

**Effective March 16, 2020 Governor Gregg Abbott authorized the temporary suspension of some of the statutory provisions of the Texas Open Meetings Law This Meeting of the Board of Trustees of the San Antonio Housing Trust Foundation, Inc is being held pursuant to this authorization and will limit face-to-face meetings to slow the spread of the Corona Virus (COVID19). See attached Open Meeting Laws Subject to Temporary Suspension**

**AGENDA**

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**A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held on Tuesday, June 30, 2020 beginning at 2:00 p.m., via video and teleconference to consider the following matters:**

**NOTICE:** *This board meeting will be held via Zoom. Members of the public may access this meeting by the free of charge video conference link by logging into the Zoom website –*

<https://us02web.zoom.us/j/88464628804?pwd=c0hMQks2bFBsc3JjODRxNk5lRGNMUT09>

*Meeting ID: 884 6462 8804 or dial in number 1 346 248 7799 Password: 067725 no more than 15 minutes before the meeting. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.*

**NOTICE:** *This meeting of the Board of the San Antonio Housing Trust Foundation, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071 - 551.084. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for May 13, 2020
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
4. Treasurer’s Report – May 2020
5. Executive Director’s Report
6. Briefing on the City of San Antonio Strategic Housing Implementation Plan by NHSD.
7. Personnel Committee: Discussion, consideration, and possible action regarding the Executive Director position.
8. 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)
9. Consultation with attorney and Personnel: Discussion regarding selection of the Executive Director, including but not limited to terms of a contract and negotiation of same.. 551.071 and 551.074

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

10. Adjournment

**SAN ANTONIO HOUSING TRUST FOUNDATION**  
**2020 BOARD OF DIRECTORS**  
**MINUTES**

**DATE:** Wednesday, May 13, 2020

**TIME AND PLACE:** 1:00 p.m.; Zoom meeting

**PRESENT:** Celina Peña, Paul DeManche, Erica Martinez, Hilliard Galloway and John Whitsett

**ABSENT:** Frankie Gonzales-Wolfe, John Harris II and Estrella Garcia

**STAFF MEMBERS:** Pedro Alanis- Interim Executive Director Nicole Collazo-Assistant Director, Maria Bradley- Senior Administrative Assistant and Mark Sanchez, Attorney

**VISITORS:** Allison Shea- NHSD; Ian Benavidez-NHSD; Irma Duran-NHSD; Iris Dimmick-Rivard Report

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:16pm
2. **APPROVAL OF BOARD MEETING MINUTES FOR APRIL 6, 2020 AND APRIL 28, 2020**

Director John Whitsett motioned, and Director Drew Galloway seconded to approve the minutes for April 6, 2020 as presented.

**MOTION CARRIED 5-0**

Director Celina Peña motioned, and Director Paul DeManche seconded to approve the minutes for April 28,2020 as presented, with Director John Whitsett abstaining.

**MOTION CARRIED 4-0.**

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.**

**NO CITIZENS TO BE HEARD.**

4. **TREASURER'S REPORT- APRIL 2020**

Interim Executive Director Pete Alanis mentioned that the budget is going well. All accounts look steady. The Foundation account has an available balance of \$1.37 Million. Up to date the accounts have expended approximately 28% through April in the Operation budget. It was expected to be at around 58% at this point. Pete mentioned that the accounts was well ahead where we needed to be, so it was great from a spending standpoint. The Public Facility Corporation has a cash balance of \$384,872. Pete sated that we would receive around \$466,052 of reimbursements from the Red Berry account.

President Celina Peña asked if there was an allocation for the Under 1 Roof program. Pete said it was noted under the Trust Disbursement account and it is not shown in the snapshot.

