

**Housing Finance Authority of Leon County
June 20, 2018
Meeting Minutes**

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Mr. Andrew Gay, Treasurer
Dr. Jeffrey Sharkey, Secretary
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Ethan Rosenthal

COUNTY STAFF: Mr. Shington Lamy

COUNTY ATTORNEY: Mr. Dan Rigo
Ms. Katherine Vernet
Mr. Joseph Zavoral

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:05 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Secretary Sharkey, Treasurer Gay, Mr. Rogers, and Mr. Stucks. Both Ms. Milton and Ms. George had notified staff that they would not be attending the meeting, but neither gave the required 24-hour notice for an excused absence.

Agenda Item #2: Approval of the June 20, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the June 20, 2018 Meeting Agenda. Secretary Sharkey motioned to approve, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: Approval of the May 10, 2018 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the May 10, 2018 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4 **Public Comment**

There was no public comment.

Action Taken: No action taken

Agenda Items #5A-5G **Financial Reports**

Treasurer Gay presented the Financial Reports, including the budget, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A Mr. Stucks motioned to accept the May 2018 Financial Statement, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Action Taken: 5C Mr. Stucks motioned to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Secretary Sharkey. Motion passed unanimously. .

Note: A copy of the Expenditure List is at the end of the minutes.

Treasurer Gay presented a proposed budget amendment, adding \$2,500 to the line item for Marketing. He noted that the Finance Committee recommended approval of the amendment

Action Taken: 5D Secretary Sharkey motioned to approve the proposed budget amendment, and it was 2nd by Mr. Stucks. Motion passed unanimously.

Mr. Hendrickson presented the requested funding levels for County programs with HFA funding. He noted that the Finance Committee had recommended the funding levels requested by the County.

Action Taken: 5E Mr. Stucks motioned to approve HFA funding levels for FY 18-19 of \$30,000 for the Emergency Repair Program, \$1,500 for the Home Expo, and \$1,500 for the 2019 9/11 Day of Service, with the proviso that the County include the HFA in all promotional items related to the programs and events, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Treasurer Gay presented a proposed RFQ for Audit Services, noting that the Finance Committee recommended approval of the RFQ. Mr. Rosenthal stated that legal counsel had reviewed and approved the RFQ, with the recommendation that the following section be added to the RFQ:

IV. EVALUATION OF RESPONSES.

Each Offeror's response that meets the requirements of this RFQ shall be evaluated by a selection committee based on the criteria described in Section III hereof. Such selection committee shall rank and recommend in order of preference the Offerors it deems most highly qualified to perform the requested audit services. The ultimate selection of the successful audit firm shall be made by the Authority Board of Directors.

Action Taken: 5F Mr. Stucks motioned to approve the RFQ for Audit Services, as presented by Mr. Gay, and amended to add the language suggested by Mr. Rosenthal, and it was 2nd by Secretary Sharkey. Motion passed unanimously.

Treasurer Gay presented the Finance Committee recommendation that the Chairman establish an Audit Committee, and appoint a Chair of the Committee.

Action Taken: 5G Chairman Lewis created an Audit Committee, appointed Mr. Stucks as Chairman, and invited all members to participate on the Committee.

Agenda Item #6A: Emergency Repair Program

Mr. Hendrickson and Mr. Lamy presented an update on the program and the County request to amend the program guidelines to allow up to \$7,500 of repairs to mobile homes occupied by the elderly or persons with special needs. A discussion of the program followed.

Action Taken: Mr. Stucks motioned to approve the amendment to the Emergency Repair guidelines, increasing the maximum award to \$7,500 to seniors or persons with special needs who reside in mobile homes, and it was 2nd by Secretary Sharkey. Motion passed unanimously.

Agenda Item #6B: Real Estate.

Mr. Hendrickson reported on issues related to receiving the payment for the Sam's Lane property. Mr. Rigo stated that the BOCC had approved a streamlined process related to surplus properties, and updated the Board on the status of an RFQ for Real Estate Broker services. Mr. Rigo and Mr. Lamy discussed the 30 new surplus properties that were added to the affordable housing group, and asked that the HFA Board consider whether to accept the properties at the next HFA meeting.

Action Taken: The Board directed staff to obtain the list of the new 30 properties and distribute to the Board.

Chairman Lewis appointed Mr. Rogers to serve on the County committee charged with evaluating the Real Estate Broker services proposals.

Agenda Item #6C: Escambia HFA Marketing Report

Mr. Hendrickson and Ms. Leigh summarized the marketing effort that had been launched in conjunction with the Parade of Homes, noting that various advertisements had been kept within budget, and noting that lenders and Escambia County paid for the majority of the marketing. Ms. Leigh described a website that was referenced in the Parade of Homes publication, that provided potential homebuyers links to participating lenders.

Action Taken: Mr. Stucks motioned to approve the expenditure of \$75 to maintain the website for the remainder of the year, and it was 2nd by Secretary Sharkey. The motion passed unanimously.

Chairman Lewis directed staff to invite participating lenders to the September HFA meeting.

