

**Housing Finance Authority of Leon County
January 12, 2023
Meeting Minutes**

MEMBERS PRESENT: Dr. Jeffrey Sharkey, Chair
Mr. Mike Rogers, Vice-Chair
Mr. Chuck White, Secretary
Mr. Andrew Gay, Treasurer
Ms. Gail Milon, Audit Chair
Ms. Christic Henry

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Alex Fischer

HFA BOND COUNSEL: None

HFA AUDITOR: Esther Nichols

COUNTY STAFF: Shington Lamy
Jelani Marks
Greta Brown

COUNTY ATTORNEY: None

GUESTS PRESENT: Tom Lewis
Lennorris Barber
Greta Brown

Call to Order by Chair Sharkey

Vice-Chairman Rogers called the meeting to order at 12:01 P.M.

Agenda Item #1: Membership Roll Call

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

Agenda Item #2: Approval of the January 12, 2023, Agenda

Action Taken: #2 Vice-Chair Rogers called for a motion for approval of the January 12, 2023, Meeting Agenda. Ms. Milon motioned to approve, and it was 2nd by Mr. White. Motion passed unanimously.

Agenda Item #3: Approval of the November 10, 2022, Minutes

Action Taken: #3 Vice-Chair Rogers called for a motion for approval of November 10, 2022, Minutes. Ms. Milon motioned to approve, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4 **Public Comment**

There was no public comment.

Action Taken: #4 No action taken
Chairman Sharkey and Ms. Henry arrived.

Agenda Item #5 **Audit Presentation**

Ms. Esther Nichols of the Nichols Group (HFA Auditor) presented the FY 2021-2022 HFA audit. She stated that the auditor was issuing an unqualified opinion, that this was a “clean” audit, that internal controls were adequate and being followed, and that there were no findings. As Audit Committee Chair, Ms. Milon thanked Ms. Nichols for her firm’s work and asked for a motion on the audit.

Action Taken: #5 Chairman Sharkey motioned to accept the FY 2021-2022 HFA Audit, and it was 2nd by Mr. White. Motion passed unanimously.

Agenda Item #6 **Presentation to Tom Lewis**

Chairman Sharkey and the Board and staff offered thanks to Mr. Lewis for his service on the HFA Board and to the community. Mr. Lewis spoke of his dedication and history.

Action Taken: #6 No action taken

Agenda Items #7A, 7B & 7C **Financial Agenda Items #7A, 7B & 7C: Financial Reports, Budget & Expenditure Approvals**

Treasurer Gay presented the Financial Reports, including the December 31, 2022, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 7A, 7B & 7C Ms. Milon motioned to accept the December 31, 2022, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #8: **County Update**

Mr. Lamy and Mr. Marks updated the Board on the Emergency Repair Program, the BOCC action on the LGAOF development, and on a new homeownership development program.

Action Taken: #8 No action taken.

Agenda Item #9A: Update on Ridge Road Financing

Mr. Hendrickson updated the Board on the Ridge Road bond financing, scheduled for closing in February or March.

Action Taken: #9A No action taken

Agenda Item #9B: Tallahassee Affordable Housing Portfolio Update

Mr. Hendrickson updated the Board on the status of the rehabilitation and occupancy of the three apartment complexes.

Action Taken #9B: No action taken.

Agenda Item #9C: Local Government Area of Opportunity NOFA's and Applications

Mr. Hendrickson updated the Board on the BOCC's positive reception of the recommendation of the LGAOF development and their positive reaction to the process that involved the County, City and HFA.

Action Taken #9C: No action taken.

Agenda Item #9D: Emergency Repair Program

Mr. Hendrickson stated that all funds had been utilized last year and that the program was opening for new applications.

Action Taken #9D: No action taken.

Agenda Item #9E: 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 #9E: No action taken.

Agenda Item #9F: Legal Update

Mr. Fischer had no update.

Action Taken #9F: No action taken.

Agenda Item #9G: Occupancy

Mr. Hendrickson reported that all HFA properties had occupancy levels of 95% to 98%.

Action Taken #9G No action taken.

Agenda Item #9H: To-Do List

Mr. Hendrickson updated the Board on the status of items on the To-Do list. He stated that Mr. Rogers and he had met with newly elected Commissioner O’Keefe.

Action Taken #9H **The Board asked Mr. White and Mr. Hendrickson to work with Mr. Lamy to set up a meeting with Commissioner Caban.**

Agenda Item #9I: State Legislative Update

Chairman Sharkey and Mr. Hendrickson updated the Board on the 2023 legislative session, stating that full funding for Sadowski Programs was expected and that there would be major housing legislation and funding for housing from general revenue.

Action Taken #9I: No action taken.

Agenda Item #10A: Other Business—HFA Annual Report

Mr. Hendrickson noted that the annual report had been submitted to the County, as required.

Action Taken #10A No action taken.

Agenda Item #10B: Other Business—HFA 2023 Meeting Calendar

Mr. Hendrickson presented a draft calendar.

Action Taken #10B Ms. Milon motioned to approve an HFA meeting calendar for 2023, with meetings at Noon on January 12, February 9, March 9, April 13, May 11, June 1, August 24, October 20 and December 8, and it was 2nd by Mr. White. Motion passed unanimously.

Agenda Item #10C: Other Business—Annual Election of Officers

Mr. Hendrickson stated that the annual election of officers was required, and that the HFA bylaws allowed Mr. Sharkey to serve another one-year term.

Action Taken #10C Ms. Milon motioned to elect Mr. Sharkey as Chairman, Mr. Rogers as Vice-Chairman, Mr. White as Secretary, Mr. Gay as Treasurer, and Ms. Milon as Audit Chair, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item # 10: Adjourment

On a motion by Mr. Gay, 2nd by Ms. Milon, Chair Sharkey adjourned the meeting at 1:14 PM.

 Jeffrey Sharkey, Chair

 Charles White, Secretary

 Date:

EXPENDITURE & DEBIT CARD APPROVALS: January 12, 2023

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	12-1-22 TO 12-31-22	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	12/9/2022	\$ 4,333.33
	The Hendrickson Company	Administrator	1-1-23 to 1-31-23	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	1/12/2023	\$ 4,333.33
	Nabors Giblin & Nickerson	Legal	11/10/2022	\$ 225.00
EFT	Nabors Giblin & Nickerson	Legal	12/9/2022	\$ 225.00
	Awards 4U (MH reimbursement)	Other	12/17/2022	\$ 147.95
EFT	Awards 4U (MH reimbursement)	Other	1/12/2023	\$ 147.95
	LAT Creative (MH reimbursement)	Promotional	12/19/2022	\$ 400.00
	Annual Report			
EFT	LAT Creative (MH reimbursement)	Promotional	1/12/2023	\$ 400.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Office Depot	Copying	1/9/2023	\$ 173.58
	Jersey Mike's Subs	Operating Supplies: Lunch	1/12/2023	\$ 210.90