

**Housing Finance Authority of Leon County
September 15, 2022
Meeting Minutes**

MEMBERS PRESENT: Dr. Jeffrey Sharkey, Chair
Mr. Mike Rogers, Vice-Chair
Mr. Chuck White, Secretary
Ms. Marnie George
Mr. Tom Lewis
Ms. Gail Milon

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Alex Fischer

HFA BOND COUNSEL: None

COUNTY STAFF: Shington Lamy

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chair Sharkey

Chairman Sharkey called the meeting to order at 12:00 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chair Sharkey, Vice-Chair Rogers, Secretary White, Ms. George, Mr. Lewis. Ms. Milon arrived after the roll call. The Chair noted that a quorum of the Board was physically present at the meeting location. Treasurer Gay had an excused absence.

Agenda Item #2: Approval of the September 15, 2022, Agenda

Action Taken: #2 Chair Sharkey called for a motion for approval of the June 9, 2022, Meeting Agenda. Ms. George motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #3: Approval of the June 9, 2022, Minutes

Action Taken: #3 Chair Sharkey called for a motion for approval of April 26, 2022, Minutes. Ms. George motioned to approve, and it was 2nd by Mr. White. Motion passed unanimously.

Agenda Item #4: Public Comment

There was no public comment.

Action Taken: #4 No action taken

Agenda Items #5A, 5B & 5C Financial Reports, Budget & Expenditure Approvals

Mr. Hendrickson presented the Financial Reports, including the August 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken:
5A, 5B & 5C Mr. Lewis motioned to accept the August 31, 2022, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2nd by Ms. George Motion passed unanimously.

Agenda Item #6: Proposed FY 22-23 HFA Budget

Mr. Hendrickson presented the proposed budget and noted that Treasurer Gay had reviewed and approved the proposal.

Action Taken: #6 Ms. George motioned that the HFA approve the proposed FY 22-23 HFA Budget, as presented, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #7 : County Update

Mr. Lamy explained that Matthew Wyman had left the County for a position at the Florida Housing Coalition and that Christic Henry would be taking Mr. Lewis' position on the HFA Board. Mr. Lewis discussed his time on the Board and was congratulated for his service by the Board.

Action Taken: #7 **The Board directed that a celebration of Mr. Lewis' time on the Board be scheduled for the October HFA meeting.**

Agenda Item #8A: Update on Magnolia Family I Bond Closing

Mr. Hendrickson noted that the Magnolia Family I bond closing had taken place this month.

Action Taken: #8A No action taken

Agenda Item #8B: Ridge Road Update

Mr. Hendrickson stated that the Ridge Road development was moving towards a bond closing in the first quarter of 2023. He also noted that various minor changes to the original application.

Action Taken #8B: No action taken

\$200,000, and it was 2nd by Mr. Lewis. Motion passed unanimously.

Agenda Item #8C: Bond-SAIL and Local Government Area of Opportunity NOFA's and Applications

Mr. Hendrickson presented the proposed NOFA and Application for both the Bond-SAIL process and the LGAOF process. He noted that the City of Tallahassee and Leon County had requested that the HFA administer the process for selection of the local preference deal for the upcoming FHFC RFA.

Action Taken #8C: Mr. Rogers motioned that the HFA approve the proposed Bond-SAIL NOFA and Application, and it was 2nd by Mr. Lewis. Motion passed unanimously.

Mr. Rogers motioned that the HFA approve the proposed LGAOF NOFA and Application, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #8D: Emergency Repair Program

Mr. Hendrickson stated that all funds had been utilized.

Action Taken #8D: No action taken.

Agenda Item #8E: Real Estate

Mr. Hendrickson updated the Board on recent land parcel sales, and the potential for additional properties being added to the list.

Action Taken #8E: No action taken.

Agenda Item #8F: Legal Update

Mr. Fischer had no update.

Action Taken #8F: No action taken.

Agenda Item #8G: Occupancy

Mr. Hendrickson reported that all HFA properties had occupancy levels of 96% to 100%.

Action Taken #8G **The Board asked for an update on the Tallahassee Portfolio rehabilitation and occupancy.**

Agenda Item #8H: To-Do List

Mr. Hendrickson updated the Board on the status of items on the To-Do list. He stated that the MWBSE presentation was scheduled for the November HFA meeting.

Action Taken #8H No action taken.

Agenda Item #8I: State Legislative Update

Mr. Hendrickson informed the Board that work had begun for the 2023 legislative session and that \$402 million was available for appropriation. The Board also discussed the potential for receiving bond allocation from FHFC.

Action Taken #8I: No action taken.

Agenda Item #9: Other Business

Mr. Hendrickson presented a request to amend the Financial Advisor/Administrator contract, to increase the fee to the Financial Advisor for each multi-family bond closing from \$25,000 to 0.2% of the bond amount, with a minimum of \$25,000. Mr. Hendrickson disclosed that any fee that was contingent upon bonds being issued was an inherent conflict of interest which must be disclosed, but which was permissible.

Action Taken #9: Mr. Lewis motioned that the HFA approve the proposed amendment to the Financial Advisor/Administrator contract, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item # 10: Adjournment

Without objection, Chair Sharkey adjourned the meeting at 1:12 PM.

Jeffrey Sharkey, Chair

Charles White, Secretary

Date:

EXPENDITURE & DEBIT CARD APPROVALS: September 15, 2022

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	7-1-22 to 7-31-22	\$ 4,116.67
EFT	The Hendrickson Company	Administrator	7/12/2022	\$ 4,116.67
	The Hendrickson Company	Administrator	8-1-22 to 8-31-22	\$ 4,116.67
EFT	The Hendrickson Company	Administrator	8/8/2022	\$ 4,116.67
	The Hendrickson Company	Administrator	9-1-22 to 9-30-22	\$ 4,116.67
EFT	The Hendrickson Company	Administrator	9/15/2022	\$ 4,116.67
	Nabors Giblin & Nickerson	Legal	6-9-22 to 7-12-22	\$ 225.00
EFT	Nabors Giblin & Nickerson	Legal	7/12/2022	\$ 225.00
	Jeff Sharkey	Bd Travel: FLALHFA Conference	7/13/2022	\$ 675.78
EFT	Jeff Sharkey	Board Travel	7/13/2022	\$ 675.78
	Chuck White	Bd Travel: FLALHFA Conference	7/15/2022	\$ 1,156.84
EFT	Chuck White	Board Travel	7/15/2022	\$ 1,156.84
	Tom Lewis	Bd Travel: FLALHFA Conference	8/13/2022	\$ 1,644.65
EFT	Tom Lewis	Board Travel	8/13/2022	\$ 1,644.65
	Leon County	2022 Home Expo	4/26/2022	\$ 1,500.00
	Leon County	2022 Home Expo	9/15/2022	\$ 1,500.00

