

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

January 13, 2026

5:30 pm

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 5:37 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: Mrs. Heather Wellington, Mr. Yohance Fuller, Mr. Bryan “Scottie” Irving and Mrs. Carri Robinson.

II. Vote to approve minutes from the December 9, 2025, board meeting.

Mrs. Wellington made a motion to approve the December 9, 2025, board meeting minutes. Mr. Fuller made a motion to accept the minutes. The motion was properly seconded by Mrs. Robinson. The motion passed by a chorus of ayes.

III. DCHFA Annual Meeting and Elections.

Mrs. Wellington made a motion to start Board elections and nominated Mr. Fuller for Vice Chair. Mr. Fuller accepted and made a motion to nominate Mrs. Wellington as Chair. Mrs. Wellington accepted. Mr. Donald called for a vote to approve Mrs. Wellington as the Board Chair and Mr. Fuller as the Board Vice Chair. Mrs. Robinson moved and Mr. Fuller seconded the motion. Mr. Donald conducted a voice vote; the motion passed by a chorus of ayes.

IV. Vote to close meeting to discuss the Contract with Creative Financial Staffing

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 the Contract with Creative Financial Staffing to provide Temporary Accounting Services to the Agency's Finance Department. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

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

The meeting was closed at 5:40 p.m. and resumed at 5:56p.m.

V. Consideration of DCHFA Resolution No. 2026-02(G) regarding the Approval of a Contract with Creative Financial Staffing.

Ms. Tara Sigamoni, Vice President, Procurement and Administrative Services presented the contract to the Board. The District of Columbia Housing Finance Agency (the “Agency”) initiated a competitive procurement to fulfill the Agency’s need for a contractor to provide temporary accounting services to support the Agency’s Office of Financial Management’s (“OFM”) Accounting Manager of Single/Multifamily Programs on a short-term basis. In accordance with the Agency’s Procurement Guidelines, the Invitation for Bids (“IFB”) was released to the public by advertising in the Washington Post and the Washington Informer. The solicitation was also posted on the Agency’s website.

OFM reviewed and ranked all resumes received by prioritizing the candidates with experience that most closely aligned with the qualification and experience outlined in the scope of work, including years and type of work experience. The review of resumes excluded any candidates whose experience did not include multifamily and single-family investment, cash holdings and loans. Also excluded were resumes submitted which was a verbatim duplication of the scope of work.

OFM selected the top three candidates with relevant multifamily and single-family transaction experience. Each of the three candidates engaged in a virtual interview with the intent to select the top two candidates for an in-person interview. The candidates were ranked based on the following qualifications and experience:

- Bachelor’s Degree in Accounting or Finance.
- 5-7 years’ experience in accounting or/and finance related position.
- Strong problem-solving, organizational, analytical, and math/quantitative skills.
- Excellent communication skills, both verbal and written.
- Ability to pay strong attention to detail.
- Strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel.
- Multifamily and/or Single-Family investment, cash holdings and loan experience.

The candidate ranked as first choice was presented by Creative Financial Staffing (“CFS”). The candidate demonstrated a clear understanding of the position description through workflow and approach examples complemented by specific exploratory questions. The ongoing dialog provided an opportunity to evaluate how the candidate synthesized the duties and responsibilities outlined in the position description. In addition, this exchange allowed for an assessment of their level of attention to detail and communication style.

The candidate that ranked second was presented by R.L. Klein. The candidate’s resume reflected relevant experience; however, the candidate provided brief responses to the questions with limited examples of workflow. In addition, the candidate’s engagement in follow-up questions of the interviewers was passed over. This removed the opportunity to assess the candidate’s understanding of the scope of work and position description.

There is a short runway for cross training and imperative that the Agency select a candidate that demonstrates an ability to comprehend the analytical nature of the position and communicate effectively to support workflow standards. The selected candidate presented

with the most significant experience, at the highest level, which was underscored by their ability to engage in productive interview discussions. CFS' rate of \$85.00 per hour reflects the rates for a temporary accountant with the specified qualifications in the Washington, D.C. metro area. CFS pays all payroll taxes and insurances related to the temporary accountant and their bid falls within the \$85 - \$110 per hour rate for a senior accountant.

Per the Resource Company, Inc., the average markup for Temporary Staffing is between 25% - to 40% and per the Second talent Company the average markup is between 35% - 41%. The Bureau of Labor Statistics' State Occupational Employment and Wage Estimates for the Washington, D.C. area for occupation code 13-2011: Accountants and Auditors show a median wage of \$59.50 per hour in 2026, not including the staffing company markup. CFS' mark-up is approximately 43%. The Agency considers the rate proposed by CFS and the markup fair and reasonable because the above data is the national average, the markup for the D.C. region is slightly higher due to in some part the government, quasi-government and contractor demand and the competitive staffing environment.

The Agency seeks approval to award the contract to CFS. CFS is a staffing firm with over 30 years of experience and has 35 offices nationally. CFS has provided services to the Metropolitan Washington Council of Governments, IBM Federal and The Nature Conservancy. The contract will be issued with a not-to-exceed amount of \$88,400 for a base period of six months with two additional six-month options to be exercised at the Agency's discretion at a total cost of \$265,200.

Mrs. Wellington asked about the duration of the contract. Ms. Sigamoni stated that the duration includes the base term which is not-to-exceed six months, but the request from the customer ("OFM") was for a four-month period.

There were no further questions.

Mrs. Wellington called for a motion to approve DCHFA Resolution Number 2026-02(G) regarding the approval of a contract with Creative Financial Staffing to provide temporary accounting services to the Agency's Finance Department. Mr. Fuller made a motion to approve, which was properly seconded by Mr. Irving. Mr. Donald took a poll vote. The motion passed by a chorus of ayes.

VI. Other Business

There was no other business.

VII. Executive Director's Report

There was no Executive Director report.

VIII. Adjournment

Mrs. Wellington called for a motion to adjourn the meeting. Mr. Fuller 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 6:03 p.m.