

**Housing Finance Authority of Leon County
November 10, 2016
Meeting Minutes**

MEMBERS PRESENT: Mr. Mike Rogers, Chairman
Mr. Andrew Gay
Ms. Marnie George
Ms. Gail Milon
Mr. Allen Stucks

MEMBERS ABSENT: Mr. Thomas Lewis
Dr. Jeffrey Sharkey

FINANCIAL ADVISOR: Mr. Mark Hendrickson
Ms. Susan Leigh

STAFF PRESENT: Mr. Lamarr Kemp, Director, Housing Services, HSCP
Ms. Felisa Barnes
Ms. Jennifer Sousa
Ms. Niya Timmons-Lewis
Mr. Dan Rigo, County Attorney's Office
Ms. Mitzi McGhin, Leon County Real Estate

GUESTS PRESENT: None

Call to Order by Chairman Rogers

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:06 P.M.

Agenda Item #1 **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Mr. Gay, Ms. George, and Mr. Stucks. Ms. Milon arrived after the Roll Call.

Agenda Item #2: **Approval of the November 10, 2016, Agenda**

Action Taken: Chairman Rogers called for a motion for approval of the October 13, 2016 Meeting Agenda. Mr. Stucks motioned to approve and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: **Approval of the October 13, 2016, Minutes**

Action Taken: Chairman Rogers called for a motion for approval of the September 8, 2016 Meeting Minutes. Mr. Stucks motioned to approve and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #4: Public Comment

Action Taken: No public comment.

Agenda Item #5A & 5B Financial Report

Mr. Gay and Mr. Hendrickson presented a report on HFA finances. A discussion followed. Chairman Rogers called for a motion to accept the revised September 30, 2016 Financial Statement and the October 31, 2016 Financial Statement.

Action Taken: Mr. Stucks motioned to accept the revised September 30 Financial Statement and the October 31, 2016 Financial Statement, and was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #5C: Presentation of Income & Expense through October 31, 2016

Mr. Gay and Mr. Hendrickson reported on Income and Expenses through October 31, 2016. A discussion followed.

Action Taken: No Action Required

Agenda Item #5D: HFA FY 2016-2017 Budget

Mr. Gay and Mr. Hendrickson presented the proposed HFA FY 2016-2017 budget. They explained that the Income section of the budget was based upon a “conservative best estimate” of actual income, and that all of the Expense line items were taken directly from the HFA’s budget as approved by the BOCC. Mr. Hendrickson stated that a line item for legal services would need to be added to the budget.

Action Taken: Mr. Stucks motioned to approve the proposed HFA FY 2016-2017 Budget, with a line item to be added for legal services, and was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #6A: Emergency Repair Program

Mr. Kemp reported the program had been reactivated and that all funds were committed. **The Board directed staff to place an item on the agenda for January to consider additional funding for the program. The Board also directed staff and Chairman Rogers to let the BOCC know about the HFA’s successful programs, including both the Emergency Repair Program and the Local Government Contribution that resulted in the Kenwood Place elderly development being constructed.**

Action Taken: No Action Required.

Agenda Item #6B: Legal Services Contract

Mr. Rigo presented the draft contract, and explained each section of the contract. During his presentation, Mr. Rigo noted that some technical changes would need to be added, but they would not change the substance of the contract. Mr. Rigo also noted that the legal name of the HFA is the “Housing Finance Authority of Leon County”, even though the name Leon County HFA had been in general use and was on many loan documents. **The Board directed staff to change the name of the HFA to the correct name on all documents going forward.** After discussion on the contract and the anticipated level of service and related cost, the Board took several actions:

Action Taken: The Board directed Mr. Rigo to add the Chair of the Finance Committee to the list of persons who could approve work by legal counsel.

Mr. Gay motioned that the HFA Budget be amended to include a line item of \$15,000 for legal services, and was 2nd by Mr. Stucks. Motion passed unanimously.

Mr. Stucks motioned that the Board approve the contract for legal services, with the technical changes suggested by Mr. Rigo and the addition of the Chair of the Finance Committee to the list of persons who could approve work by legal counsel, and was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #6C: Real Estate Activity

Ms. McGhin, Mr. Rigo, and Mr. Hendrickson updated the Board on the upcoming sales of the Frankie Lane Drive and Holton Street properties. They reported that the gross income from the two sales would be \$18,500.

Action Taken: No Action Required.

Agenda Item #6D: Future Role of the HFA

Mr. Kemp, Mr. Rigo, and Mr. Hendrickson reported on the status of the proposed changes to the HFA’s ordinance that would give the HFA greater autonomy. Mr. Kemp reported that an Agenda item would be on the BOCC’s December 13, 2016 meeting—requesting a public hearing for Ordinance Amendment at the BOCC’s January 24, 2017 meeting. A discussion followed concerning what would be presented to the BOCC in advance of the December 13 meeting, who would review the presentation, and the timing of that document. **The Board directed that the Board wanted the Ordinance Amendment to include ability for the HFA to adopt its own budget and to enter into contracts without additional approval required from the BOCC.** Mr. Rigo reported that he would draft the amendment to track Chapter 159, giving the HFA all of the powers that State law allowed. He also stated that the HFA needed to work with County administration on the issue of budget independence.

Action Taken: The Board directed Chairman Rogers to talk with Shington Lamy and County administration to clearly communicate what the HFA wishes to accomplish with the Ordinance Amendment.

The Board directed County staff to coordinate with the HFA and the Financial Advisors on any document to be presented to the BOCC on this topic, and because of agenda deadline issues, to have the initial document as concise as possible, with the more detailed document to be presented to the BOCC in January, after review and approval by the HFA.

Agenda Item #6E: Joint City-County Housing Workshop

Mr. Kemp presented a summary of the workshop. Mr. Hendrickson stated that an ongoing workgroup was created, and that the HFA needed to appoint a representative to the group.

Action Taken:

Mr. Stucks motioned that Chairman Rogers be appointed as the HFA's representative to the Tallahassee-Leon County Affordable Housing Workgroup, and was 2nd by Mr. Gay. Motion passed unanimously.

Mr. Stucks motioned that Ms. George be appointed as the HFA's alternate representative to the Tallahassee-Leon County Affordable Housing Workgroup, if Chairman Rogers was unable to attend, and was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #6F: "To-Do" List

Mr. Hendrickson presented the "to-do" list..

Action Taken:

No Action Required.

Agenda Item #8: New Business

Mr. Kemp presented a report on County staff activities related to the HFA.

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:23 P.M.

Mike Rogers, Chairman

Jeffrey Sharkey, Secretary Date: