

**Housing Finance Authority of Leon County Finance Committee  
May 10, 2018  
Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Andrew Gay, Chairman, Finance Committee  
Dr. Jeffrey Sharkey  
Mr. Mike Rogers  
Mr. Allen Stucks

**ADMINISTRATOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**HFA LEGAL COUNSEL:** Mr. Mark Mustian

**COUNTY STAFF:** None

**COUNTY ATTORNEY:** None

**GUESTS PRESENT:** None

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**Call to Order by Chairman Gay**

Chairman Gay called the Finance Committee meeting to order at 12:06 P.M.

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chairman Gay, Dr. Sharkey, Mr. Rogers, and Mr. Stucks.

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**Agenda Item #2 Public Comment**

There was no Public Comment.

**Action Taken:** No action taken

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**Agenda Items #3 HFA Budget Amendment**

Mr. Hendrickson explained the background on a proposed budget amendment related to Marketing (Promotional).

**Action Taken** Mr. Stucks motioned that the Finance Committee recommend that the full HFA Board approve an increase in the line item for Marketing (Promotional) of \$2,500 additional dollars this fiscal year, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously.

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**Agenda Item #4: FY 18-19 HFA Budget for County Programs**

Mr. Hendrickson presented Mr. Lamy's requested HFA budget for programs that were administered by the County during FY 18-19. A discussion followed, including requiring the County to include the HFA in all materials on HFA funded programs.

**Action Taken:** Dr. Sharkey motioned that the Finance Committee recommend that the full HFA Board approve the requested budget levels for HFA funded programs, administered by the County (\$30,000 Emergency Repairs, \$1,500 for 2019 Home Expo, and \$1,500 for 2019 9/11 Day of Service), subject to the County including the HFA in all promotional items related to the programs and events, and it was 2<sup>nd</sup> Mr. Stucks. Motion passed unanimously.

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**Agenda Item #6: Audit Committee**

Chairman Gay stated that the HFA needed to have an Audit Committee that was separate from the Finance Committee, with a Chair other than Finance Committee Chair Gay.

**Action Taken:** Mr. Stucks motioned that the Finance Committee recommend that the full HFA Board authorize an Audit Committee, with Chairman Lewis to appoint a Chair other than Chairman Gay, and it was 2<sup>nd</sup> by Mr. Stucks. Motion passed unanimously.

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**Agenda Item #5: Auditor RFQ**

Chairman Gay presented a draft RFQ for audit services. A discussion followed on the draft, alternative evaluation methods, and legal requirements.

**Action Taken:** Mr. Stucks motioned that the Finance Committee recommend that the full HFA Board approve the RFQ for Auditor as presented by Chairman Gay, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously.

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**Agenda Item #7: Other Items**

There were no other items for Committee consideration

**Action Taken:** No Action Required.

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**Agenda Item # 8: Adjournment**

This meeting was adjourned at 12:50 P.M.

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Andrew Gay, Chairman

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Jeffrey Sharkey, Secretary      Date: