

**SAN ANTONIO HOUSING TRUST FOUNDATION**  
**2019 BOARD OF DIRECTORS**  
**MINUTES**

**DATE:** Wednesday, August 14, 2019

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

**PRESENT:** Laura Martínez, Randy Rice, John Whitsett, Estrella Garcia-Diaz, Paul DeManche, John Harris II, Celina Peña (arrived at 1:08PM)

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

**VISITORS:** Jameene Williams- Assistant City Attorney, Irma Duran- Neighborhood and Housing Services Department, Allison Shea- Senior Management Analyst COSA and Sara Wamsley- Housing Policy Manager COSA

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:04PM
2. **APPROVAL OF BOARD MEETING MINUTES FOR JULY 10, 2019**  
Director John Whitsett motioned, and Director Estrella Garcia-Diaz seconded to approve the meeting minutes as presented.  
Motion Approved 6-0.
3. **CITIZENS TO BE HEARD- INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**

NONE.

4. **TREASURER'S REPORT- JULY 2019**  
Director Estrella Garcia-Diaz made the Board aware that SAHT is Forty-Four Thousand Dollars under budget. The fees to professionals' portion are a bit higher because of the retainment of the search firm company for the new CEO/Executive Director, the addition to the temporary Administrative Assistant and the payment that was made for the new website. She also brought up that the Foundation repairs were split between both Public Facility Corporation/Finance Corporation and General Operating budget.

No Action Taken.

5. **EXECUTIVE DIRECTOR'S REPORT**  
Nicole Collazo spoke about 2 financial closings that happened in July. Alsbury Park closed on July 29, 2019 and the PFC earned \$219,900 for developer fees at closing and the total administrative fees were \$104,975 to the SAHT Foundation. The Culebra Creek also closed on July 25, 2019 and the PFC earned \$640,000 for developer fees at closing and a total of \$246,250 of administrative fees to the SAHT Foundation. Nicole Collazo also briefed about the City of San Antonio Programs and mentioned that the termination of the ReNewSA program was executed on July 30<sup>th</sup> and funds were transferred to COSA in the amount of \$639,149. The down

payment assistant program had advanced funds for 8 first-time homebuyers and totaled \$82,147. Nicole did mention that when she spoke to Veronica Soto, she did confirm that the San Antonio Housing Trust will still manage the down payment assistant program and will not be phasing out. She also informed the Board Members that all 16 commercial loans are current with an outstanding balance of \$2,716,732. Out of the 14 residential loans only 20% of them are 1-3 months past due. Director Celina Peña asked for a list done quarterly of all residential loans that are outstanding to include the amounts and any modifications done. She also asked for a write-up policy to be in place by September or October.

No Action Taken.

6. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING MAINTENANCE REPAIRS

Chair Laura Martinez briefly explained to the Board that our fence was slit by one of the neighbors from the back of the neighborhood. She mentioned that SAHT got it repaired and the following day the neighbor came back prepared and slit the fence again, but the Electric School next door caught him on camera. The Board will not press charges. Chair Laura Martinez proposed having an iron gate with security installed for the security of the SAHT Employees. She asked Nicole to get bids and all proposals can be reviewed at the next Board Meeting. Director John Whitsett asked to get the easement access prior to getting the iron gate since the driveway is shared with the Family Dollar.

No Action Taken.

7. PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE ASSESSMENT OF SAN ANTONIO HOUSING TRUST

Chair Laura Martinez stated that the board held a special meeting the prior week to go over in detail with Noel Poyo about the assessment. Mainly that SAHT needs to be more transparent on the website and communicating out to the public needs to be better. Currently, the assessment is in the feedback process. Director Celina Peña recommendation is to write a formal statement about any concerns that can be presented to Lori Houston, Veronica Soto and PFC/ FC Council Members. Chair Laura asked Celina Peña to draft the memo and then go from there.

No Action Taken.

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

Nicole Collazo mentioned she has only received one proposal. Chair Laura Martinez asked if anyone had leads to send it over to Nicole. Ending date will be August 31<sup>st</sup>. Personnel Committee met on Tuesday with Lori Houston and discussed the possibility of a loaned Interim Executive Director for a short 3-6-months term. Director Paul DeManche briefed that City will pay his base salary and the San Antonio Housing Trust will be responsible to pay an additional 10% including auto allowance.

Recommendation out of Committee Motion to authorize the Personnel Committee to authorize to Nicole and the Chair to negotiate, finalize and execute the contract for a loan Executive Director.

Motion Carried 6-0.

9. DISCUSSION CONSIDERATION AND POSSIBLE ACTION REGARDING FY 2019-2020 ANNUAL OPERATING BUDGET

Nicole Collazo briefed on the Budget for the Fiscal Year 2019-2020 increasing the COSA budget for the new year to \$188,666. The increase included the search firm fees and for a new Asset Manager. Director John Whitsett asked if the new Executive Director salary was included in the budget and wanted to know the base salary for the new Executive Director. Nicole replied the base salary is estimated at \$175,000. Chair Laura Martinez asked if the 10% increase that SAHT is contracted to pay during the temporary position is included and Nicole had replied that it was not included in the budget details at this time. Director Paul DeManche asked if there was a way to increase the salary budget for the new Executive Director if need be. As a board they recommended to raise it to \$200K salary. Nicole took the feedback from the board regarding the FY 19-20 operating budget and will present a revised budget at next month's board meeting.

No Action Taken.

10. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING FY 2019-20120 ANNUAL OPERATING BUDGET

Nicole Collazo mentioned she met with Veronica Soto and the only changes that were made were under "Exhibit A". Director Paul DeManche asked about the HIP Program to why we need to set limits. Nicole replied that setting a limit on this program will help us not get to a high balance like it has been in the past. The HIP unreimbursed balance has reached a high balance of \$800,000 at one point. The funds for the HIP program are advanced from the general operating account. She proposed that there would be limits set in place for the next fiscal year. Director John Whitsett asked if there was an amount, she would like for the program to not exceed and she responded that it would be best to not exceed \$500,000 in total for both HIP programs.

Chair Laura Martinez wants attorney Woody Wilson to review the contract and discuss at the next Foundation Board meeting.

11. 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)

ANY ITEMS DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION.

None.

Director Randy Rice motioned, and Director Celina Peña seconded to adjourn.

12. ADJOURNMENT- Without objection the chair adjourned the meeting at 1:56PM

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

Respectfully Submitted by:

\_\_\_\_\_  
Secretary

