

**AFFORDABLE HOUSING TRUST FUND COMMISSION
MEETING SUMMARY
AUGUST 25, 2020**

Attending: David Bowers, Iletha Joynes, Matt Hill, Shannon Snow, Jalal Greene, Cindy Plavier-Truitt, Tisha Guthrie, Vernadine Kimball, *Tiara Watkins (in attendance, but was not acknowledged on the verbal record)*

1. Call to Order

Commission President, David Bowers, called the meeting to order at 6:04 p.m. It was determined that a Quorum was present, and therefore the Commission would be able to conduct official business, approve minutes, recommendations, etc.

2. DHCD Acting Commissioner Introduction

David Bowers, introduced Acting DHCD Commissioner, Alice Kennedy, to the Commission and public. Acting Commissioner Kennedy greeted the Commission and expressed her dedication, support and commitment to affordable housing and homelessness prevention across the City.

3. Approval of July Meeting Synopsis

Commission member, Shannon Snow, motioned that the meeting synopsis be accepted. Commission member, Cindy Plavier-Truitt, seconded the motion.

4. Presentations

Budget Director for the Bureau of Budget and Management Research (BBMR), Robert Cenname, gave a presentation to the Commission, on behalf of the Department of Finance. Commission members submitted questions to the Finance Department prior to the meeting and Mr. Cenname provided responses and other detailed information on tax revenues and how they are calculated and administered to the Trust Fund.

5. City Agency Updates

1. Assistant Commissioner of Development, Jim Majors, provided updates on the Affordable Housing Trust Fund (AHTF) activities for DHCD. The New Construction/Preservation of Existing Rental Housing Notice of Funding Availability (NOFA) application deadline was July 31, 2020. The Review Committee is reviewing applications and will be sending follow-up questions to the applicants. The Department intends to issue a second New Construction/Preservation of Existing Rental Housing NOFA.

2. Jim Majors also announced that Grounded Solutions Network was selected to assist the Department as the Community Land Trusts (CLT) consultant. The Department is in discussions with Grounded Solutions to determine the scope of work, negotiate a contract and submit the contract to the Board of Estimates.
3. DHCD Senior Advisor, Stacy Freed, updated the Commission on the CLT Single-Family Homeownership NOFA. Public comments and recommendations received from the draft CLT NOFA were posted to the DHCD website. The Department intends to post the final NOFA around Labor Day.
4. Tisha Edwards, Director of the Mayor's Office of Children and Family Success (MOCFS), and Dante Franklin, CAP Center Human Services Manager, provided updates on the pandemic homelessness relief efforts. The homelessness prevention program application is complete and workflow for CAP Center staff is being established. The tentative start date for the program is September 2020.

Tisha Edwards informed the Commission that the program recommendations submitted by the Commission were reviewed by the Legal Office and written responses were provided prior to the meeting.

5. Stacy Freed provided updates on two empty Commission positions that need to be filled. A candidate has been chosen for the Homeless Services Board Representative. The Department is working with the candidate to complete paperwork that will be submitted to the Mayor's Office for review. The Real Estate Representative slot is still open. The Department intends to discuss this position with Acting Commissioner Kennedy and will forward a recommendation for a nomination in the near future.
6. Jim Majors discussed the annual reporting requirements per the AHTF City Charter. The Department is having discussions with the Budget and Audit Departments to contract with an outside firm to prepare the annual reports. More information will be provided in the next Commission meeting.

6. Other Business

Commission member, Tisha Guthrie, discussed her proposal for the Commission to request clarification and transparency on the termination of Commissioner Braverman and a detailed plan for the Department moving forward. Mrs. Guthrie motioned to submit a request in writing to the Mayor's Office to address these concerns. Iletha Joynes seconded the motion. The Commission approved the motion and will draft a letter to submit to the Mayor's Office.

7. Adjournment

As there was no additional business, President David Bowers adjourned the meeting at 7:28 pm.