

**SAN ANTONIO HOUSING TRUST FOUNDATION**  
**2021 BOARD OF DIRECTORS**  
**MINUTES**

**DATE:** September 23, 2021

**TIME AND PLACE:** 12:30 p.m.; Board Room; Zoom meeting

**PRESENT:** Celina Peña, Paul DeManche, John Whitsett, Estrella Garcia-Diaz, John Harris, and Drew Galloway

**ABSENT:** Erica Martinez

**STAFF MEMBERS:** Pedro Alanis- Executive Director; Nicole Collazo- Assistant Director; Maria Bradley- Senior Administrative Assistant; Robert Wilson- Attorney; Mark Anthony Sanchez, Sr.- Attorney; Sonia Montero Poyo- Poyo Consulting/ Mission Matters Group

**VISITORS:**

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 12:31 p.m.
2. APPROVAL OF BOARD MEETING MINUTES FOR AUGUST 20, 2021.  
Director John Harris motioned, and Director Estrella Garcia-Diaz seconded to approve meeting minutes as presented.

**MOTION CARRIED 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.

No action was taken.

4. BRIEFING, DISCUSSION, AND POSSIBLE ACTION REGARDING FINANCE COMMITTEE RECOMMENDATION OF THE FY 2022 SAHT OPERATING BUDGET.  
Pete briefed to the board about the 4 entities budget sources and their proposed budgets for the fiscal year 2021- 2022. The San Antonio Housing Trust over all four entities will have a \$28.34 million proposed budget. The Trust Reserve Funds, over time, will give the Trust by the end of FY 2022 \$645,975 in available cash, bringing the sub-total to \$10.6 million. The Foundation will continue to have a budget of \$1 million for total operations costs, \$519,371 for Operating Reserve, \$239,371 in loans due to the Trust, and \$2 million in available cash by the end of FY 2022, bringing the sub-total to \$3.8 million.

The PFC will have 25% contribution of revenues that are going to be owed to the Foundation. The PFC will also continue contributing to Asset Monitoring at \$249,798 and Compliance Monitoring at \$150,000. Funds due to the City's Affordable Housing Fund will be set at \$714,762 and by the end of FY 2022, there will be \$9.2 million in available, bringing the sub-total to \$12.5 million. The Finance Corporation will also have 25% contribution of revenues that are going into Foundation, along with \$8,000 going into Asset Monitoring, and \$5,000 in Compliance Audits. By the end of FY 2022, the FC will have \$1.2 million in available cash bringing the sub-total to \$1.3 million.

The FY 2022 Foundation Budget's sub-total of \$3.8 million, is a 25% increase compared to FY 2021's Adopted Budget Policy. These funds will be used to fill 2 additional positions, Finance Director and Community Development Coordinator, provide funds for new 5-year strategic planning consultant, and a 2% COLA increase provided for staff. The Forecast for FY 2022 PFC and Finance Corp to Foundation is as follows: The PFC is expected to earn \$8.74 million, resulting in \$2.8 million for Foundation, and the

FC is expected to earn \$121,000, resulting in \$30.3 thousand for Foundation. Pete recommended to the committee to accept the Final Operating Budget Proposal for FY 2022.

Director Celina Peña motioned, and Director John Harris seconded to approve of the Finance Committee's Recommendation of the FY 2022 SAHT Operating Budget.

**MOTION CARRIED 6-0**

5. BRIEFING, DISCUSSION, AND POSSIBLE ACTION REGARDING THE ANNUAL CITY OF SAN ANTONIO PROFESSIONAL SERVICES AGREEMENT.

Pete briefed to the board about the Foundation annual FY 2022 Professional Services contract with the City of San Antonio, to manage funds awarded by the Trust and serve as an escrow agent for the City's housing programs. The City of San Antonio is providing \$970,000 to support the Home Buyer's Programs; Trust staff will issue checks on their behalf. The Foundation will not be required to float the funds. Pete is recommending to the committee to accept the City of San Antonio's Professional Services Agreement Contract.

Director Celina Peña motioned and seconded by Director Estrella Garcia-Diaz to approve of the City of San Antonio's Professional Services Agreement Contract.

**MOTION CARRIED 6-0**

6. CEREMONIAL ITEM: The following items are for discussion and possible action:

Pete thanked the board for their contribution to the San Antonio Housing Trust and passed out the ceremonial items out to the committee.

No further action was taken.

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

7. ADJOURNMENT- Without objection the chair adjourned the meeting at 12:51 p.m.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2021

Respectfully Submitted by:

\_\_\_\_\_  
Secretary