

**Housing Finance Authority of Leon County
December 13, 2018
Meeting Minutes**

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Marnie George, Vice-Chair
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Evan Rosenthal

HFA AUDITOR: Ms. Esther Nichols

COUNTY STAFF: Mr. Shington Lamy
Mr. Kevin McCarthy

COUNTY ATTORNEY: Mr. Dan Rigo

GUESTS PRESENT: None

Call to Order by Vice-Chair George

Without a quorum present, Vice-Chair George called the HFA meeting to order in Workshop mode at 12:07 P.M. She requested staff to discuss informational items on the agenda.

Agenda Item #7A: Emergency Repairs

Mr. Hendrickson updated the Board on the Emergency Repair Program administered by the County. He stated that the latest report from the County showed that \$3,385 was uncommitted.

Action Taken: No action taken.

Agenda Item #7B Real Estate

Mr. Hendrickson updated the Board on the potential sale of properties, including an update on the as-yet not finalized contract with Ketcham Realty, that all sites had been visited by Mr. Rogers and/or Ms. Leigh, and that the Dykes Road property sale was still pending. He also indicated that in future fiscal years, he anticipated the County including funds in the budget for the payment of the upfront fees.

Action Taken: No action taken.

Agenda Item #7F: State Legislative Update

Mr. Hendrickson updated the Board on the upcoming 2019 Legislative Session, the prospects for obtaining housing funding, and various materials that could be used to educate legislators.

Action Taken: No action taken.

Agenda Item #1: Membership Roll Call

Mr. Lewis arrived, and with a quorum present, called the meeting to order at 12:20 P.M. Staff called the Membership Roll and attending members were Chairman Lewis, Vice-Chair George, Mr. Rogers, and Mr. Stucks. Dr. Sharkey, Ms. Milon and Mr. Gay notified staff within the required time period that they would not be attending the meeting, and were excused.

Agenda Item #2: Approval of the December 13, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the December 13, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Vice-Chair George. Motion passed unanimously.

Agenda Item #3: Approval of the November 8, 2018 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the November 8, 2018 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Vice-Chair George. Motion passed unanimously.

Agenda Item #4 Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Items #5A-5D Financial Reports and Budget

Mr. Hendrickson presented the Financial Reports, including the November 30 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 November 30, 2018 Financial Statement and it was 2nd by Vice-Chair George. Motion passed unanimously.

Action Taken: 5B No action taken.

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

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

Agenda Item #6: Audit Update

Audit Committee Chairman Stucks stated that the Audit Committee had met at 11:00 A.M., and that Ms. Nichols had presented the draft audit to the Committee. He asked Mr. Hendrickson to read the recommendation of the Audit Committee. Ms. Nichols responded to questions.

Action Taken: Mr. Stucks motioned to recommend that the Board accept the Audit Committee recommendation that the Board give approval to the draft audit of the HFA as presented by Ms. Nichols, subject to the approval being revisited if the Group Auditor (County auditor) recommended any substantive changes, and it was 2nd by Vice-Chair George. Motion passed unanimously.

Agenda Item #7C Interlocal Agreement with Escambia County HFA

Mr. Hendrickson updated the Board on the plans of the Escambia County HFA to issue bonds and that Mr. Mustian and he had negotiated with Escambia for a higher fee than originally offered. He stated that Escambia HFA now offered to set aside 0.2% of the bond issue to pay to participating HFA's, and that the percent that each HFA would receive would be based upon the percent of loans originated in the current program during FY 17-18 (23.66% for Leon), with the payment made upfront, and the fee in the next bond issue to be based on the percentage of loans originated in each County in the first bond issue. Mr. Hendrickson also stated that Escambia HFA offered an alternative wherein the fee in the first bond issue would be based upon actual loan originations by County in the issue, with the fee being paid in arrears. He stated that Mr. Mustian and he recommended acceptance of the new Escambia HFA offer, using the fixed upfront fee model. The Board discussed the options.

Action Taken: Mr. Stucks motioned that the Board approve the new Interlocal Agreement with Escambia County HFA, using the upfront fixed fee model, and that the HFA recommend that the Leon County BOCC approve the new Area of Operations Agreement, subject to review by General Counsel, and it was 2nd by Vice-Chair George. Motion passed unanimously.

Agenda Item #7D Legal Update

Mr. Rosenthal had no update.

Action Taken: No Action Required.

Agenda Item #7E To-Do List

Mr. Hendrickson reported that the to-do list was in the Board Packet. He stated that the Community Land Trust training could not take place this month due to Florida Housing Coalition staff conflicts—but would take place at the January meeting.

Action Taken: No Action Required

Agenda Item #8A: New Business: Annual Election of Officers

Mr. Hendrickson reported on the HFA bylaws, which place a term limit for Chairman of two consecutive one-year terms, and noted that Mr. Lewis had served only one term.

Action Taken: Mr. Stucks motioned that the Board elect the current officers for an additional one-year term, beginning January 1, 2019 and ending December 31, 2019 (Mr. Lewis/Chairman, Ms. George/Vice-Chair, Dr. Sharkey/Secretary, and Mr. Gay/Treasurer), and was 2nd by Vice-Chair George. Motion passed unanimously.

Agenda Item # 8B: 2019 HFA Meeting Calendar

Mr. Hendrickson discussed options for meeting dates in 2019, including an option for meeting the 4th Thursday rather than the 2nd Thursday—which could assist in staff being able to produce timely financial reports. He emphasized that the staff would be able to work with whatever meeting schedule the Board preferred. After discussion, Vice-Chair George motioned that the Board approve a 2019 meeting calendar of the 2nd Thursday in January and the 4th Thursday for the remaining months, and was 2nd by Mr. Rogers. Mr. Stucks requested that the item be deferred until January so that all Board members could provide input, and Vice-Chair George withdrew her motion.

Action Taken: Vice-Chair George motioned that the Board set the next meeting for January 10, 2019, and place the remainder of the 2019 calendar on the agenda for that meeting, and was 2nd by Mr. Stucks. Motion passed unanimously. The Board directed Mr. Hendrickson to put out an email notice of this agenda item in advance of the meeting.

Agenda Item # 9: Adjournment

On a motion by Mr. Stucks, 2nd by Vice-Chair George, the Board voted unanimously to adjourn the meeting at 12:50 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: DECEMBER 13, 2018

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	11-15-18 to 12-14-18	\$ 3,583.33
1056	The Hendrickson Company	Administrator	12/13/2018	\$ 3,583.33
	The Hendrickson Company	Copying		
	The Hendrickson Company	Copying		\$ -
	Nabors Giblin & Nickerson	Legal	8-8-18 to 11-14-18	\$ 1,513.60
1057	Nabors Giblin & Nickerson	Legal	12/13/2018	\$ 1,513.60
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	11/8/2018	\$ 144.86
	Office Depot	Copying	12/2/2018	\$ 6.00
	Office Depot	Copying	12/11/2018	\$ 43.70
	Office Depot	Copying	12/11/2018	\$ 40.90
	QuickBooks	Publications/ Subscriptions/ Memberships	11/19/2018	\$ 375.00