

Rhode Island Housing and Mortgage Finance Corporation
Minutes of the Meeting of the Management Committee
February 7, 2022

A meeting of the Management Committee of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) Board of Commissioners was held on Monday, February 7, 2022 at 3:00 p.m. The meeting was held in hybrid fashion pursuant to Executive Order 22-01 as extended by Executive Order 22-12.

Carol Ventura, Executive Director, stated that this was a regular meeting of the RIHousing board of Commissioners Management Committee. Ms. Ventura then introduced Carl Rotella, Director of Information Technology, who summarized the parameters of the meeting.

Mr. Rotella stated that (i) this meeting would be recorded and available for review on the RIHousing website within 3-5 business days after the meeting and (ii) except for specific RIHousing staff participating telephonically in the meeting, all callers would be muted during the meeting. Mr. Rotella also asked that to prevent any feedback or background noise, telephone participants to please mute the telephone if not speaking. Additionally, Mr. Rotella announced that if during the meeting anyone had technical difficulties with audio or accessing the call, they should call (401) 457-1240.

Next, Corinne Myers, General Counsel, provided additional guidance for the meeting. Ms. Myers stated that pursuant to Executive Order 22-01, (as extended by Executive Order 22- 12 as may be further amended or extended) the meeting was being held in part via teleconference. Members of the public could visit the RIHousing website to view the agenda and information on the actions being taken and in the event the teleconference was interrupted, staff would stop the meeting until audio was restored.

Ms. Myers also stated that Committee Chairman Thorsen would preside over the meeting and requested that any Commissioner or staff member state their name prior to speaking for the benefit of listeners and to mute the phone when not speaking. She then invited Committee Chairman Thorsen to call the meeting to order.

A quorum being present, Committee Chairman Thorsen introduced himself and officially called the meeting to order at approximately 3:04 p.m. Committee Chairman Thorsen then invited Ms. Ventura to proceed with the roll call of Commissioners.

Ms. Ventura conducted a roll call of Commissioners and staff participating in the meeting. Commissioners participating were: Committee Chairman Thorsen; LeeAnn Byrne, Designee for General Treasurer Seth Magaziner; and Stephen McAllister.

RIHousing staff participating were: Carol Ventura, Executive Director; James Comer, Deputy Executive Director; Christine Hunsinger, Chief Strategy and Innovation Officer; Kara Lachapelle, Chief Financial Officer; Lisa Primiano, Chief Operating Officer; Leslie McKnight, Assistant Deputy Director of Loan Servicing; Peter Pagonis, Director of Homeownership; Jessica Mowry, Assistant Director of Leased Housing and Rental Services; Corinne Myers, General Counsel; and Carl Rotella, Director of Information Technology.

Members of the public were also present.

The following matters were discussed by the Committee.

1. Approval of Minutes of the Management Committee Meeting Held on January 10, 2022

Committee Chairman Thorsen asked for a motion and a second for the approval of the minutes of the Management Committee held on January 10, 2022. A motion was duly made by Commissioner Designee Byrne and seconded by Commissioner McAllister.

There being no discussion, Corinne Myers, General Counsel, conducted a roll call vote of the Commissioners. The Commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner McAllister	Aye
Commissioner Designee Byrne	Aye

Ms. Myers then stated that the following was unanimously adopted.

VOTED: That the minutes of the Management Committee Meeting held on January 10, 2022 hereby are approved.

2. Recommendation for Approval of Renewal and Extension of Loan Origination Program Agreement with Habitat for Humanity for Rhode Island, South County, Inc.

Committee Chairman Thorsen introduced Leslie McKnight, Deputy Assistant Director of Servicing who made this presentation.

Ms. McKnight said that this request is for authorization for RIHousing to renew and extend its residential mortgage loan origination program agreement with Habitat for Humanity for Rhode Island, South County, Inc. (“Habitat”). The loan origination program supports the creation of safe, affordable homes for a population that may not otherwise have the opportunity of homeownership.

From 1999-2016, RIHousing purchased and serviced Habitat-originated mortgage loans pursuant to the RIHousing/Habitat Loan Purchase Program. In 2016, Habitat asked RIHousing to originate these loans on its behalf, as recent federal regulatory changes had made it difficult for Habitat to originate and close residential mortgage loans in-house.

