

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

**DATE:** Wednesday, March 20, 2019

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

**PRESENT:** Laura Martínez, Marco Flores, Celina Pena, John Whitsett, Paul Demanche, Estrella Garcia-Diaz

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

**VISITORS:** Irma Iris Duran- Senior Housing Policy Coordinator, Ian Benavidez-Housing Policy Manager, Jim Plummer- Attorney Public Facility Corporation and Finance Corporation.

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 1:09 P.M.
2. APPROVAL OF BOARD MEETING MINUTES FOR FEBRUARY 13, 2019  
Director Paul DeManche motioned, and Director Estella Garcia seconded to approve the meeting minutes as presented. Motion passed 5-0.
3. CITIZENS TO BE HEARD: NO CITIZENS TO BE HEARD
4. TREASURER'S REPORT-FEBRUARY 2019

Nicole Collazo discussed the City of San Antonio operating budget report. She pointed out 2 expenses that were out of the ordinary. First item is the final audit bill for \$5,000 and the equipment purchases for \$335.25 is the amortization of the loan servicing software. Current month for COSA is \$14,888.38 still \$6,242.24 under budget. She went over the Finance's budget expenses of the director and officer's policy for \$830.50 which the Public Facility Corporation and Finance Corporation share this cost since the policy is split between both of corporations. Overall for the year budget is under \$25,266.75.

5. DISCUSSION, CONSIDERATION OR POSSIBLE ACTION ON SELECTION OF CONTRACTOR FOR FOUNDATION REPAIR

Nicole Collazo went over the foundation quotes. Director Celina Pena asked if we needed concrete post or not since the Rhino Works quoted concrete posts and the GL Hunt did not quote that. Both quotes have the engineer report. Chair Laura Martinez tabled item to get more detailed information and get recommendation from staff.

6. Discussion consideration or possible action on request for SAHA A/C units  
Nicole Collazo informed the board the City of San Antonio Neighborhood Housing Services Department had submitted a request for a grant of \$200,000 for the installation of A/C units at 9 SAHA apartments. Nicole let Ian Benavidez brief about the issue. He stated that at their last comprehensive plan committee meeting State Representative Diego Bernal raised this issue to

San Antonio Housing Authority and the City of San Antonio. The City has secured a commitment from a private sector of \$300,000 to compliment the funds from the City of San Antonio which is \$900,000, however there is still a gap in fully funding the replacement of AC units. The City is requesting the San Antonio Housing Trust Foundation to consider using their round to fund \$200,000 for the installation of AC units.

The 1.5 million dollars would be used to purchase and install A/C units to approximately 2800 units that do not have air condition and that is supposed to be a standard feature that everyone should have. Director John Whitsett asked who a priority would be. Ian replied saying the elderly and disabled will be a priority before anyone else since summer is approaching.

Director Celina Pena and Director Paul DeManche seconded to motion the approval of the \$200,000 grant funding request for the AC unit installation at SAHA apartments.

7. Update on the SAHT Funding Round FY 2019

Nicole Collazo spoke about the request for funding announcement and the application for this round had been updated. At this time, these items are still being finalized, and Nicole will submit Memorandum Request to NHSD for the City Council meeting to be held on April 11, 2019.

No action was taken.

8. Discussion and possible action regarding the involvement of the Public Facility Corporation with the selection of the Executive Director

Nicole introduced Mr. Jim Plummer, attorney for the San Antonio Public Facility Corporation and Finance Corporation. Mr. Plummer informed the Foundation board members that the PFC board wants to have a voice in the next selection of the Executive Director. He mentioned if there was a selection committee they would like to participate on that selection, but not take part in the selection of the search firm since that was already started. Director Celina Pena mentioned she is all for them having a voice in the selection. Jim Plummer will report back to the PFC board members stating we took request and indicated we didn't know what the process was at this time and once we decide the process, we will get back to them.

No action was taken.

9. Discussion, consideration or possible action on selection of firm to conduct executive search for Executive Director position.

Director Paul DeManche went over key points of the McIntyre firm and MPG firm. There are 2 reasons why the committee liked McIntyre over the other firm. For one they had a deeper expertise in the non-profit field and has more search experience than the other firm. The MPG firm provides clients with a menu of options to which they can pick and choose from and then you pay that fee vs. the McIntyre group had a standard fee. Director Paul DeManche said the committee thought it would like a firm that would do everything within that fee. Also, he mentioned the proposal was 30% of the first-year base salary and bonus which would be around \$40,500 for the firm to pay out of pocket. Finally, he mentioned that the leads are local

and that was best for the board to be able to set up face to face interviews instead of flying someone out of state just for an interview.

Director Celina Pena motion out of committee to accept the recommendation to select the McIntyre group to perform the executive search for the new Executive Director. No seconded is needed.

10. 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)

Went into Executive Session at 1:24PM

Coming out of Executive Session at 1:39PM

- i. Personnel
- ii. Consultation with attorney: Discuss regarding Executive Director and/or Interim Director position and terms of employment

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

Director Paul DeManche and Director Marco Flores seconded to approve the contract for Nicole Collazo as presented.

Chair Laura Martinez motioned and Director John Whitsett seconded to adjourn.

11. Adjournment -Without objection the chair adjourned the meeting at 2:08PM.

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

Respectfully Submitted by:

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Secretary