. Bryan “Scottie” Irving, and Mr. Stanley Jackson.

II. Vote to approve the minutes from the January 23, 2024 board meeting.

A motion was called to approve the minutes of the January 23, 2024 board meetings by Mr. Green. Mr. Jackson made a motion to approve the minutes. The motion was properly seconded by Mrs. Wellington. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

III. Vote to close meeting to discuss the Modification of the Bald Cypress Media Event Planning Contract.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called for a motion to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating the **Modification of the Bald Cypress Media Event Planning Contract**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Green called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Mrs. Wellington. The motion passed by a chorus of ayes.

The meeting was closed at 5:52 p.m. and re-opened at 6:39 p.m.

IV. Consideration of DCHFA Resolution No. 2024-02(G) for the Modification of the Bald Cypress Media Event Planning Contract.

Ms. Tara Sigamoni, Vice President, Procurement and Administrative Services, presented the procurement contract modification for the Bald Cypress Media Event Planning Contract, to increase the not to exceed amount to \$90,000.

In accordance with the Agency’s procurement guidelines, a contract was awarded to Bald Cypress Media in the not to exceed amount of \$24,000 on May 30, 2023 to plan and organize three events. The first modification was issued on June 1, 2023 and added \$1,500 for cost reimbursements. The second modification was issued on October 31, 2023 and increased the not to exceed amount to \$15,000 to pay for additional event planning and to increase the cost reimbursement ceiling. The overall contract amount increased to \$42,000. The current

modification is needed to expand the scope of services to add an additional event. The acceptance of this modification will increase the contract to a not to exceed amount of \$90,000.

Ms. Sigamoni completed the presentation and opened the floor for questions.

Mrs. Wellington stated that Agency staff will provide a contract summary to the Board by February 16, 2024. The summary should include the total number of events covered by the contract, event dates and how many events have yet to occur.

There were no further questions.

Mr. Green called for a motion to approve DCHFA Resolution No. 2024-02(G) for the Modification of the Bald Cypress Media Event Planning Contract. Mr. Irving made a motion to approve the resolution and it was properly seconded by Mrs. Wellington. The resolution was unanimously approved.

V. Other Business.

There was no other business.

VI. Executive Director's Report.

Mr. Donald stated that Agency staff will be making a presentation about the Agency's headquarters to the Board in April. Additionally, Mr. Donald presented updates on the status of the District of Columbia Home Purchase Assistance Program.

Mr. Donald concluded his report.

VII. Adjournment.

Mr. Green called for a motion to adjourn the meeting. Mr. Jackson made a motion to adjourn the meeting, which was seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:59 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on March 8, 2024.