In April 2016, RIHousing’s Board of Commissioners authorized RIHousing to enter a Loan Origination Program Agreement with Habitat (the “Agreement”). Under the Agreement, RIHousing:

- Originates and closes Habitat’s 0% interest loans in accordance with applicable state and federal laws and regulations and Habitat’s underwriting guidelines;
- Retains ownership of the loans at a reduced cost of 68 basis points of the full principal balance; and
- Services the loans by accepting and applying customer payments, engaging in loss mitigation, and the like.

RIHousing has originated seven (7) mortgage loans under the Agreement, for a total of approximately \$881,100.

Under its existing terms, the Agreement will expire at the end of February 2022. Staff recommends authorization to renew and extend the Agreement for a period of up to three years so that RIHousing and Habitat may continue to serve this important public purpose.

Following the presentation, Committee Chairman Thorsen asked for a motion and a second to recommend to the Board of Commissioners Approval of Renewal and Extension of Loan Origination Program Agreement with Habitat for Humanity for Rhode Island, South County, Inc.

A motion was made by Commissioner McAllister and seconded by Commissioner Designee Byrne.

Commissioner Designee Byrne asked Ms. McKnight if there's value in the association and if RIHousing maintains a good working relationship with Habitat for Humanity. Ms. McKnight responded that the program is mutually beneficial. The Corporation works very well with the South County Chapter and has an excellent association with the Executive Director.

There being no additional questions, Corinne Myers, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner McAllister	Aye
Commissioner Designee Byrne	Aye

Ms. Myers then officially stated that the recommendation for Approval of Renewal and Extension of Loan Origination Program Agreement with Habitat for Humanity for Rhode Island, South County, Inc. was unanimously approved.

3. Recommendation for Approval of Application Assistance Vendors for Homeowner Assistance Fund Rhode Island

Committee Chairman Thorsen asked Peter Pagonis, Director of Homeownership to present this request.

Mr. Pagonis stated that this request is for approval to contract with partners to support the Homeowner Assistance Fund Rhode Island ("HAF-RI"), a foreclosure prevention program funded by the U.S. Department of the Treasury ("Treasury"). RIHousing has been designated by the State of Rhode Island (the "State") to administer \$50 million in federal assistance to address the homeownership-related effects of the COVID-19 pandemic.

To effectively operate the HAF-RI program, it is essential for RIHousing to contract with a diverse set of partners to ensure application assistance is provided to a range of populations, language groups and communities. The program will leverage these community partners to assist with applications and will allow RIHousing to eliminate barriers such as transportation, language, and technology.

RIHousing issued a request for proposals (the "RFP") in November 2021 soliciting proposals for HAF-RI application assistance. The RFP notice was posted on the RIHousing website and the purchasing website maintained by the State of Rhode Island Department of Administration. RIHousing received eight proposals from potential partners.

A selection committee comprised of RIHousing staff reviewed the responses in accordance with the criteria set forth in the RFP and determined whether respondents were qualified to perform the required services. Based on the review, staff proposes to engage the following four firms to provide HAF-RI application assistance.

Application Assistance

Center for Southeast Asians
NeighborWorks Blackstone River Valley
Progreso Latino
Tri-County Community Action Agency

The four selected firms will be engaged for a period of one year. The term may be extended if determined by staff to be in the best interests of the corporation. There is no guarantee of any level of spending activity to a selected vendor.

Following the presentation Committee Chairman Thorsen asked for a motion and a second to recommend to the Board of Commissioners Approval of Application Assistance Vendors for Homeowner Assistance Fund Rhode Island.

A motion was made by Commissioner McAllister and seconded by Commissioner Designee Byrne.

Commissioner Designee Byrne asked Mr. Pagonis for an update on the volume of applications RIHousing has received. Mr. Pagonis said that within a four (4) week period, approximately 2000 applications have been submitted.

Commissioner Designee Byrne also wanted to know if the applications received are from a specific segment of the population. Mr. Pagonis explained that staff did target diverse communities for this program and received significant interest from those sectors. He noted that the demand is strong for the funds.