**NO ACTION WAS TAKEN.**

5. BRIEFING, CONSIDERATION AND POSSIBLE ACTION REGARDING A BUDGET ADJUSTMENT TO THE FY 2020 ANNUAL FOUNDATION OPERATING BUDGET

Pete Alanis briefed on the mid-year budget report. Currently revenues are on at good standpoint. The Trust was expected to receive \$926,718 in revenues and adopted operational budget that included \$716,433 through the year. Looking at the revenues on what is expected to look like at the end of the fiscal year, we anticipate the revenues will go up to \$1.5 Million which is a 66% increase from what the future forecast was going to be. The Public Facility Corporation's attributes to that with their 25% Administrative fees.

Pete reiterated that overall, everything looks good and in 6 months the revenues exceeded what the projected FY 2020 proposed budget on expenses were.

Pete mentioned that Director Estrella Garcia-Diaz recommended to approve the amendment of the FY 2020 budget.

Director Celina Peña motioned, and Director John Whitsett seconded to approve the mid-year budget adjustment for FY 2020.

**MOTION CARRIED 5-0.**

6. EXECUTIVE DIRECTORS REPORT

Interim Executive Director Pete Alanis gave the Board an update regarding staff no longer working from home effective May 4,2020. Under certain circumstances there are accommodations made and can work from home if need be.

Pete Alanis went over updates from the COVID-19 and mentioned that the San Antonio Housing Trust approved \$5 million in support of the City's \$25 million Covid-19 Emergency Housing Response effort. Bexar County Housing Authority has provided \$4 million for a Temporary Rental Assistance for rental assistance for County residents who were impacted by the pandemic.

The Foundation also received \$104,610 in additional donations from United Way of San Antonio and the San Antonio Area Foundation.

**NO ACTION WAS TAKEN.**

7. PERSONNEL COMMITTEE: UPDATE REGARDING THE EXECUTIVE DIRECTOR POSITION

Director Paul DeManche gave a brief update on the Executive Director position process. On January 21, 2020, the job opening for the Executive Director position was posted. The job posting closed on March 9,2020. Then on March 16,2020 the Foundation Search Panel met with 7 candidates to have phone interviews. Out of those 7 candidates the Search Panel chose 4 to move forward to the second round of interview process.

8. 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)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

9. ADJOURNMENT- Without objection the chair adjourned the meeting at 2:05p.m.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2020

Respectfully Submitted by:

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Secretary

**San Antonio Housing Trust Foundation, Inc.**

**Agenda Item 3**

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**Agenda Date:** 06-30-2020

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**DEPARTMENT:** San Antonio Housing Trust Foundation, Inc.

**SUBJECT:**

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]

Instructions to sign up for Citizens to be heard via Zoom video conference.

- To sign up for Citizens to be heard in a Zoom meeting, please send name and organization to chat box.
- You can also call 210-735-2772 to place your name on the list

**SUMMARY:**

This item will allow 3 minutes each for interested speakers to address the Board

**San Antonio Housing Trust Foundation, Inc.**

**Agenda Item 4**

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**Agenda Date:** 06-30-2020

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**DEPARTMENT:** San Antonio Housing Trust Foundation, Inc.

