

**Housing Finance Authority of Leon County  
January 19, 2024  
Audit Committee & Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chair  
Ms. Gail Milon, Vice-Chair  
Ms. Christic Henry, Secretary, by phone  
Mr. Andrew Gay, Treasurer  
Dr. Jeffrey Sharkey

**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:** Ms. Esther Nichols, HFA Auditor

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**Audit Committee**

Audit Chair Milon called the meeting to order at 11:34 A.M. Present were HFA Board members Chairman Rogers, Mr. Gay and via phone, Ms. Henry. Also, present were Administrators Mr. Hendrickson and Ms. Leigh and HFA Legal Counsel Mr. Breth and Ms. Warren. HFA Auditor Esther Nichols was present.

Chair Milon stated that she had reviewed and approved the draft audit. Ms. Nichols presented the audit and went through the sections in detail. She stated that this was a “clean audit”.

Mr. Gay motioned that the Audit Committee approve the FY 22-23 HFA Audit and recommend to the full Board that it be approved, and it was 2<sup>nd</sup> by Mr. Rogers. The motion passed unanimously.

The meeting was adjourned at 11:45 A.M.

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**Call to Order by Chairman Rogers**

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

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

Staff called the Membership Roll and attending members were Chair Rogers, Vice-Chair Milon, Treasurer Gay, Dr. Sharkey and by telephone, Secretary Henry. The Chair noted that a quorum of the Board was physically present at the meeting location. Ms. George and Mr. Lohbeck had excused absences.

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**Agenda Item #2: January 19, 2024, Agenda**

**Action Taken: #2** Chair Rogers called for a motion for approval of the January 19, 2024, Meeting Agenda. Mr. Gay motioned to approve, and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

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**Agenda Item #3: Approval of the December 8, 2023, Minutes**

**Action Taken: #3** Chair Rogers called for a motion for approval of December 8, 2023, Minutes. Mr. Gay motioned to approve, and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

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**Agenda Item #4 Public Comment**

There was no public comment.

**Action Taken: #4** No action taken

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**Agenda Items #5A & 5B HFA Audit**

Audit Chair Milon presented the recommendation for approval of the FY 22-23 HFA Audit.

**Action Taken: 5A & 5B** Mr. Gay motioned to that the Board approve the FY 22-23 HFA Audit, and it was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

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**Agenda Items #6A, 6B & 6C Financial Reports & Expenditure Approvals**

Mr. Gay presented the Financial Reports, including the December 31, 2023, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

**Action Taken: #6A, 6B & 6C** Ms. Milon motioned to accept the December 31, 2023, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

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**Agenda Item #7: County Report**

Mr. Marks updated the Board on the Emergency Repair Program, the Home Expo and other matters.

**Action Taken #7:** No action taken

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**Agenda Item #8A: Update on Bond Financings**

Mr. Hendrickson updated the Board on the Lake Bradford and Henderson Heights bond applications.

**Action Taken: #8A** No action taken.

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**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 2<sup>nd</sup> by Mr. Rogers. The motion passed unanimously.

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**Agenda Item #8F: State Legislative Update**

Mr. Hendrickson updated the Board on the Governor's recommended budget and anticipated SHIP distributions.

**Action Taken #8F:** No action taken.

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**Agenda Item #9A: HFA Annual Report**

Mr. Hendrickson informed the Board that the HFA's 2023 Annual Report had been submitted to the County by the December 31, 2023, deadline.

**Action Taken #9A:** No action taken.

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**Agenda Item #9: Other Business**

Chairman Rogers thanked Ms. Milon for her service as Audit Committee Chair for the last three years, and for her future service as the Board Vice-Chair.

**Action Taken #9:** Chairman Rogers appointed Mr. Lohbeck as Audit Committee Chair.

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**Agenda Item #10: Adjournment**

Without objection, Chair Sharkey adjourned the meeting at 12:13 PM.

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Mike Rogers, Chair

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Gail Milon, Vice-Chair

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Date:

**EXPENDITURE & DEBIT CARD APPROVALS: January 19, 2024**

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	1-1-24 to 1-31-24	\$ 4,500.00
<b>EFT</b>	<b>The Hendrickson Company</b>	<b>Administrator</b>	<b>1/19/2024</b>	<b>\$ 4,500.00</b>
	Bryant Miller Olive	Legal	1/12/2024	\$ 175.00
<b>EFT</b>	<b>Bryant Miller Olive</b>	<b>Legal</b>	<b>1/19/2024</b>	<b>\$ 175.00</b>
	Bryant Miller Olive	Legal	1/12/2024	\$ 1,185.00
<b>EFT</b>	<b>Bryant Miller Olive</b>	<b>Legal</b>	<b>1/19/2024</b>	<b>\$ 1,185.00</b>
	LAT Creative- Annual Report	Promotional	1/11/2024	\$ 450.00
<b>EFT</b>	<b>LAT Creative</b>	<b>Promotional</b>	<b>1/19/2024</b>	<b>\$ 450.00</b>
<b>DEBIT CARD</b>	<b>PAYMENT TO</b>	<b>PAYMENT FOR</b>	<b>Dates</b>	<b>AMOUNT</b>
	Office Depot	Copying	1/18/2024	\$ 108.00
	Hopkins Eatery	Operating Supplies: Lunch	12/8/2023	\$ 169.57
	Hopkins Eatery	Operating Supplies: Lunch	1/19/2024	\$ 167.18