Commissioner McAllister noted the number of applications received and asked Mr. Pagonis if he had an estimate on how many more will be generated. Mr. Pagonis did not have an estimate to offer but acknowledged that the demand has decreased significantly and does not expect to see another big wave of applications. Currently, staff is receiving about 19 new applications per day, which is down substantially from 150. Presently, staff is assisting applicants that require assistance with technology and/or for uploading information.

Ms. Ventura further explained that prior to the official launch of the program, staff designed a landing page on the website for interested applicants to register. Additionally, extensive marketing and outreach was performed prior to Treasury’s approval of the program. That strategy allowed RIHousing to capture a large audience and reach diverse communities.

There being no further questions or comments, Corinne Myers, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner McAllister	Aye
Commissioner Designee Byrne	Aye

Commissioner McAllister Aye
Commissioner Designee Byrne Aye

Ms. Myers then officially stated that the recommendation for Approval of Engagement of Mortgage Document Print Vendor was unanimously approved.

5. Recommendation for Approval of Engagement of Temporary/Direct Hire Staffing Firms

Committee Chairman Thorsen invited Lisa Primiano, Chief Operating Officer, to give the presentation.

Ms. Primiano said that this request is for approval to engage additional staffing agencies for RIHousing current roster of short-term temporary and direct hire staffing agencies. Specifically, this RFA seeks approval to add three staffing firms to the roster. These firms include City Personnel Inc., (“City Personnel”), The Greysmith Companies (“Greysmith”) and Infojini, Inc. (“Infojini”). The engagement of these firms will be non-exclusive and on a rotating basis, subject to RIHousing needs.

RIHousing typically has a need for staffing to temporarily assist various divisions due to temporary high-volume workload, employee leave, termination, or other events. These vacancies can cause business disruption due to slowed productivity, loss of specialized skills, and division of scarce departmental resources. Having a trusted source for qualified, experienced temporary candidates is the best way to assure business continuity until a more permanent solution presents itself. To address this need, on December 19, 2019, the RIHousing Board of Commissioners approved the creation of a temporary and direct hire staffing agency roster inclusive of four agencies: KForce Inc., Robert Half Corporation, Flagship Staffing Services Inc. and Randstadt North America, Inc.

Due to the current competitive state of the labor market, the expansion of the roster will provide RIHousing with additional opportunities to draw from the available skilled labor force. To this end, RIHousing seeks to supplement its roster of qualified firms that can present to the Human Resources department on-demand, or within a twenty-four (24) hour period, the professional resumes of three (3) or more highly skilled, and in some cases specialized, temporary and/or direct candidates for review by RIHousing. The selected firms must further be willing to make selected candidates available for interviews with hiring managers and other representatives of RIHousing and must have the capacity to conduct pre-employment criminal background checks on all candidates selected to work with RIHousing. With respect to temporary placements, the selected firms will serve as a liaison between the temporary employee and RIHousing in the event any disciplinary action is needed and must also be willing to recall the temporary employee at any time and for any reason, at the discretion of RIHousing.

In August 2021, RIHousing issued a Request for Proposals (“RFP”) from qualified firms to provide temporary staffing and direct hire services. Notice of the RFP was posted on RIHousing’s website, and the website maintained by the Rhode Island Department of Administration’s Division of Purchases.

Twelve (12) firms submitted proposals in response to the RFP (the “Applicants”). Two (2) of the respondents were already under contract with RIHousing and were not scored. A selection committee comprised of senior staff and staff from the Human Resources department reviewed the remaining ten (10) proposals and evaluated them in accordance with the criteria outlined in the RFP. The

selection committee scored the responses based upon factors including the firm's professional capacity, fee structure, ability to perform within time and budget constraints, and the ability to provide diverse candidates.

A scoring matrix for the Applicants' proposals was included as part of the February 7, 2022 Management Committee package.

Following a review of the bid documents and pricing proposals and based on the selection committee's evaluation of all proposals based on selection criteria, three (3) firms were determined to be best qualified to provide temporary staffing and direct hire services to RIHousing.

- City Personnel is a WBE and MBE staffing agency based in Providence and established in 2006. The company specializes in administrative-based positions and has experience in placing staff in mortgage banking, insurance, and paralegal positions throughout the State. City Personnel has a database of over 70,000 candidates which will assist in providing RIHousing with efficient and cost-effective services.
- Greysmith is a workforce solutions provider founded in 1991 and based in Providence. Greysmith specializes in placements in the accounting and finance industries, customer service, call center staffing and administrative personnel.
- Infojini is a Maryland-based provider with offices in Boston and throughout the United States. They are registered to do business in the State of Rhode Island. They provide temporary, permanent, and temp-to-hire candidates using a proprietary talent screening platform. Infojini specializes in providing candidates in the fields of information technology, finance and accounting.

