

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY  
MEETING OF THE BOARD OF DIRECTORS**

**November 12, 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, Mrs. Heather Wellington, called the meeting to order at 5:36 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, Mr. Bryan “Scottie” Irving, and Mr. Stanley Jackson.

**II. Vote to approve minutes from the September 10, 2024 and October 22, 2024 board meetings.**

Mrs. Wellington called for a motion to approve the September 10, 2024 and October 22, 2024 board meeting minutes. Mr. Green asked if there was a motion to approve the minutes. Mr. Irving made a motion to accept the minutes. The motion was properly seconded by Mr. Jackson. The motion passed by a chorus of ayes.

**III. Vote to close meeting to discuss the Renewal of a Contract to Serve as a Co-Administrator for the DC Department of Housing and Community Development's Homebuyer Programs and a Contract with Goldblatt Martin Pozen LLP to Serve as Outside Legal Counsel to the Agency's Board.**

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote 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 Renewal of a Contract to Serve as a Co-Administrator for the DC Department of Housing and Community Development's Homebuyer Programs and a Contract with Goldblatt Martin Pozen LLP to Serve as Outside Legal Counsel to the Agency's Board**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

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

The meeting was closed at 5:38 p.m. and re-opened at 6:02 p.m.

**IV. Consideration of DCHFA Resolution No. 2024-12(G) for the approval of the Agency to Serve as Co-Administrator of the DC Department of Housing and Community Development's Homebuyer Program.**

Ms. Tikisha Wilson, Director of Single-Family Lending, presented to the board for the approval of the Agency to continue as a co-administrator of DHCD's Home Purchase Assistance Program (HPAP).

The Agency has been in partnership with DHCD since 2017 as a co-administrator of the HPAP program. DHCD notified the Agency of its intent to extend the grant agreement on September 30<sup>th</sup>. At the start of fiscal year 2025, DHCD implemented changes to the HPAP program. The changes include retiring the Notice of Eligibility (NOE) and implementing a Notice to Proceed (NTP). DHCD has also implemented a lottery system to determine the recipients of these programs. The Agency anticipates assisting around one-hundred ninety-two families, the same as fiscal year 2024. Ms. Wilson concluded her presentation and asked the Board if there were any questions.

Mrs. Wellington asked whether there were any substantial impacts on the recipients or process with the change from the NOE to the NTP. Ms. Wilson responded that there were no changes.

There were no additional questions.

Mrs. Wellington called for a motion for consideration of DCHFA Resolution No. 2024-12(G). Mr. Green made a motion and the motion was properly seconded by Mr. Irving. Mr. Donald took a poll vote. The resolution was unanimously approved.

**V. Consideration of DCHFA Resolution No. 2024-13(G) for the Renewal of the Contract with Goldblatt Martin Pozen LLP to serve as outside legal counsel to the Agency's Board of Directors.**

Mr. Michael Hentrel, General Counsel, presented to the board to recommend the contract renewal for Goldblatt Martin Pozen LLP.

In 2013, the agency selected Goldblatt Martin Pozen LLP to serve as outside legal counsel to the agency's Board of Directors. Mr. Pozen has provided timely and effective legal services to the Board of Directors since 2013. The Agency seeks to renew the engagement with Mr. Pozen for one year. The contract will be for an hourly rate of five hundred dollars (\$500) not to exceed four thousand five hundred dollars (\$4500). Mr. Hentrel concluded his presentation and asked the Board if there were any questions.

There were no additional questions.

Mrs. Wellington called for a motion for consideration of DCHFA Resolution No. 2024-13(G). Mr. Jackson made a motion and the motion was properly seconded by Mr. Green. Mr. Donald took a poll vote. The resolution was unanimously approved.

**VI. Other Business.**

There was no other business.

**VII. Executive Director's Report.**

There was no Executive Director's Report.

**VIII. Adjournment.**

Mrs. Wellington called for a motion to adjourn the meeting. Mr. Green made a motion to adjourn the meeting, which was seconded by Mr. Jackson. Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 6:08 p.m.

Submitted by Christopher E. Donald, Secretary to the Board of Directors on December 12, 2024.