

SAN ANTONIO HOUSING TRUST FOUNDATION
2018 BOARD OF DIRECTORS
MINUTES

DATE: Wednesday, June 12, 2019

TIME AND PLACE: 1:00 PM; 2515 Blanco Road, San Antonio, TX 78212

PRESENT: Laura Martínez, John Whitsett, Estrella Garcia-Diaz and Paul Demanche

STAFF MEMBERS: Nicole Collazo- Interim Executive Director, Maria Bradley-Administrative Assistant, Woody Wilson- Attorney

VISITORS: John Kenny- Former Executive Director, Jake White- NALCAB, Noel Poyo- NALCAB, Brucks Alden- G.L. Hunt, Steve Poppoon- HRES, Julie Poppoon- LPOL, Summer Greathouse- Bracewell, Jim Plummer- Bracewell and Ian Benavidez- Neighborhood Housing Services

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 1:06P.M.
2. APPROVAL OF BOARD MEETING MINUTES FOR MAY 29, 2019
Director Estrella Garcia-Diaz motioned, and Director Paul Demanche seconded to approve the minutes as presented.
Motion Carries 4-0
3. CITIZENS TO BE HEARD: NONE
4. TREASURER'S REPORT-MAY 2019

Director Estrella Garcia-Diaz explained a couple of the items under the Personnel Services which included auto expense, salaries, and retirement plan are under budget because Mr. Kenny had retired. She also brought up that the Fees to Professionals are over budget because of the deposit we had to pay the McIntyre group for the Executive Director search. Overall, she stated we are on track on what we have budgeted for the FY. Director Paul Demanche asked if the Foundation repair will come out of the maintenance and repairs. Nicole replied yes and that the CoSA budget will run out of funds, but the other budgets are under budget and will cover any remaining expenses throughout the year.

No Action was taken.

5. PRESENTATION OF SAN ANTONIO HOUSING TRUST COMMERCIAL REPORT

Nicole presented all the commercial loans that the Housing Trust manages. The report is as of May 31, 2019. John Hernandez mentioned that the Vera Cruz Redevelopment Partnership pays P&I at maturity date which is a 30-year term. Director Estrella Garcia-Diaz stated the project should not show past due on the report if its written in the note to pay at the end of the 30-year term. Director John Whitsett requested a list of rates and terms of each project or a monthly income that the PFC receives.

No Action was taken.

6. PRESENTATION OF SAN ANTONIO HOUSING TRUST RESIDENTIAL REPORT

Nicole Collazo pointed out the residential clients that are past due and which ones are on a payment plan. She mentioned we have 5 first liens and 9 second liens. The total balance of residential account loans is \$146,671.49. The board is considering options to possibly forgive all residential loans. Director John Whitsett stated to add this item to the next agenda for consideration and possible action.

No Action Taken.

7. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON SELECTION OF CONTRACTOR FOR FOUNDATION REPAIR

Brucks Alden from G.L Hunt Foundation Repair explained that the McIlvaine Farmhouse is made from wood beams and padded blocks underneath the structure, and it is out of level in many areas of the house. They will reshim any low parts and will drop any high areas down to level the house. The contractor will be using the wood and patent blocks that are currently underneath since there isn't any rotten wood. He mentioned it is a 2-day job and they will give us 3-year warranty. Brucks mentioned that if the drainage is kept up then it should last about 10-15 years.

Director John Whitsett motioned, and Director Estrella Garcia-Diaz seconded to give Nicole the authority to negotiate and execute the contract.

Motion Carries: 4-0.

8. PERSONNEL/ SEARCH COMMITTEE: UPDATE ON EXECUTIVE SEARCH FOR EXECUTIVE DIRECTOR

Nicole Collazo informed us that Cookie McIntyre called to notify her the contract had to be cancelled since the business was shutting down after thirty years. Chair Laura Martinez was confirming with Nicole if we had paid 2 payments totaling \$25,000 and the remaining balance, we owed was \$12,500. Nicole did confirm that was correct.

No Action was taken.

9. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE CONTRACT WITH MCINTYRE GLOBAL EXECUTIVE SEARCH AND ANY OTHER MATTER RELATED THERETO

Director Estrella Garcia-Diaz mentioned if we can have Ro complete the remaining of the work and factor in all the work, she had done with McIntyre Group already and see if we can pay her just the remaining of what we owed under the contract with McIntyre. Director Laura asked if we would have to do another RFP and add Ro Gantz into it. Attorney Woody answered he will investigate legal requirements and if need be, he will do another RFP to include her.

No Action taken.

10. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE SELECTION OF A FIRM TO PERFORM A SEARCH FOR AN EXECUTIVE DIRECTOR

Nicole mentioned that Ro Gantz would like to complete the search for a new Executive Director, but that Ro told her she could not be able to finish the search because she is on a non-compete clause with Cookie for at least one year. The board wants Nicole to talk to Ro to see if she can finish up the search for the remaining of the amount due.

Director John Whitsett motioned, and Director Paul DeManche seconded to give Nicole the authority to negotiate with Ro per Woody's council and to recreate an RFP for a new search firm for a CEO.

Motion carries: 4-0.

11. PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE ASSESSMENT OF SAN ANTONIO HOUSING TRUST -COSA NHSD OR NALCAB

Noel Poyo Executive Director of NALCAB gave his presentation over the recommendation of the assessment. He focused on the 2 biggest recommendations first. Noel recommends the Trust Foundation board be the intended nerve center of the 4 legal entities. The structural change they are suggesting is to have the 5 City Council members that currently sit on the Public Facility Corporation and the Finance Corporation Board also be a part of the Board. As a suggestion 4 other members, be appointed to the Board, 2 with real estate and development background and 2 community representatives and 1 non-voting which would be a delegate of the City Manager. He also stated that it should be all districts not just limited to districts 1-5. In total the Board would have 10 members total and only 9 members voting and one as a non-voter. Regarding the search for a new Executive Director the recommendation would be to hire a Chief Executive Officer (CEO) who has experience with tax credits and housing development and finance. Then the CEO can make any changes to staff to meet the needs of the organization.

Another recommendation Noel mentioned is that the SAHTF should establish written financial and policy underwriting criteria for all the Housing Trust entities so that developer partners understand in advance the terms. There seems to be a lack of communication and people don't know what the SAHT does at this organization. There is also a written policy and procedures that was adopted back in 2004 that needs to be updated. Noel mentioned that it is not uncommon for an organization this size, but it would be best to update procurement policy.

No Action Taken.

12. EXECUTIVE SESSION PURSUANT TO 551.071, 551.072, 551.074 OF THE TEXAS GOVERNMENT CODE (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)

Into Executive Session at 2:33PM
Out of Executive Session at 2:44PM

13. Adjournment -Without objection the chair adjourned the meeting at 2:50PM.

Director John Whitsett motioned, and Director Estrella Garcia seconded to adjourn.

Signed this _____ of _____, 2019

Respectfully Submitted by:

Secretary