

Housing Finance Authority of Leon County
May 11, 2017
Meeting Minutes

MEMBERS PRESENT: Mr. Mike Rogers, Chairman
Mr. Thomas Lewis, Vice-Chairman
Dr. Jeffrey Sharkey, Secretary
Mr. Andrew Gay
Ms. Marnie George
Mr. Allen Stucks

MEMBERS ABSENT: Ms. Gail Milon – Excused

FINANCIAL ADVISOR: Mr. Mark Hendrickson
Ms. Susan Leigh

LEGAL COUNSEL: Ms. Dawn Whitehurst
Mr. Linje Rivers

COUNTY STAFF: Mr. Dan Rigo, County Attorney’s Office

GUESTS PRESENT: None

Call to Order by Chairman Rogers

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:00 P.M.

Agenda Item #1 **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Secretary Dr. Sharkey, Mr. Gay, Ms. George and Mr. Stucks.

Agenda Item #2: **Approval of the May 11, 2017, Agenda**

Action Taken: Chairman Rogers called for a motion for approval of the May 11, 2017 Meeting Agenda. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: **Approval of the April 13, 2017 Minutes**

Action Taken: Chairman Rogers called for a motion for approval of the April 13, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #4: **Public Comment**

Action Taken: No public comment.

Agenda Item #5A & 5B Financial Report

Mr. Gay and Mr. Hendrickson presented a report on HFA finances

Action Taken: Mr. Stucks motioned to accept the April 30, 2017 Financial Statement, and was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #6A: Emergency Repair Program

Mr. Hendrickson reported that there was not update from the County on the program. Discussion followed on the need for a contract with the County if the program was to continue after October 1, and that the HFA commitment to the program for funding expired September 30, 2017.

Action Taken: No Action Required.

Agenda Item #6B: Real Estate Activity

Mr. Rigo reported on a meeting with Mr. Ross and Ms. McGhin, wherein strategies for selling the properties were discussed. Mr. Rigo reported that the HFA could not hire a broker, because it was not the owner of the properties. He also reported that the County's commercial real estate broker, Talcot, had not placed the properties on the MLS system. Mr. Rigo also reported that the County was placing an advertisement in the Tallahassee Democrat listing the properties for sale. A discussion followed on how to get properties on the MLS system.

Action Taken: **Chairman Rogers volunteered to contact the Tallahassee Board of Realtors to inquire if a realtor could provide listing services and place the properties on the MLS system on a pro bono basis.**

Agenda Item #6C: Future Role of the HFA

Mr. Gay presented the recommendations of the Finance Committee, including a recommendation for amending a contract with the Administrator/Financial Advisor. Mr. Stucks asked Ms. Whitehurst if the contract included all of the changes requested by the Finance Committee, and she replied in the affirmative. Ms. Whitehurst reported that the HFA could select a bank for a checking account without an RFP or RFQ. Discussion followed on the process to select a bank for the HFA's checking account, which would be opened October 1.

Action Taken: Mr. Stucks motioned to approve the revised Administrator/Financial Advisor contract, to be effective when executed by all parties, and it was seconded by Ms. George. Motion passed unanimously.

Dr. Sharkey asked that staff bring the Multi-Family bond fees, application and procedures to the June HFA meeting for review.

The Board directed the Administrator to bring a proposed RFQ for checking account services to the June HFA meeting for Board review and approval.

For the record, all Board members stated that they had no ownership interest in any banking institution.

Agenda Item #6D: Legal Update

Ms. Whitehurst reported that General Counsel would bring proposed by-law revisions to the June HFA meeting.

Action Taken: No Action Required.

Agenda Item #6E: Escambia County HFA Single Family Program

Mr. Hendrickson reported that the Escambia County HFA was moving forward with a plan to add Mortgage Credit Certificates to the single family program that they operate in multiple counties, including Leon. A discussion of the benefit of MCC's followed. Mr. Hendrickson explained the proposed amendments to the existing Memorandum of Understanding with Escambia County, and Ms. Whitehurst reported that General Counsel had reviewed the proposed Resolution Approving the Amended MOU and the amendments, and recommended approval.

Action Taken: Mr. Stucks motioned that the Board approve the Resolution which approved the amendments to the MOU with Escambia County, and it was seconded by Dr. Sharkey. Motion passed unanimously.

The Board directed Chairman Rogers to send a letter to the Board of County Commissioners recommending approval of an Interlocal Agreement with Escambia County related to operation of the single family program by the Escambia County HFA within Leon County.

Agenda Item #6F: "To-Do" List

Mr. Hendrickson presented the "to-do" list.

Action Taken: No Action Required.

Agenda Item #6G: Legislative Update

Mr. Hendrickson presented a legislative update, focusing on the amount of SHIP funds that would be allocated to Leon County and the City of Tallahassee.

Action Taken: No Action Required.

Agenda Item #7: New Business

The Board discussed several items..

Action Taken: The Board canceled the July HFA meeting.
The Board asked that a recognition of Mr. Kemp's services be placed on the June HFA agenda

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:05 P.M.

Mike Rogers, Chairman

Jeffrey Sharkey, Secretary Date: