

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

**DATE:** Wednesday January 9, 2019

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

**PRESENT:** Laura Martínez, Gabriel Lopez, Marco Flores, John Whitsett, Paul Demanche and Estrella Garcia-Diaz

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

**VISITORS:** Ian Benavidez- Housing Policy Manager

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:03 P.M.

Nicole informed the board that Director Katherine Shields has resigned.

2. **APPROVAL OF BOARD MEETING MINUTES FOR DECEMBER 12, 2018**  
Director Paul DeManche motioned, and Director Marco Flores seconded to approve the meeting minutes from December 12<sup>th</sup> as presented. Motion passed 5-0.
3. **CITIZENS TO BE HEARD: NONE.**
4. **TREASURER'S REPORT-DECEMBER 2018- MR. GABRIEL LOPEZ**

Director Gabriel Lopez mentioned he didn't see anything out of the ordinary for this month. Nicole had informed Director Lopez of the purchased of two new computers for total cost of \$639.98. Director Lopez commented that that was a really good prices for computers. No action was taken.

5. **PRESENTATION, DISCUSSION, CONSIDERATION OR POSSIBLE ACTION ON THE UNDER ONE ROOF PROGRAM REQUESTS**

Nicole reported back to the Board the response she received from the city from the request the Board had formally submitted last month. The City responded that it would be suitable if a board member acted as an individual and submitted an open request to the City's NHSD instead of the Foundation board submitting a request. Ian Benavidez explained that since the PFC is the corporation that administers the funds, the more appropriate way to get the requested information is to attend any of the PFC meetings as a citizen and submit an open request. Director Gabriel Lopez asked what the purpose for the request was. Director John Whitsett replied with he wanted to see changes that were made and to look at the cost to see if the city is in fact saving money on each roof. Both Directors agreed it was beneficial to see that information. Nicole is going to send a calendar invite to the board for the next PFC meeting scheduled for January 23, 2019.

No action was taken.

Director Estrella Garcia arrived the meeting at 1:13PM.

6. DISCUSSION, CONSIDERATION OR POSSIBLE ACTION ON SAN ANTONIO HOUSING TRUST FOUNDATION, INC. MAINTENANCE REPAIRS

Nicole brought this item to the board's attention to keep them informed of upcoming expenses. Nicole presented a list of repairs that need to be done. The SAHTF needs Foundation work, flooring, electrical work, and drywall repair. Director Gabriel Lopez said he would send Maria an email with some recommendations, and as of now the foundation is the biggest issue the board has to address. Nicole also mentioned SAHT has purchased a Loan Servicing software and we have contracted a website company to redesign our site online. The board agreed and advised staff to make the necessary repairs and updates as needed.

No action was taken.

7. DISCUSSION AND CONSIDERATION OF THE OPEN MEETING ACTS TRAINING

Chair Laura Martinez advised the board of the training that can be done online. Deadline would be by the end of February. She stated that this training would be very beneficial because it clarifies rules and procedures such as what makes a quorum. Chair Martinez instructed each board member to forward their certificate to Nicole. Chair Martinez and Director John Whitsett have already completed the training.

No action was taken.

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

Nicole stated at last month's meeting the foundation approved the Funding Round up to \$1 Million dollars. She reached out to Laura Salinas at the city and asked about city's funding round. Laura Salina's response was that the city typically starts around May-June, but it was delayed until August 2018 due to the Mayor's Housing Task Force. Director Gabriel Lopez mentioned criteria from last funding round focused on new projects/ renovations of multifamily. He wants to explore what other types of assistance the Trust can provide. He suggested an idea such as providing assistance to a local YMCA in the community needs an upgrade. Nicole replied about having a committee with 3-4 board members to reevaluate the criteria and bring it back to the board. Paul DeManche, Marco Flores, and Estrella Garcia volunteered to be on this committee. Nicole will coordinate with the board members who volunteered to schedule date to begin evaluations of application and criteria for Funding Round.

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)

The board went into executive session at 1:43PM

The board reconvened at 2:35PM

Director Gabriel Lopez motioned, and Director Paul DeManche seconded to proceed as directed in closed session as regards to personnel. Motion passed 6-0.

Director Gabriel Lopez motioned, and Director John Whitsett seconded to adjourn.

10. Adjournment -Without objection the chair adjourned the meeting at 2:36PM.

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

Respectfully Submitted by:

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Secretary