

AFFORDABLE HOUSING TRUST FUND COMMISSION
MEETING SYNOPSIS
MAY 19, 2019

Attendance: See Attached

Introduction of Commission Members

- Commissioners introduced themselves, provided professional affiliations and described their work in the fair housing/community development/affordable housing arena and whether they played a role in the voter referendum efforts leading to the creation of the Trust Fund.

Housing Commissioner Comments

- Trust Fund provides critical opportunity to provide housing for city's most vulnerable families
- Commission's collective experiences will enable DHCD and City to realize most effective outcomes
- Trust Fund is part of larger effort to re-invest in neighborhoods, promote revitalization and inclusive communities without displacement
- Trust Fund is part of larger, citywide effort to spur investment – including the \$52 million Neighborhood Impact Investment Fund (NIIF) and \$5 million Community Catalyst Grant Funds that will be helpful as DHCD strives to meet affordable housing needs.

Legal Requirements and Open Meeting Act Requirements

- City Law Department provides legal advice to boards and commissions.
- Commission role: act as advisors to agency/staff who have authority to make policy decisions.
- Discussed the following requirements: ethics, conflict of interest, disclosures, and Open Meeting Act requirements
- Required to attend ethics training provided by City
- Restrictions on participation
 - Possible financial interest – commissioners should not participate in matter being discussed and are encouraged to consult with ethics board
- Restrictions on employment, interest in other entities
 - Commissioners cannot be employed by or have a financial interest that could benefit from participation on board
 - Would be required to recuse themselves from discussion and/or vote
- Solicitations

- Commission members are prohibited from soliciting or accepting gifts from organizations or individuals doing business with the Commission
- Prohibitions against disclosure of information
 - Commissioners are prohibited from disclosing confidential information , including financial information of entities seeking funding
- Financial disclosures to be filed annually
- Maryland Open Meetings Act
 - Ensure transparency for boards and commissions that engage in public business
 - Required to designate member or officer and back-up to receive training
 - Designee is required to be present in the event the meeting is closed and to confirm that procedures required to close a meeting have been followed. Training needs to be completed within 90 days of being appointed as designee
 - Requires a quorum to conduct business. Group emails could be considered evidence of a meeting.
 - Meetings require public notification and must also be posted with the City's Office of Legislative Reference at least 24 hours prior to the meeting taking place. Media should also be notified.
 - Minutes are required to include each item considered and the vote for each of these items. When posted, minutes need to include the AG's compliance checklist
 - Notices are required to be kept for at least one year; minutes are required to be kept for five years.
 - Public is required to have access, there are no requirements that the public participate in meetings.

DHCD Roles and Responsibilities

- Charter requirements permit up to five percent of revenues to be spent on administrative costs. In order to effectively manage the Fund, DHCD plans to hire additional staff to manage underwriting, administration and compliance.
- Establish goals regarding units created, percentage of AMI served, households receiving assistance, dollar amount of assistance provided.
- \$15 million expected to be available in first year -\$13 million collected from tax, \$2 million from other City sources.

Goals and Priorities As Summarized by Commissioners

- Ensure current residents are not displaced in neighborhoods undergoing revitalization and have opportunities to be a part of the community culture
- Investment is made through a racial and economic equity lens
- Housing provided is multi-generational
- How can Fund support wealth building and keep money in communities
- Invest in communities with access to schools, transit, retail, etc.
- Community-driven -residents have a say in development
- Ensure vulnerable populations are protected

Future Meeting Structure

- Set aside time in each meeting for public comment
- Include best practices from other trust funds
- Provide general overview of affordable housing development
- Establish regular meeting schedule, but continue to meet monthly with the possibility of establish working groups who would meet more frequently.
- Identify impact measures
- Requests to hold meetings in communities to be discussed at future meetings with potential goal of beginning in the fall. The Commission will need to be briefed on accessibility and accommodation requirements prior to final decisions.