

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

April 22, 2014  
815 Florida Avenue, NW  
Washington, DC 20001  
5:30 pm

Approved Minutes, as amended

**I. Call to order and verification of quorum.**

The Chairperson, Derek Ford, called the meeting to order at 5:37 PM and asked the Interim Secretary of the Board, Maria K. Day-Marshall, Esq. to verify a quorum. With 4 members present, the Board of Directors (Board) had a quorum and the meeting continued.

The Chairperson asked the Board Members present to review the agenda. The Chairperson asked to add a second closed session, after agenda Item VII, Other Business, to discuss matters with the Board's attorney. Hearing no other amendments to the agenda, the Chairperson asked for a motion to approve the amended agenda. The motion was made by Ms. Leila Batties, Vice Chairperson, and seconded by Mr. Lowery, Jr. By voice vote, the amended agenda was approved.

Mr. Stanley Jackson arrived at 5:43 PM.

**II. Approval of minutes from the April 8, 2014 board meeting.**

The members reviewed the minutes with the following comments.

- Page 3 – Under Other Business, modify the dates of the ICSC Conference to May 18-20<sup>th</sup>.
- Page 3 – Under Other Business, modify the last sentence under the Proposal for Real Estate Advisory Services to read, "The matter will be revisited at the first meeting in May."

A motion to approve the amended minutes was then made by Mr. Craig Pascal, and seconded by Ms. Batties, Vice Chairperson. The amended minutes were then approved by voice vote.

**III. Vote to close meeting to discuss the selection of a firm to provide cleaning services for the Agency's headquarters building.**

The Chairperson called a vote to close the meeting to discuss the selection of a firm to provide cleaning services for the Agency's headquarters building.

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

price and other material terms of the selection of a firm to provide cleaning services for the Agency's headquarters building. An open meeting would adversely affect the bargaining position or negotiation strategy of the public body. (D.C. Code §2-575(b)(2)).

A motion was made by Ms. Batties, Vice Chairperson, and seconded by Mr. Pascal. The Chairperson moved the meeting into a closed session at which time the DCHFA staff presented the matter to the Board of Directors, and the Board of Directors asked questions regarding the matter.

#### **IV. Re-open meeting.**

The Chairperson reopened the meeting at 5:49 PM.

#### **V. Consideration of DCHFA Resolution No. 2014-02(G) regarding the selection of a firm to provide cleaning services for the Agency's headquarters building.**

Ms. Day-Marshall, Interim Secretary to the Board, introduced the resolution to the Board for their consideration. Ms. Day-Marshall then introduced Ms. Fran D. Makle, Deputy Executive Director to present the matter to the Board.

Prior to Ms. Makle's formal presentation, Ms. Makle introduced the Procurement Officer for the DCHFA, Jackie Reid. Ms. Makle then proceeded to present the matter to the Board, and the details of Ms. Makle's presentation can be found below.

- The Agency issued a RFP for cleaning services on the Agency's Headquarters on February 23, 2014.
- Held Walk through of the Agency's Headquarters on March 14, 2014 and four vendors were in attendance.
- Three proposals were received on March 28, 2014.
- After review and scoring of the proposals, Rock Solid District Group LLC ("Rock Solid"), led by Arvella Gardner, was selected. Ms. Gardner has over 17 years of experience, and currently, the DCHFA is Rock Solid's only client in DC.
- Rock Solid opened an office in DC located at 1050 Connecticut Avenue NW, and all five employees that service the Agency's headquarters live in DC. Rock Solid is the DCHFA's current vendor and has performed exceptionally well since becoming the lead on the contract.

Ms. Makle requested the Board's approval to award the cleaning services contract to the Rock Solid.

The Chairperson asked Ms. Gardner if she had any advice that she wanted to share with the Board. Ms. Gardner stated that she suggests that the Agency move along the green continuum and include the use of more green products. In addition, Ms. Gardner suggested that the Agency add additional entrance mats to help protect the floors.

A motion was made by Ms. Batties, Vice Chairperson, and seconded by Mr. Stan Jackson. The Interim Secretary called the roll, and the motion carried with 5 votes in the affirmative.

#### **VI. Interim Executive Director's Report.**

- The HAND Luncheon will be held on June 16, 2014 from 9-3 PM. All Board Members will attend, with one member not needing a seat at the DCHFA table.
- Parkway Overlook – The Interim Executive Director provided an update on Parkway Overlook. Ms. Day-Marshall shared that the DCHFA has held two meetings with city officials regarding the disposition of the property, however, no formal arrangements have been made at this time. The DCHFA continues to have discussions with the DC Housing Authority regarding their interest in acquiring and redeveloping the property. The Board expressed concerns about the DCHFA carrying 100% of the ongoing operating expenses and further stated that they would like the DCHFA to dispose of the property expeditiously. An update was requested at the May 27, 2014 meeting.

#### **VII. Other Business.**

- Update: Financial Management Software
  - Thurston Ramey, Business Process Manager, provided an update on the Financial Management Software initiative. Mr. Ramey stated that the weekly meetings continue to facilitate the drafting of a Request for Proposals. The team is reaching out to other states to inquire about best practices and possible vendors. Once the RFP is drafted, the next step is for the auditors to review the RFP, prior to releasing it to the public.
- Human Resources Report
  - Heather Hart, Human Resources Officer, provided an update on the Agency's Human Resources. Ms. Hart provided vacant/filled staffing statistics; provided the open positions; provided the recently filled positions; provided the year to date turnover; discussed the employees' Performance Evaluations progress and explained the employees' benefits package.

#### **VIII. Vote to close the meeting to confer with the Board attorney.**

At 6:35 PM, the Chairperson called a vote to close the meeting to confer with the Board's attorney.

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 consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and a public body, or to approve settlement agreements; provided that, upon request, the public body may decide to

waive the privilege. An open meeting would adversely affect the attorney-client privilege of the Agency. (D.C. Code §2-575(b)(4)(A)).

**IX. Adjournment.**

The meeting adjourned at 8 P.M.

Submitted by Maria K. Day Marshall, Esq., Interim Secretary  
May 9, 2014

Approved, as amended, by the Board of Directors on May 13, 2014