Agenda Item #6D **Legal Update**

Mr. Rosenthal stated that the Sunshine and Ethics training would be provided at the August HFA meeting.

Action Taken: None

Agenda Item #6E **“To-Do” List**

Mr. Hendrickson stated that the to-do list was in the Board Packet.

Action Taken: No Action Required.

Agenda Item #7A: **New Business: Travel Approval to Florida ALHFA Conference**

Mr. Hendrickson stated that he had reviewed the HFA’s Travel Policy, and noted that it required specific approval for each member that would be traveling to a conference.

Action Taken: Mr. Stucks motioned to approve the attendance/travel to the Florida ALHFA Conference in St. Petersburg, July 11-14, for Board members Lewis, George, Sharkey, Rogers, and Stucks, and was 2nd by Treasurer Gay. The motion passed unanimously.

Agenda Item #7B: **New Business: Stakeholder Meeting or Housing Summit**

Mr. Hendrickson noted that the Board had discussed holding a stakeholder meeting, but had not held one since 2015. A discussion followed, with input from Mr. Lamy.

Action Taken: The Board directed staff to move forward with the concept.

Agenda Item #7C: **New Business: Community Land Trust (CLT)**

The Board discussed Community Land Trusts, and the potential role for the HFA in a CLT process. Mr. Lamy offered to obtain CLT training for the Board from the Florida Housing Coalition.

Action Taken: Chairman Lewis appointed Dr. Sharkey as the HFA’s representative on a County committee that was developing an RFQ for selection of an entity to serve as the CLT for Tallahassee and Leon County.

Agenda Item #7D: **New Business: Tallahassee-Leon County Leadership Council**

Mr. Lamy explained the new entity, and requested HFA participation.

Action Taken: The Board requested that Chairman Lewis serve as the HFA’s representative on the Tallahassee-Leon County Leadership Council.

Agenda Item #7E: **New Business: August Meeting Date**

Mr. Hendrickson explained the need to move the HFA meeting date to later in August.

Action Taken: The Board set the HFA meeting date for August 23, 2018.

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:02 P.M.

 Tom Lewis, Chairman

 Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: JUNE 20, 2018

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
		Administrator	5-15-18 to 6-14-18	\$ 3,583.33
1035	The Hendrickson Company	Administrator	6/20/2018	\$ 3,583.33
	The Hendrickson Company	Operating Supplies		\$ -
		Legal	4-27-18 to 6-6-18	\$ 1,703.42
1036	Nabors Giblin & Nickerson	Legal	6/20/2018	\$ 1,703.42
	Land Parcel Ads	Promotional	due 3-15-18	\$ 1,046.60
1025	Tallahassee Democrat	Promotional*1	5/16/2018	\$ 1,046.60
	Home Expo	Promotional	due 5-10-18	\$ 1,427.71
1026	Leon County	Promotional*1	5/16/2018	\$ 3,027.71
	FLALHFA Sponsorship	Promotional	due 5-16-18	\$ 1,000.00

Housing Finance Authority of Leon County

June 20, 2018 Meeting Minutes

Page 6

1027	Florida ALHFA	Promotional*1	5/16/2018	\$ 1,000.00
	Board Insurance	Insurance	due 5-10-18	\$ 401.00
1028	Auto-Owners Insurance	Insurance*1	5/16/2018	\$ 401.00
	Single Family Advertisement	Promotional	5/2/2018	\$ 1,100.00
1029	Homes & Land Magazine	Promotional*1	6/7/2018	\$ 1,100.00
	Transfer of Lender Payment	Promotional	6/1/2018	\$ 500.00
1030	Escambia County HFA	Promotional*1	6/7/2018	\$ 500.00
1031	FLALHFA Travel Advance: Lewis	Travel	6/20/2018	\$ 355.22
1032	FLALHFA Travel Advance: Stucks	Travel	6/20/2018	\$ 415.09
1033	FLALHFA Travel Advance: Rogers	Travel	6/20/2018	\$ 386.83
1031-1033	Travel Advances	Travel	6/20/2018	\$ 1,157.14
	FLALHFA Conference Registration: Lewis	Travel	6/20/2018	\$ 650.00
	FLALHFA Conference Registration: George	Travel	6/20/2018	\$ 650.00
	FLALHFA Conference Registration: Stucks	Travel	6/20/2018	\$ 650.00
	FLALHFA Conference Registration: Rogers	Travel	6/20/2018	\$ 650.00
	FLALHFA Conference Registration: Sharkey	Travel	6/20/2018	\$ 650.00
1034	Conference Registrations	Travel	6/20/2018	\$ 3,250.00

DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	5/10/2018	\$ 102.13
	Jersey Mike's Subs	Operating Supplies: Lunch	6/7/2018	\$ 81.70

Housing Finance Authority of Leon County

June 20, 2018 Meeting Minutes

Page 7

	Office Depot	Copying	6/6/2018	\$ 11.76
	Office Depot	Copying	6/12/2018	\$ 71.40
	Office Depot	Operating Supplies: Dividers & Clips	6/12/2018	\$ 50.17

*1 Paid prior to Board meeting per Board direction to pay invoices with due dates prior to Board meeting