**SUBJECT:**

Treasurer's Report for May 2020

**ATTACHMENTS:**

\*Budget Report May 2020

**SAN ANTONIO HOUSING TRUST FOUNDATION**  
**OPERATING EXPENSE AMENDED BUDGET**  
**FY 2020**

	<i>Amended FY 2020 Budget</i>	<i>FY 2020 Actuals Thru End of May</i>	<i>FY 2020 Remaining Budget</i>	<i>% Expended</i>
<b>USES</b>				
<b>Personnel Services</b>				
Salaries	\$ 260,000	\$ (106,706.75)	\$ 153,293	
Auto Allowance	\$ 2,500	\$ (55.12)	\$ 2,445	
Telephone Allowance	\$ 250	\$ -	\$ -	
Taxes-Payroll	\$ 20,000	\$ (9,082.78)	\$ 10,917	
Taxes-Unemployment	\$ 2,000	\$ -	\$ 2,000	
Insurance - Workmen's Comp	\$ 1,100	\$ (596.10)	\$ 504	
Insurance - Life	\$ 2,600	\$ (149.76)	\$ 2,450	
Insurance - Health	\$ 40,000	\$ (10,800.00)	\$ 29,200	
Leave Buyback	\$ 6,000	\$ -	\$ -	
Retirement Plan Exp.	\$ 25,000	\$ (7,883.27)	\$ 17,117	
Travel & Training	\$ 8,000	\$ (4,169.96)	\$ 3,830	
<i>Subtotal Personnel Services</i>	<b>\$ 367,450</b>	<b>\$ (139,443.74)</b>	<b>\$ 221,756</b>	<b>40%</b>
<b>Contractual Services</b>				
Audit	\$ 7,000	\$ (7,290.00)	\$ (290)	
Contract-Bookkeeping	\$ 9,300	\$ (6,150.00)	\$ 3,150	
Legal Fees	\$ 20,000	\$ (2,695.00)	\$ 17,305	
Fees to Professional	\$ 55,000	\$ (29,520.46)	\$ 25,480	
Maint. & Repairs	\$ 50,000	\$ (10,683.54)	\$ 39,316	
Rental of Equipment	\$ 1,000	\$ (1,608.54)	\$ (609)	
Telephone and Internet	\$ 3,000	\$ (1,885.80)	\$ 1,114	
<i>Subtotal Contractual Services</i>	<b>\$ 145,300</b>	<b>\$ (59,833.34)</b>	<b>\$ 85,467</b>	<b>41%</b>
<b>Commodities</b>				
Bind, print & reproducton	\$ 150	\$ -	\$ 150	
Mail & parcel post	\$ 350	\$ (195.80)	\$ 154	
Office Supplies	\$ 8,000	\$ (5,748.62)	\$ 2,251	
Utilites	\$ 7,500	\$ (4,351.39)	\$ 3,149	
<i>Subtotal Commodities</i>	<b>\$ 16,000</b>	<b>\$ (10,295.81)</b>	<b>\$ 5,704</b>	<b>64%</b>
<b>Insurance/Other Expenditures</b>				
Insurance - Business package	\$ 11,047	\$ (12,216.40)	\$ (1,169)	
Advertising	\$ 1,800	\$ (1,300.32)	\$ 500	
Membership, Fees & Licenses	\$ 800	\$ (1,170.00)	\$ (370)	
Subscriptions & Dues	\$ 800	\$ (838.44)	\$ (38)	
Entertainment & food	\$ 1,653	\$ (1,604.71)	\$ 48	
<i>Subtotal Insurance/Other Expenditures</i>	<b>\$ 16,100</b>	<b>\$ (17,129.87)</b>	<b>\$ (1,030)</b>	<b>106%</b>
<b>Capital Outlay</b>				
Equipment purchases	\$ 3,500	\$ (1,388.72)	\$ 2,111	
Furniture purchases	\$ 500	\$ (379.92)	\$ 120	
<i>Subtotal Capital Outlay</i>	<b>\$ 4,000</b>	<b>\$ (1,768.64)</b>	<b>\$ 2,231</b>	<b>44%</b>
<b>Total General Operating Budget</b>	<b>\$ 548,850</b>	<b>\$ (228,471.40)</b>	<b>\$ 314,129</b>	<b>43%</b>

## Executive Director's Report

### Operations

As of Thursday, June 18, 2020, staff will return to remote work full time at least through Independence Day. I will continue to be in the office daily and staff will rotate in to address required in-office work. The office will remain closed to visitors except for deliveries and vendor related work. All board and committee meetings will continue to be via teleconference or video conference.

### Trust Risk Mitigation Fund

The SA Housing Trust approved \$5 million in support of the City's \$25 million *COVID-19 Emergency Housing Response* effort. This rental/mortgage relief program is considered to be the largest of its kind by a municipal entity nationwide.

