

SAN ANTONIO HOUSING TRUST FOUNDATION  
**2018 BOARD OF DIRECTORS**  
**MINUTES**

**DATE:** Wednesday, February 13, 2019

**TIME AND PLACE:** 1:00 P.M.; 2515 Blanco Rd, San Antonio, TX 78212

**PRESENT:** Laura Martínez, Marco Flores, Celina Pena, John Whitsett, Paul Demanche

**STAFF MEMBERS:** John Kenny-Executive Director, Nicole Collazo- Executive Assistant,  
Maria Bradley-Administrative Assistant

**VISITORS:** Steve Poppoon-Attorney for Hogan Properties, Irma Iris Duran- Senior Housing Policy  
Coordinator, Mark Sanchez- Attorney at Wilson & Sanchez

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 1:03 P.M.
2. APPROVAL OF BOARD MEETING MINUTES FOR DECEMBER 12, 2018  
Director Paul DeManche motioned, and Director John Whitsett seconded to approve the meeting minutes as presented. Motion passed 5-0.
3. CITIZENS TO BE HEARD: Steve Poppoon is a housing consultant who has been in the tax credit program since 1986. Mr. Poppoon wanted to bring it to the board's attention on the qualifications/experiences needed of the new Executive Director. He emphasized that the candidate should have experience with tax credit program.
4. TREASURER'S REPORT-DECEMBER 2018- NICOLE COLLAZO  
DIRECTOR GABE LOPEZ IS NO LONGER ON THE BOARD.  
Nicole Collazo briefed on the operating budget for the month ending in January 31st. She stated that the treasurer's report is \$758.76 under budget and pointed out the most recent expenses. First expense was the website design in the amount of \$2,100. Other expenses include new checks, notary application for John Hernandez and last item under Entertainment/Food was \$543.73 which was for the Christmas party. She went over to the second page of the budget report for the Finance, PFC and General Operating budgets and noted they are all under budget and that most of the expenses get charged to COSA.

No action was taken.

5. DISCUSSION, CONSIDERATION, AND POSSIBLE AMENDMENT TO FY 2018-2019 SAHTF OPERATING BUDGET

Nicole Collazo spoke to the board about expenses that are expected to incur throughout the fiscal year that included the hiring of an agency firm for the Executive Director, hiring of the foundation company and the temp agency for the new receptionist position. The recommendation is to amend to increase the budget in all line items. The board does not feel it is necessary to amend the budget at this time and the board will address each item as it occurs.

No action was taken.

6. PRESENTATION OF THE SAHTF 2018 ANNUAL REPORT

Nicole mentioned the San Antonio Housing Trust Foundation serves as an escrow agent for 5 City of San Antonio Housing Programs. In 2018 an estimated \$639,000 was disbursed for 72 units for down payment assistance. In addition, the Housing Trust held a \$1 million-dollar funding round in FY 16-17 and funds were disbursed in FY 18 for a total amount \$930,000 awarded.

No action was taken.

7. DISCUSSION, CONSIDERATION OR POSSIBLE ACTION ON THE SAHT FUNDING ROUND

Nicole Collazo mentioned the Funding Round committee met the day before to discuss possible action of the FY 19 Funding Round. The recommendation was to update the RFA to include broader scope of housing projects to take into consideration the Mayor's Housing Task Force issues. Key points included was to increase City Investment in housing, Increase Affordable housing production, rehabilitation, and preservation, protect and promote neighborhoods and ensure accountability to the public.

No action was taken.

8. DISCUSSION, CONSIDERATION OR POSSIBLE ACTION ON SELECTION OF FIRM TO CONDUCT EXECUTIVE SEARCH FOR EXECUTIVE DIRECTOR

Nicole Collazo made the board aware she had received 3 proposals. Director John Whitsett mentioned he liked Deacon firm, they were very professional in past from his personal experience. Director Celina Pena volunteered to be on the personnel committee and help with the selection of the firms. The Board recommended to have a search firm selected by March 1<sup>st</sup> and have someone selected by May 1<sup>st</sup>.

No action was taken.

9. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate and litigation matters may be discussed)

Went into Executive Session at 2:08PM

Coming out of Executive Session at 2:46PM

- i. Personnel
- ii. Discussion regarding Executive Director and status of employment;
- iii. Discussion regarding Executive Director and process to select same

Director John Whitsett and Director Marco Flores seconded motion to approve the amendment to John Kenny contract as presented.

Chair Laura Martinez table the resolution and they will touch base with Nicole.

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION

Director John Whitsett motioned and Director Paul Demanche seconded to adjourn.

10. Adjournment -Without objection the chair adjourned the meeting at 2:48PM.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2019

Respectfully Submitted by:

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Secretary