



**Leon County
Housing Finance Authority
September 10, 2009
Meeting Minutes**

MEMBERS PRESENT: Mr. Robert (Bob) Brannan (excused)
Mr. Dan Harrison
Mr. John Lawrence
Ms. Patti Ketcham
Mr. Jack Harron
Mr. Todd Kocourek
Mr. Michael Hervey

MEMBERS ABSENT: None

STAFF PRESENT: Ms. Candice Wilson, Director,
Division of Health and Human Services
Mr. Lamarr Kemp, Housing Services Coordinator
Ms. Shanea Wilks, Financial Compliance Administrator
Ms. Kim Tober, Administrative Associate V

GUEST: None

Call to Order by Chairman

With a quorum present, and Chairman Brannan absent, Vice-Chairman Harron called the Housing Finance Authority meeting to order at 12:05 p.m.

Agenda Item #1: **Approval of September 10, 2009 Meeting Agenda**
Vice-Chairman Harron called for approval of the September 10, 2009 Meeting Agenda.

Action Taken: Mr. Lawrence motioned for approval and it was seconded by Ms. Ketcham.
Motion passed unanimously

Agenda Item #2: **Welcome New Member**

Vice-Chairman Harron introduced Mr. Michael Hervey as HFA's new member. Mr. Hervey gave the members a brief history of his background and everyone gave him a warm welcome.

Action Taken: **No Action.**

Agenda Items #3

Approval of Housing Finance Authority July 9, 2009 Meeting Minutes
Vice-Chairman Harron called for approval of the July 9, 2009 Meeting Minutes.

Action Taken:

Ms. Ketcham motioned for approval and it was seconded by Mr. Harrison.
Motion passed unanimously

Agenda Item #4

Old Business

a. Leon County Conduit Policy

Staff referred the members to page 7 of 16 in the Conduit Policy and referenced the adjustments that were made, shown with strike outs. These adjustments are what the HFA voted on in our last meeting, July 9, 2009. Staff will provide a final copy without the strike out items in HFA's November 12, 2009 meeting.

Action Taken:

None

b. Sample – Escambia HFA Bond Program

c. Sample – Escambia HFA Multi-Family Tax-Exempt Bond Program Application

Vice-Chairman Harron asked if there was something we needed to do or provide for the Sample documents regarding the Escambia County Bond Program. Staff informed the members that the samples of Escambia's Bond Program was for their information only. Staff wanted the HFA to see how Escambia's program was designed since we work closely with them. Their application fee was also pointed out, which is \$5000. HFA wanted to have an opportunity to look at the way other counties are conducting their bond program and conduit policy and that is why Staff provided these documents.

d. Summit – Housing paid its application fee

Staff informed the members that we finally received payment for services rendered.

Action Taken:

None

Item #5:

New Business

a. CDBG Advisory Task Force Committee makeup change recommendations

Staff said there are 2 points to be made regarding the CDBG. The first point is that the HFA was being doubled taxed, or having to attend two meetings back to back. We are trying to find a way to alleviate that by coming up with

changes with committee members. The other point is CDBG meetings have not been needed due to non-existent grants to apply for over the last year or so. Now, we have several CDBG funding opportunities to pursue. To that end, one of the requirements is that the CDGB task force itself be made up of members of the community that mirror the type of people that may be served and members that live in unincorporated Leon County. Staff requested input from the HFA as to what they thought about either expanding the committee with low to moderate income participants or change the committee members all together. Staff explained that we have received direction from the State officials that oversee the CDBG process that the Advisory Task Force Committee membership should be based on individuals that are low to moderate income and live in unincorporated Leon County. It would be in our best interest with auditors to be in compliance, said Staff. After much discussion, the idea of expanding the members to 10 was considered favorable.

Action Taken: Mr. Lawrence made a motion for expanding and it was 2nd by Mr. Kocourek.
Motion passed unanimously

Item #6: Announcements

Action Taken: None

Item #7 Citizens to be Heard

Action Taken: None

Item #8: Documents Received for Official Records

a. Lakes at San Marcos Occupancy Reports: June

b. Lakes at San Marcos Annual Management Review and Physical Inspection letter

Comments: Dr. Lawrence said since this was his last meeting, he wanted to give some parting words of advice and told the members to make sure they remembered several things while serving on the HFA committee. One was to keep up with the money by knowing what's available and how it is being spent. The second thing was "site-visits." He suggested the members to visit some of the homes that had been repaired so they can see how the funds are utilized. Ms. Ketcham suggested that we have our next HFA meeting at the Lakes of San Marcos site. Staff said that they would check into it.

Other comments/suggestions were to make sure, as HFA members that they attend the national and state Housing conferences. Dr. Lawrence said to know the Sunshine Laws, to read the quarterly reports and subscribe to magazines and newsletters. Mr. Hervey informed the members that since this was his first meeting as a new member, he had not had a chance to read over all the material and the HFA policy manual. Ms. Ketcham suggested an orientation for the four (4) recently added members and to start earlier,

like 11:30. Staff said that it's possible and they could have their questions answered, plus discuss the goals and objectives they would like to reach in this new fiscal year. Staff said a strategic planning meeting would be very helpful for everyone.

Staff thanked Dr. Lawrence for chairing the committee for all these years and also for being a great mentor.

Action Taken: None

Item #9: Adjournment

Attest:

John Harron, Vice-Chair

Dan Harrison, Secretary

Date _____

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