The Trust contributed \$4,853,304.33 to the City. The Trust retained \$146,695.67, at the City's request to assist certain cases requiring an expedited payout. Through June 19th, the Foundation received \$135,825.00 in additional donations from the United Way of San Antonio, San Antonio Area Foundation, Wells Fargo Community Giving, and private donations. The balance of which will continue to be kept in the Trust's Risk Mitigation Fund to issue direct payments, as requested by the City.

As of June 18<sup>th</sup>, approximately \$1,947,670 in Trust related funds and donations have spent to assist 733 families.

### PFC/FC Updates:

The following projects have completed construction and are currently leasing:

- Salado at Red Berry Apartments
- The Stella Apartments
- St. John's Seminary Apartments
- Brookwood Sr. Apartments (*completing in July*)

Trust closed financing on the following projects which brings our total active developments to 28:

- Pan American Apartments (100 Units)
- Park at 38Thirty Apartments (196 Units)
- Luna Lofts aka "The Markson" (69 Units) – *anticipated 6-29-20 closure*

Trust anticipates closing on the following eight (8) projects by the following timeframes:

- West End Lofts July 15th
- Friedrich Land Closing July 31th
- S. Flores Lofts August 30th
- Greenline August 30th
- Preserve at Billy Mitchell August 30th
- Canyon Pass September 30th
- Echo East October 15th
- Northview October 30th



## **Request for Qualifications**

The Foundation and PFC Board members will participate in a joint ad hoc committee to consider the selection of two RFQ's being issued starting on July 8<sup>th</sup>. An *Ad Hoc Evaluation Committee* consisting of members from the Foundation and Corporation Board shall provide a recommendation to the Foundation and PFC/FC Board.

### ***Asset Management and Underwriting Consultation – Wednesday, July 8<sup>th</sup>***

The SA Housing Trust will seek to supplement existing staff by expanding our expertise capacity by issuing an RFQ for Asset Management and Underwriting services. This will aid our expanding need in the areas of project review, due diligence reviews, financial underwriting, closing support, reviewing existing operations, reviewing annual financials, and regulatory compliance support.

### ***Legal Services – Wednesday July 15<sup>th</sup>***

The SA Housing Trust will seek qualified legal firms to provide General Counsel and Bond Counsel on an array of various legal matters pertaining to the business of the four Trust entities.

## **Governance Structure Update**

City of San Antonio has completed gathering initial feedback from the proposed governing structure from our Public Facility Corporation members and City's legal team. City staff would like to circle back in July to present a Foundation Committee a proposed governing structure based on the information gathered from Foundation, PFC Board, and City legal team. After Foundation Committee feedback, I recommend we bring the full Foundation Board.

## **Housing Commission**

The City of San Antonio Housing Commission is requesting an update on the Housing Trust's progress based on recommendations outlined in the NALCAB Assessment. The next Housing Commission meeting is scheduled for July 22<sup>nd</sup>.

## **FY 2021 Operating Budget Process**

During the month of July, the Executive Director shall commence the FY 2021 Operating Budget Review Process. This will include a forecast of revenue, review of staffing and operational needs, revenue sharing policies between trust entities, and fee structures. An initial recommendation will be provided to the Finance Committee prior to presenting the preliminary budget at the August Foundation meeting. Then seek adoption at the September Board meeting. The Fiscal Year will commence on October 1, 2020.

## **FY 2020 Audit Process**

On September 10, 2019 staff initiated an RFQ for audit/tax preparation services for FY 2019 and FY 2020. On October 9, 2019, the Foundation Board selected Gregory & Crutchfield, LLC. The audit commenced October 15<sup>th</sup> and completed in February 2020. Staff will seek to begin the FY 2020 audit by August 15, 2020 in order to ensure we have a completed audit by December 2020.

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 6**

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**Agenda Date:** 06/25/2020

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**SUBJECT:**

Briefing on the City of San Antonio Strategic Housing Implementation Plan

**BRIEFING:**

San Antonio's Housing Policy Framework is the city's affordable housing policy document accepted by City Council in 2018. The Framework was intended to be reviewed and refined continuously to ensure that the City's housing stakeholders are responding to the needs of the community strategically and collaboratively; thus, ensuring the most efficient provision of housing development and related services.

