

**Housing Finance Authority of Leon County  
September 20, 2024  
Board Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chair  
Ms. Gail Milon, Vice-Chair  
Mr. Steven Lohbeck  
Dr. Jeffrey Sharkey

**ADMINISTRATOR:** Mr. Mark Hendrickson

**HFA LEGAL COUNSEL:** Jason Breth

**HFA BOND COUNSEL:** None

**COUNTY STAFF:** Jelani Marks

**GUESTS PRESENT:** None

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**Call to Order by Chairman Rogers**

Chairman Rogers called the meeting to order at 12:05 P.M, in workshop mode. The Board discussed the potential for the HFA doing a bond financing in Gadsden County until a quorum was present. The regular meeting was called to order at 12:15 P.M.

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**Agenda Item #10B Potential for Financing in Gadsden County**

The Board continued to discuss a potential financing in Gadsden County.

**Action Taken #10B** The Board directed Mr. Hendrickson to gather information on the project and the developer so that they could discuss the item with County Commissioners and directed Mr. Hendrickson to discuss 2025 allocation with the Escambia County HFA.

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

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

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**Agenda Item #2: June 14, 2024, Agenda**

**Action Taken: #2** Chair Rogers called for a motion for approval of the September 20, 2024, Meeting Agenda. Ms. Milon motioned to approve, and it was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

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**Agenda Item #3: Approval of the June 14, 2024, Minutes**

**Action Taken: #3** Chair Rogers called for a motion for approval of June 14, 2024, Minutes. Dr. Sharkey 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-5D Financial Reports, Expenditure Approvals & Expenditure Policy**

Mr. Hendrickson presented the Financial Reports, including the August 31, 2024, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals. He also stated that The Nichols Group would begin the FY 23-24 audit soon.

**Action Taken: #5A-5C** Dr. Sharkey motioned to accept the August 31, 2024, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

Mr. Hendrickson presented a proposed new Expenditure Policy, noting that it had been approved by Treasurer Gay and the HFA's Auditors.

**Action Taken: #5D** Mr. Lohbeck motioned to approve the new Expenditure Policy and it was 2<sup>nd</sup> by Dr. Sharkey. During the discussion, a limit on any single expenditure over \$10,000, other than the Emergency Repair Program was discussed. Mr. Lohbeck amended his motion, and the amended motion was 2<sup>nd</sup> by Dr. Sharkey:

- All expenditures approved in writing by Treasurer and one other Board member
- Approvals to be uploaded to QuickBooks Online system to be available for audit
- Treasurer or Administrator authorized to make payments after approvals
- Any expenditure outside of the budget or above budgeted amount must be brought to the full Board for approval
- And expenditures above \$10,000 other than the Emergency Repair Program must be brought to the full Board for approval
- Monthly report of all expenditures to full Board

Motion passed unanimously.

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**Agenda Item #6: FY 24-25 HFA Budget**

Mr. Hendrickson presented the proposed FY 24-25 HFA Budget. A discussion on the budget followed with the Board deciding to increase the Florida ALHFA Conference Sponsorship level to Platinum

**Action Taken #6:** Ms. Milon motioned to approve the proposed FY 24-25 HFA Budget as presented, with an amendment to increase the Florida ALHFA Conference Sponsorship level to \$5,000, and it was 2<sup>nd</sup> by Dr. Sharkey. Motion passed unanimously.

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**Agenda Item #7: Administrator/Financial Advisor Contract**

Mr. Hendrickson and Mr. Breth presented a one-year extension to the HFA’s contract with The Hendrickson Company, as Administrator and Financial Advisor.

**Action Taken #7:** Dr. Sharkey motioned to approve the one-year extension, and it was 2<sup>nd</sup> by Ms. Milon. The motion passed unanimously.

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**Agenda Item #8: County Report**

Mr. Marks presented updates on County activities, including the TEFRA hearing for Lake Bradford scheduled for October 8, a Small Cities CDBG application, SHIP disaster funding the 9/11 Day of Service, an award received from the Florida Housing Coalition, and the Emergency Repair Program..