Committee Chairman Thorsen thanked Ms. Primiano for the presentation and asked for a motion and a second to recommend to the Board of Commissioners Approval of Engagement of Temporary/Direct Hire Staffing Firms.

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Byrne.

Committee Chairman Thorsen inquired on the market conditions for locating, attracting and retaining help. Ms. Primiano remarked that the market is extremely tight with a high level of turnover. Several agencies are experiencing challenges in locating qualified candidates for positions.

Commissioner Designee Byrne requested that Ms. Primiano elaborate on the pricing structure. She wanted to know if the pricing was comparable to the other four (4) firms already on the roster. Ms. Primiano confirmed that the structure is the same, they have similar requirements and an overhead percentage. Ms. Primiano offered to provide a spreadsheet with that information for the Committee. Commissioner Designee Byrne thanked Ms. Primiano for the offer, but said it was not necessary.

There being no further comments, Corinne Myers, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner McAllister	Aye
Commissioner Designee Byrne	Aye

Ms. Myers then officially stated that the recommendation for Approval of Engagement of Temporary/Direct Hire Staffing Firms was unanimously approved.

6. Recommendation for Approval of Engagement of Consultant for Rhode Island Continuum of Care Race Equity, Access, Diversity and Inclusion Strategy

Committee Chairman Thorsen introduced Jessica Mowry, Assistant Director /Leased Housing & Rental Services who gave the presentation.

Ms. Mowry stated that the request was for approval to engage the The Lindsay Group Co. (“TLG”) to assist RIHousing to conduct an analysis and provide recommendations and implementation support related to the Racial Equity, Access, Diversity and Inclusion (“READI”) competency of the Rhode Island Continuum of Care (“RiCoC”).

RIHousing serves as the collaborative applicant on behalf of the Rhode Island Continuum of Care (“RiCoC”) with respect to funding made available through the Continuum of Care (“CoC”) Program, a homeless assistance initiative of the U.S. Department of Housing and Urban Development (“HUD”). In support of this role, RIHousing seeks to engage a professional consulting firm to carry out an analysis of the READI competencies of the RiCoC.

These activities will include an analysis and baseline assessment of current practices, READI awareness, and competencies among RiCoC-funded agencies. The engagement will involve identifying and implementing priorities to strengthen READI capacity using READI best practices. TLG will develop a framework for the RiCoC, including a public statement of READI principle that enhances the RiCoC’s ability to execute its mission and strategic direction.

In September 2021, RIHousing issued a Request for Proposals (“RFP”) seeking proposals from qualified consulting services firms. Two proposals were received. A review committee consisting of RiCoC Board members and RIHousing staff reviewed the proposals in accordance with the RFP criteria and determined that TLG was most qualified to carry out the RiCoC READI analysis activities. The committee reached this conclusion in large part due to TLG’s experience and accomplished staff. TLG is a Virginia-based organizational development consulting firm that supports organizations in becoming more efficient, anti-oppressive, and multicultural, using an anti-racist lens.

The engagement is expected to last for twelve (12) months, during which time TLG will analyze the baseline competency of the RiCoC and support the development of both a commitment to and the infrastructure necessary to implement a READI strategy. The estimated cost is \$92,000.00, and is expected to be covered by the planning grant portion of the CoC Program funding award. RIHousing’s assistance agreement with HUD requires a 25% match to be provided by RIHousing for planning grant expenditures.

After the presentation, Committee Chairman Thorsen asked for a motion and a second to recommend to the Board of Commissioners Approval of Engagement of Consultant for Rhode Island Continuum of Care Race Equity, Access, Diversity and Inclusion Strategy.

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Byrne.

There being no discussion, Corinne Myers, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner McAllister	Aye
Commissioner Designee Byrne	Aye

Ms. Myers then officially stated that the recommendation for Approval of Engagement of Consultant for Rhode Island Continuum of Care Race Equity, Access, Diversity and Inclusion Strategy was unanimously approved.