The natural next step of implementing the framework plan is the development of a Strategic Housing Implementation Plan (SHIP). The foundation for SHIP is the Housing Policy Framework which serves to guide any future framework plan refinements.

The SHIP will be completed in two Phases, 1) Synthesis and Strategy and; 2) Management and Operations. This is anticipated to be presented to City Council in FY 2021. Phase 1 was started in October and included the recalibration of the production goals included in the Framework Plan. Economic and Planning Systems, the consulting firm that assisted in the creation of the Framework Report, is overseeing the recalibration. This recalibration recognizes and considers cost burdened households, supply and demand imbalances, location of where the needs are, and types of housing needed. The essence of the goals focuses on a disparity in our community with respect to educational attainment, persons with disabilities, income, unemployment, cost burden households, military populations, overcrowding, senior populations, and race/ethnicity.

The re-collaboration process has been initiated with input through a series of facilitated work sessions by stakeholders, including an array of community housing stakeholders, such as Housing Commission members, the San Antonio Housing Trust (SAHT) Interim Executive Director, San Antonio Housing Authority (SAHA) leadership, South Alamo Regional Alliance for the Homeless (SARAH), Local Initiatives Support Corporation (LISC), VIA, Bexar County, and applicable COSA departments. The SHIP process will continue with outreach and input by the community and stakeholders as the process moves along.

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 7**

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**AGENDA DATE:** 06/25/2020

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**SUBJECT:**

Personnel Committee: Update regarding the Executive Director recruitment.

**SUMMARY:**

On Tuesday, January 21, 2020 the job opening for the Executive Director position was posted. The job posting officially closed on March 9, 2020. Staff received an overwhelming number of applications. Over 160 applications. Initial vetting based on minimum requirements of the job description was done by Nicole Collazo, Assistant Director. The applicants that met the minimum requirements were sent to the Search Panel for review.

The Foundation Search Panel met on March 16, 2020 to rank the considered applicants. The Panel selected 7 candidates to move forward to next round of phone interviews. The Foundation Search Panel members began phone interviews the week of March 23, 2020. Of the 7 candidates interviewed, the Foundation Search Panel selected 4 to move forward to the second round of interviews.

The Foundation and Public Facility Corporation Search Panel met on Monday, April 13, 2020 to discuss the process of the Executive Director recruitment and to discuss the four final candidates for the position. Interviews via Zoom began the week of April 20, 2020 through April 27, 2020.

On Tuesday, May 5, 2020 the Search Panel met to discuss and consider the final candidates for the Executive Director position. The Committee came out of closed session and motioned to proceed as directed in closed session.

As part of the next stage of the recruitment process for the Housing Trust Foundation executive director, reference and background checks are being conducted and representatives from the Housing Commission, LISC San Antonio, and NALCAB will meet with the final candidates and provide their feedback to the PFC/Foundation interview panel.

The Foundation and Public Facility Corporation Search Panel met on June 19, 2020 to debrief with the groups that interviewed the final candidates and discuss final recommendation for the Executive Director position.

**RECOMMENDATION OUT OF COMMITTEE:**

The Personnel Committee met on Wednesday June 24, 2020 to discuss and consider the final candidates for the Executive Director position. Recommendation out of committee to authorize Board President to hire and enter into negotiates with the proposed candidate.

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 8**

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**AGENDA DATE:** 06/25/2020

**SUBJECT:**

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)

**San Antonio Housing Trust Foundation, Inc.**

**Agenda Item 9**

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**AGENDA DATE:** 06/25/2020

**SUBJECT:**

Consultation with attorney and Personnel: Discussion regarding selection of the Executive Director, including but not limited to terms of a contract and negotiation of same. 551.071 and 551.074