

**Community Development Corporation  
Board Meeting Notice**

TO: CDC Board Members

Scott Winship, **Chair**  
Shari Bell-Beals, **Vice Chair**  
Gary Hawkinson, **Secretary**  
Mike Miller, **Treasurer**  
Kyle Denbrook  
Ray Velkers  
Gar Hansen  
Hollie Johnson

FROM: Bryan Schmid

**CDC BOARD MEETING FOR June 16, 2020**

A Regular Board meeting of the Community Development Corporation will be held **TUESDAY, June 16th, 2020 at 8:00 A.M.**

The June 2020 CDC Board Meeting will be conducted via Zoom. There is a link to join via app/web browser and there is also an option to call in. Please let us know if you run into any issues.

You are invited to a Zoom webinar.

When: **June 16, 2020 at 8:00 AM Pacific Time**  
Topic: **CDC Board Meeting**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://piercecountywa.zoom.us/j/99477035348>

Or join by phone:

(253) 215 8782 or  
(877) 853 5247 (Toll Free) or  
(888) 788 0099 (Toll Free)

Webinar ID: 994 7703 5348

**COMMUNITY DEVELOPMENT CORPORATION  
MEETING AGENDA**

**June 16, 2020**

**Call to Order -**

**Review and approve May 19, 2020 CDC Board meeting minutes:**

**Housing Resolutions:**

- 2020-007            Applicant A
- 2020-008            Applicant B

**General CDC Business:**

- April 2020 Financials and Vouchers
- Loan Servicing and Late Payment Report

**Staff Updates:**

- Human Services Department response to COVID / Staffing - Updates

**Future Business:**

- Affordable Housing NOFA

**Public Comment Period:**

**Adjourn**

**MINUTES OF THE  
COMMUNITY DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING**

May 19, 2020  
8:00 a.m.

The regular meeting of the Board of Directors of the Community Development Corporation was held virtually on Zoom. The link to join via app/web browser:

<https://piercecountywa.zoom.us/j/94007062093> / Password: 415529

The meeting was called to order by Director Winship, Chair, at 8:08 a.m.

Those present were:

Directors Velkers, Winship, Johnson, Hawkinson, Hansen, and Bell-Beals

Absent: Miller, Denbrook

Staff in attendance: Bryan Schmid, Shannon Shuman, Lucy Newman, Robyn Lee, Vy Yun  
Linda Donley, and John Barbee

### **UNFINISHED BUSINESS**

Director Winship, Chair, requested CDC Board Members review the minutes of the April 21, 2020, meeting. With no questions, Director Hawkinson moved to approve the minutes, and the motion was seconded by Director Bell-Beals. The vote was unanimous, and the minutes were adopted.

Staff provided an update on CDC Resolution CDC-2020-003, that was presented to the Board last month, relating to COVID-19 forbearance. Staff noted that there have been just a few borrowers that have contact staff and believe we should continue to operate under our current payment modification guidelines. It would take staff time and costs articulating specific guidelines relating to COVID-19, when our current payment modification guidelines and policies are suitable. We will handle each request case by case and continue to follow the Department of Financial Institution's guidance. The Board agreed with no questions.

### **NEW BUSINESS**

#### **CDC Housing Resolutions:**

**Resolution H-2020-006** was presented for approval for a \$150,000 loan from the CDC under the HOME program for mobile home replacement. The CDC Board commenced discussion and questions asked included: What is the age of the existing mobile home? Staff responded: It was built in 1978. With no further questions from the Board, the resolution was moved to approve by Director Bell-Beals and seconded by Director Hawkinson. Vote was unanimous, motion carried, and resolution was adopted.

#### **GENERAL CDC BUSINESS:**

Staff presented the March 2020 Financials and Vouchers with the Board and reviewed highlights. The Board questioned: Does the \$677K in HOME funds need to be allocated by a certain date? Staff responded: We have had several HUD regulatory waivers to the HOME

program. One of the waivers is to the timeliness requirement. The commitment deadlines are currently waived. There is no deadline for HOME commitments. There are other new HOME regulatory waivers that will benefit the CDC including increasing admin. With no further questions from the Board, Director Hawkinson moved to approve the March 2020 financial statements and payment vouchers, and this was seconded by Director Velkers. The vote was unanimous, motion carried, and adopted.

- April late payment report was reviewed.

#### **STAFF UPDATES:**

- Human Services Department response to COVID / staffing updates. Soonest back mid to late June; however, not in full capacity. Next Board meeting will more than likely be viz zoom. After that is still questionable.
- HOME regulatory waivers allowing jurisdictions to increase administration cap from 10% to 25%. This effects program years 2019-2020, funds we are working now and funds not yet received. This will also support sustainability. In addition, we anticipate receiving some grant entitlement admin money of 5%, which equates to roughly \$70K. This will help cover lack of NSP fund transfer funds. In July or August, we will review admin with sustainability going forward. This 25% equates to \$100K - \$150K in additional HOME admin, which is allowing us to bank admin for years to come.
- HOME monitoring for 2020 has been suspended. The State auditor is moving forward with audits; however, we have not yet been contacted.
- No additional HOME dollars under the CARES act, but revised regulatory requirements allows for more money for admin as mentioned.

#### **FUTURE BUSINESS:**

- Continued work with new loan applications and loan servicing
- NOFA will be released in late June or July
- Staff still fully functional

#### **PUBLIC COMMENT:**

- No public comments

#### **ADJOURN:**

There being no further business, the regular meeting was a motioned to adjourn by Director Hawkinson and seconded by Director Bell-Beals. The next meeting being Tuesday, June 16<sup>th</sup>, 2020. The meeting was adjourned at 8:40 am.

Certified by:

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Board Chair

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Date

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Secretary

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Date

Prepared by:

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Robyn Lee