

***L-W-Y-W Committee Meeting***  
**COLUMBIA DOWNTOWN HOUSING CORPORATION**  
**May 15, 2019 at 4:30 p.m.**

**9820 Patuxent Woods Drive, Suite 224, Columbia, MD 21046**

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**Committee Members Present**

Patricia Sylvester (*President*)  
Jeryl Baker  
Jolly Burks- *Conference Call*  
Bethany Hooper  
Bruce Rothschild

**Committee Members Absent**

Paul Casey  
Peter Morgan  
Pastor Mary Ka Nippard Kanahan  
Reverend Dr. Robert Turner

**Committee Invites Present**

Kelly Cimino  
Kevin Kelehan  
Tom Wall

**Recording Secretary**

Tracy Deik

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**LWYW Meeting Notes:**

- Meeting began at 4:42 p.m.
- The next meeting with the Hospital will be held on May 28<sup>th</sup> at 4 p.m.
- The MOU between CDHC & HCGH is final.
- The committee reviewed Exhibit B- HCGH eligibility criteria:
  - Addressed questions from the Hospital regarding whether they should request info regarding when an applicant's current lease expires; add questions about ongoing education plans to determine those with potential to grow income and transition out of the Program; and how the re-application process works.
  - The committee agreed that Exhibit B needs more work. Will clarify with the Hospital eligibility criteria vs. selection criteria and the Hospital's definition of "good standing." The committee agreed that the Hospital's eligibility/selection criteria must meet Fair Housing laws.
  - Prior to the May 28<sup>th</sup> meeting with the Hospital, Pat Sylvester will try to set up a conference call with David Nitkin and Jon Oravec, HR.
- Discussed how applicants will be selected for the LWYW Program- lottery vs. first come, first served.
- DHCD will create an employee fact sheet and a list of downtown Columbia rental communities.
- Landlord update:
  - Gables, Columbia Town Center is discussing program info with its legal department.
  - Lake House declined to participate in the Program.
  - Kettler hasn't responded.
- Employer update:
  - Vantage House hasn't made a decision about the Program yet, waiting to meet

with the Foundation.

- MOU between CDHC & DHCD:
  - Kevin Kelehan will add a new section to the MOU regarding the administration of the LWYW Program, bookkeeping costs and participant fees.
  - Kevin will contact Norman to discuss details regarding administration of the Fund and will draft a document for CDHC explaining compensation to the Department for administering the Program.
  - Discussed whether CDHC will pay the Department a participant fee or a monthly fee to administer the LWYW Program. The committee agreed that a participant fee (\$950 per participant/per year) would be more cost effective.
  - CDHC will confirm applicant and sign checks to the landlord.
  - The Department will bill CDHC for bookkeeping costs on a quarterly basis.
  - The Department will update the CDHC Board periodically (at least once a year) regarding the LWYW Program.
- LWYW launch details:
  - The committee discussed the timing (end of June?) and location (Hospital, Downtown Lake Front?) for the LWYW launch.
- The next LWYW Committee meeting will be held on June 19<sup>th</sup>.
- Meeting ended at 6:14 p.m.