

**Housing Finance Authority of Leon County
October 12, 2017
Meeting Minutes**

MEMBERS PRESENT: Mr. Mike Rogers, Chairman
Mr. Tom Lewis, Vice-Chairman
Mr. Andrew Gay
Ms. Gail Milon
Mr. Allen Stucks

MEMBERS ABSENT: Ms. Marnie George: Excused
Dr. Jeffrey Sharkey

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Shington Lamy

GUESTS PRESENT: None

Call to Order by Chairman Rogers

Without a quorum present, Chairman Rogers called the HFA meeting to order in Workshop mode at 12:04 P.M.

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:07 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Mr. Gay, Ms. Milon, and Mr. Stucks. Ms. George was excused.

Agenda Item #2: Approval of the October 12, 2017, Agenda

Action Taken: Chairman Rogers called for a motion for approval of the October 12, 2017 Meeting Agenda. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: Approval of the September 14, 2017 Minutes

Action Taken: Chairman Rogers called for a motion for approval of the September 14, 2017 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4 **Public Comment**

Action Taken: No public comment.

Agenda Items #5A, 5B, 5C & 5B **Financial Report**

Mr. Gay and Mr. Hendrickson presented a report on HFA finances, including all items related to the transition of funds from the County to the HFA. They noted that due to the County not paying some items in September, the HFA's FY 17-18 budget needed to be amended to include payment of those items in the current fiscal year. They also explained the process for Board approval of all HFA expenditures, and presented the proposed payments in an Expenditure Approval list for Board consideration. A discussion followed, with questions on the current status of HFA funds, the reason for the amended budget, and the items on the Expenditure list.

Action Taken Mr. Stucks motioned to accept the September 30, 2017 Financial Statement, to approve the amended FY 2017-2018 budget, and approve the expenditures as detailed on the attached Expenditure Approval list, and was 2nd by Mr. Gay. Motion passed unanimously.

Mr. Stucks stated that he wanted to thank Chairman Rogers, Mr. Gay, and staff for their work on all transition activities.

Mr. Stucks asked that checking account and SBA Prime Account statements be available at each Board meeting.

Agenda Item #6A: **Emergency Repair Program**

Mr. Hendrickson reported that the administration of the program by the County would be part of an MOU, to be presented by the County to the HFA in November or December. Mr. Lamy stated that the MOU would be drafted by the County, but that he was waiting to finalize until after completion of the joint City-County housing workgroup. Mr. Stucks asked how much of the \$30,000 that the Board had authorized for the program was still available. Mr. Hendrickson stated that an additional \$2,250 was encumbered but not yet spent, and that an additional \$11,398.57 was available for future activity. He stated that any expenditures beyond these amounts would require additional HFA Board approval. A discussion on the budget and its relationship to this limitation followed.

Action Taken: No action necessary.

Agenda Item #6B: **Real Estate Activity**

Mr. Rogers stated that he had talked with Ms. Mitzi McGhin, and that no additional sales or inquiries on properties had been made or received. He stated that he was working with her to get an advertisement for the properties published.

Action Taken: No Action Required

Agenda Item #6C: Future Role of the HFA

Mr. Hendrickson presented an update on the status of implementing the transition plan for the HFA's independent status, stating that almost all items had been completed. He stated outstanding items were a travel policy and a procurement policy.

Action Taken: No Action Required

Agenda Item #6D: Legal Update

Chairman Rogers introduced Mr. Mark Mustian of the Nabors Giblin Nickerson firm, and stated that the contract with the firm had been executed. Mr. Mustian stated that he would be the lead attorney on the HFA's account, but that he would also be bringing Mr. Evan Rosenthal to some HFA meetings, as Mr. Rosenthal would attend the meetings in Mr. Mustian's absence.

Action Taken: No Action Required

Agenda Item #6E: DPA Loans

Mr. Hendrickson stated that Ms. Leigh and he were working on this item.

Action Taken: No Action Required.

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.

Action Taken: No Action Required.


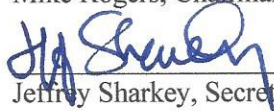
Agenda Item #7: New Business

Mr. Hendrickson noted that he was now receiving occupancy reports for the Lakes at San Marcos, and asked if the Board wanted reports as part of each Board meeting.

Action Taken: The Board asked that Lakes at San Marcos occupancy reports be shared with the Board quarterly.

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:03 P.M.


 Mike Rogers, Chairman

 Jeffrey Sharkey, Secretary
 Date: 12/14/17

EXPENDITURE APPROVALS: OCTOBER 12, 2017

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
		Administrator	8-15-17 to 9-14-17	\$ 3,333.33
		Administrator	9-15-17 to 10-14-17	\$ 3,458.33
		Administrator	Transition Fee	\$ 5,000.00
1001	The Hendrickson Company	Administrator		\$ 11,791.66
1002	The Hendrickson Company	Checking Deposit	Reimbursement for Initial Deposit to Open Checking Account	\$ 500.00
		Copying	8/8/2017	\$ 138.03
		Copying	8/23/2017	\$ 73.43
		Copying	9/6/2017	\$ 8.20
		Copying	9/8/2017	\$ 57.73
		Copying	10/5/2017	\$ 46.17
1003	The Hendrickson Company	Copying		\$ 323.56
		Operating Supplies	Lunch 8-24-17	\$ 131.70
		Operating Supplies	Lunch 9-7-17	\$ 138.78
		Operating Supplies	Lunch 9-14-17	\$ 102.01
1004	The Hendrickson Company	Operating Supplies		\$ 372.49
1005	Florida ALHFA	Annual Dues	FY 17-18	\$ 500.00
1006	Sadowski Education Effort	Other Charges	SEE Contribution	\$ 2,500.00
1007	Florida Department of Economic Opportunity	Annual Dues	FY 17-18 Special District Fee	\$ 175.00