

**Housing Finance Authority of Leon County
December 8, 2023
Meeting Minutes**

MEMBERS PRESENT: Dr. Jeffrey Sharkey, Chair
Mr. Mike Rogers, Vice-Chair
Ms. Marnie George
Ms. Christic Henry
Mr. Steven Lohbeck
Ms. Gail Milon

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Jason Breth
Sarah Warren

HFA BOND COUNSEL: None

COUNTY STAFF: Jelani Marks

COUNTY ATTORNEY: None

GUESTS PRESENT: Mr. Darryl Jones

Call to Order by Chairman Sharkey

Chairman Sharkey 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 Chair Sharkey, Vice-Chair Rogers, Ms. George, Ms. Henry, Mr. Lohbeck and Ms. Milon. 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: December 8, 2023, Agenda

Action Taken: #2 Chair Sharkey called for a motion for approval of the December 8, 2023, Meeting Agenda. Ms. George motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #3: Approval of the August 24, 2023, Minutes

Action Taken: #3 Chair Sharkey called for a motion for approval of August 24, 2023, Minutes. Mr. Rogers motioned to approve, and it was 2nd by Mr. Lohbeck. Motion passed unanimously.

Agenda Item #4 **Public Comment**

There was no public comment.

Action Taken: #4 No action taken

Agenda Items #5A, 5B, 5C & 5D **Financial Reports, FY 23-24 Budget & Audit**

Mr. Hendrickson presented the Financial Reports, including the November 30, 2023, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals. He also presented an amended HFA Budget for FY 23-24, correcting an error in income.

Action Taken:
5A, 5B & 5C Ms. George motioned to accept the November 30, 2023, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2nd by Mr. Lohbeck. Motion passed unanimously.

Ms. Milon motioned to approve the amended FY 23-24 HFA budget, and it was 2nd by Ms. Henry. The motion passed unanimously.

Action Taken: 5D Mr. Hendrickson notified the Board that the FY 22-23 audit had begun.

Agenda Item #8A: **HFA Annual Report**

Mr. Hendrickson presented the draft FY 22-23 HFA Annual Report.

Action Taken: #8A The Board directed Mr. Hendrickson to include information on minority and women owned business participation in the Ridge Road and Magnolia Family transactions and to include more detail on who (by income) would be served in the developments financed by the HFA.

Mr. Hendrickson asked that other comments on the report be emailed to him by December 15.

Agenda Item #8B: **2024 HFA Meeting Calendar**

Mr. Hendrickson presented a proposed 2024 HFA meeting calendar.

Action Taken: #8B Ms. George motioned to approve the proposed 2024 HFA meeting calendar and it was 2nd by Mr. Rogers. The motion passed unanimously.

Agenda Item #8C: **Election of HFA Officers for 2024**

Mr. Hendrickson informed the Board that the bylaws limited the Chair to two consecutive one-year terms, and that Chair Sharkey had served for two years.

Action Taken #8C: Ms. George nominated Mr. Rogers to serve as Chair for 2024, and it was 2nd by Ms. Milton. The nomination was approved unanimously.

Ms. Henry nominated Ms. Milton to serve as Vice-Chair for 2024, and it was 2nd by Ms. George. The nomination was approved unanimously.

Ms. George nominated Ms. Henry to serve as Secretary for 2024, and it was 2nd by Ms. Milton. The nomination was approved unanimously.

Ms. Milton nominated Mr. Gay to serve as Treasurer for 2024, and it was 2nd by Ms. Henry. The nomination was approved unanimously.

Agenda Item #6B: Presentation by Darryl Jones, Deputy Director, Office of Economic Vitality, MWSBE Department

Mr. Jones presented information on the MWSBE program of the County and City of Tallahassee, describing “aspirational goals” and how those were measured. He also discussed how his department worked with MWSBE companies to make sure they had the tools to successfully compete for contracts or other bids.

Action Taken #6B: The Board discussed how the HFA could work in alignment with MWSBE goals. Ms. Henry and Ms. Milton volunteered to work with Mr. Hendrickson on the issue with the goal of bringing specific recommendations to changes in the HFA process to a future HFA meeting.

Agenda Item #6A: County Update

Mr. Marks updated the Board on the Emergency Repair Program, the process for designating County owned properties for affordable housing, the listing of surplus properties on the County website, and the changes to that process generated by the Live Local Act.

Action Taken #6A: No action taken.

Agenda Item #7G: State Legislative Update

Mr. Hendrickson updated the Board on the proposed legislation that would change the regional boundaries for bond allocation purposes. He also reported that the Governor had recommended full funding for the Sadowski Housing Trust Funds in his proposed budget.

Action Taken #7G: No action taken.

Agenda Item #9: Adjournment

Without objection, Chair Sharkey adjourned the meeting at 1:24 PM.

Agenda Item # 10: Budget Workshop

Mr. Hendrickson presented a detailed explanation of how the FY 23-24 budget was developed, including an explanation of all line items. He emphasized that the budget was conservative on revenue so that the proposed budget targets for net income would be extremely likely to be met. A discussion of the budget and HFA programs followed.

The budget workshop concluded at 2:05 PM

 Mike Rogers, Chair

 Gail Milon, Vice-Chair

 Date:

EXPENDITURE & DEBIT CARD APPROVALS: December 8, 2023

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	9-1-23 to 9-30-23	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	9/5/2023	\$ 4,333.33
	The Hendrickson Company	Administrator	10-1-23 to 10-31-23	\$ 4,500.00
EFT	The Hendrickson Company	Administrator	10/6/2023	\$ 4,500.00
	The Hendrickson Company	Administrator	11-1-23 to 11-30-23	\$ 4,500.00
EFT	The Hendrickson Company	Administrator	11/13/2023	\$ 4,500.00
	The Hendrickson Company	Administrator	12-1-23 to 12-31-23	\$ 4,500.00
EFT	The Hendrickson Company	Administrator	12/8/2023	\$ 4,500.00
	Nabors Giblin & Nickerson	Legal	8-1-23 to 8-24-23	\$ 537.50
EFT	Nabors Giblin & Nickerson	Legal	9/5/2023	\$ 537.50
	Florida ALHFA	Annual Dues	10/6/2023	\$ 1,000.00

1145	Florida ALHFA	Annual Dues	10/6/2023	\$ 1,000.00
	Sadowski Education Effort	SEE Annual Contribution	10/6/2023	\$ 2,500.00
1146	Sadowski Education Effort	SEE Annual Contribution	10/6/2023	\$ 2,500.00
	Florida DEO	Special District Fee	10/6/2023	\$175.00
Debit	Florida DEO	Special District Fee	10/6/2023	\$175.00
	Leon County	Emergency Repair Program	10/6/2023	\$ 75,000.00
1147	Leon County	Emergency Repair Program	10/6/2023	\$ 75,000.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Office Depot	Copying	12/4/2023	\$ 90.50
	Office Depot	Copying		
	Jasons Deli	Operating Supplies: Lunch	8/24/2023	\$ 135.78