7. Recommendation for Approval of Engagement of Lead Agency for Youth Homeless Demonstration Program

Committee Chairman Thorsen again invited Ms. Mowry to present the request.

Ms. Mowry noted that this request was for approval to engage the Rhode Island Coalition to End Homelessness (“RICEH”) to assist RIHousing to lead the implementation of the Youth Homelessness Demonstration Program (“YHDP”). YHDP is an initiative of the U.S. Department of Housing and Urban Development (“HUD”) that focuses on addressing and ending youth homelessness. In its role as the Collaborative Applicant for the Rhode Island Continuum of Care (“RICOc”), RIHousing has responsibility for coordinating functions relative to the federal grant.

In September 2021, Rhode Island was selected as a Youth Homelessness Demonstration Program community after submitting an application through the RICOc. YHDP is a HUD program that aligns with the RICOc’s goal to end Youth Homelessness. YHDP supports selected communities in the development and implementation of a coordinated community approach to prevent and end youth homelessness for young people up to age twenty-five. Rhode Island’s initial award includes \$3.5M over two years to create a Coordinated Community Plan and fund the implementation of the plan to end youth homelessness.

In December 2021 the board of the RICOc engaged in a Memorandum of Understanding with the RICEH, identifying them as the YHDP Lead Agency with the responsibility to oversee the preparation and submission of the Coordinated Community Plan. As such, RICEH is the sole agency qualified to perform the unique services associated with the preparation and submission of the Coordinated Community Plan.

Up to 10% of the initial YHDP award is available to Continuums of Care to support YHDP planning expenses. With that understanding, RIHousing on behalf of the RICOc applied for and received \$137,731 to complete the scope of work associated with the preparation of the Coordinated Community Plan. The RICEH engagement will not exceed the award amount of \$137,731. RIHousing staff has discussed the proposed scope of work with RICEH and RICEH has submitted a comprehensive proposal that includes a commitment to perform the approved scope of work for \$137,731 on a mutually agreeable timeline. The Coordinated Community Plan is required by HUD and due in March 2022.

After the presentation, Committee Chairman Thorsen asked for a motion and a second to recommend to the Board of Commissioners Approval of Engagement of Lead Agency for Youth Homeless Demonstration Program.

A motion was duly made by Commissioner McAllister and seconded by Commissioner Designee Byrne.

Committee Chairman Thorsen noted that the Rhode Island Coalition to End Homelessness is the only organization that is qualified to provide the necessary services and understands why they are named the lead agency to perform the scope of work required. The Committee Chairman asked if Ms. Mowry had an estimate of how many individuals are in the system.

Ms. Mowry responded that this is a complicated population to accurately count. Many of the youths hide in fear of law enforcements and try to be less visible than other populations. If the children are not living in a facility, they couch surf. Therefore, it's difficult to obtain an accurate count. Ms. Mowry estimated an approximate number is between 500-1,000 youths that are homeless.

Ms. Ventura remarked that the statistics from the National Alliance to End Homelessness estimates that on a single given night, there are approximately 22,000 youths that are homeless.

Ms. Mowry then said that this program is a step in the right direction in addressing the issue.

There being no further comments, Corinne Myers, General Counsel, conducted a roll call vote of the Commissioners. The commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner McAllister	Aye
Commissioner Designee Byrne	Aye

Ms. Myers then officially stated that the recommendation for Approval of Engagement of Lead Agency for Youth Homeless Demonstration Program was unanimously approved.

There being no further business to discuss, Committee Chairman Thorsen asked for a motion to adjourn the Management Committee meeting. A motion was duly made by Commissioner Designee Byrne and seconded by Commissioner McAllister to adjourn the meeting.

Corinne Myers, General Counsel then conducted a roll call vote of the Commissioners in response to a vote for adjournment. The Commissioners voted as follows:

Commissioner Thorsen	Aye
Commissioner Designee Byrne	Aye
Commissioner McAllister	Aye

Ms. Myers announced that the motion to adjourn was unanimously approved. The meeting was adjourned at 3:39 p.m.

Committee Chairman Thorsen thanked everyone for participating and commended staff on a great job with the presentations.

Respectfully submitted,

Carol Ventura, Secretary and Executive Director