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

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**Agenda Item #9A: Update on Bond Financings**

Mr. Hendrickson updated the Board on the Lake Bradford financing, changes to the ownership structure of Lake Bradford (addition of Tallahassee Housing Authority) and Ridge Road, changes to the management company for the Tallahassee Affordable Housing Portfolio (TAHP), and a request for a waiver from TAHP. He also presented a new occupancy and construction status chart that will be updated quarterly.

**Actions Taken #9A:** Dr. Sharkey motioned that the request for a waiver from TAHP removing the requirement for double compartment sinks be approved, and it was 2<sup>nd</sup> by Mr. Lohbeck. Motion passed unanimously.

Dr. Sharkey motioned that the request to change management companies from TAHP be approved, and it was 2<sup>nd</sup> by Mr. Lohbeck. Motion passed unanimously.

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**Agenda Item #9B: Emergency Repair Program**

Report presented earlier by Mr. Marks.

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

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**Agenda Item #9C: Real Estate**

There was no report.

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

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**Agenda Item #9D: Legal Update**

There was no report.

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

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**Agenda Item #9E: To-Do List**

Mr. Hendrickson presented the list.

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

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**Agenda Item #9F: State Legislative Update**

Mr. Hendrickson reported on potential legislation that could impact FHFC>.

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

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**Agenda Item #10A: Other Business**

Mr. Hendrickson and Mr. Breth presented proposed Goal and Objectives for the HFA and explained the new statute that required measurable goals and objective to be adopted by October 1, 2024, and analyzed by December 1, 2025.

**Action Taken #10A:** Dr. Sharkey motioned to approve the proposed Goals and Objectives, and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

Mr. Hendrickson stated that the Secretary position was vacant due to Ms. Henry's resignation.

Dr. Sharkey motioned to elect Mr. Lohbeck as Board Secretary and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

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**Agenda Item #11: Adjournment**

Without objection, Chair Rogers adjourned the meeting at 1:19 PM.

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Mike Rogers, Chair

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Steven Lohbeck, Secretary

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Date:

**EXPENDITURE & DEBIT CARD APPROVALS: September 20, 2024**

| CHECK NUMBER | PAYMENT TO              | PAYMENT FOR                  | Dates     | AMOUNT      |
|--------------|-------------------------|------------------------------|-----------|-------------|
| EFT          | The Hendrickson Company | Administrator July 2024      | 7/6/2024  | \$ 4,500.00 |
| EFT          | The Hendrickson Company | Administrator August 2024    | 8/2/2024  | \$ 4,500.00 |
| EFT          | The Hendrickson Company | Administrator September 2024 | 9/20/2024 | \$ 4,500.00 |
| EFT          | Bryant Miller Olive     | Legal                        | 9/20/2024 | \$ 1,700.00 |
| EFT          | Bryant Miller Olive     | Legal                        | 8/2/2024  | \$ 9.12     |
| 1152         | Leon County             | 9-11 Day of Service          | 8/2/2024  | \$ 1,500.00 |
| EFT          | Gail Milon              | FLALHFA Conference Travel    | 7/15/2024 | \$ 1,419.27 |
| EFT          | Jeff Sharkey            | FLALHFA Conference Travel    | 7/15/2024 | \$ 1,380.43 |
| EFT          | Steven Lohbeck          | FLALHFA Conference Travel    | 7/15/2024 | \$ 1,463.03 |
| EFT          | Marnie George           | FLALHFA Conference Travel    | 7/15/2024 | \$ 1,463.03 |
| EFT          | Mike Rogers             | FLALHFA Conference Travel    | 7/15/2024 | \$ 1,047.96 |
|              |                         |                              |           |             |
| DEBIT CARD   | PAYMENT TO              | PAYMENT FOR                  | Dates     | AMOUNT      |
|              | Office Depot            | Copying                      | 9/16/2024 | \$ 52.62    |
|              | Hopkins Eatery          | Operating Supplies: Lunch    | 9/20/2024 | \$ 122.15   |
|              |                         |                              |           |             |