

SAN ANTONIO HOUSING TRUST FOUNDATION
2019 BOARD OF DIRECTORS
MINUTES

DATE: Wednesday, November 13, 2019

TIME AND PLACE: 1:00 P.M.; Board Room

PRESENT: Randy Rice, Celina Peña, John Whitsett, Paul Demanche, John Harris II

ABSENT: Estrella Garcia-Diaz, Marco Flores and Laura Martinez

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

VISITORS: Allison Shea-NHSD, Councilman John Courage- District 9, Veronica Soto-NHSD, Jameene Williams- City Attorney's Office, Alejandro Tijerina-COSA

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 1:01 P.M.
2. APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 9, 2019.
Director John Whitsett motioned; Director Celina Peña seconded to approve October 9, 2019 meeting minutes.
MOTION CARRIES 5-0.
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- OCTOBER 2019
Pete Alanis gave the Treasurer's report in the absence of Director Estrella Garcia-Diaz. The Operating budget for FY 2020 has a total of \$716,433 and out of that \$36,931.17 are expenses that is through the end of October. It includes approximately 5% of the total General Operating budget.
Pete Alanis also explained all unencumbered cash balances as of November 4, 2019. The Public Facility Corporation Account is at \$1,539,165 and Finance Corporation Account is at \$1,798,612

Director Celina requested to do the Financial snapshot quarterly.

NO MOTION NEEDED.

5. EXECUTIVE DIRECTORS REPORT – OCTOBER 2019

Pete Alanis went over an established policy stating that 25% of all revenues generated by the Public Facility Corporation and Finance Corporation are transferred to the Trust Foundation to support staff operations. There is currently \$702,456 available for Foundation account. Pete wanted to recommend to the Board to establish an Operating Reserve Policy on how we would utilize the Operation Reserves at the next board meeting.

Pete discussed the Foundation Forecast of revenues and contributions received by PFC and FC. He stated there are 16 Commercial loans out of those 2 were balloon Commercial notes. There was also a discussion of all 13 Residential Loans and out of Residential loans 5 of those are delinquent. The forecast source of revenues from those loans for FY 2020 is only \$12,835. Pete informed the Board that there is not a capacity in house to case manage the delinquent accounts. Director Celina Pena brought up that the delinquent accounts that are over 120 days should have been written off at this point due to Financial standards. Councilman Courage wanted to know if NHSD could help with Counseling and help the Trust

with these Residential clients. City Attorney Jameen responded that we would have to get with our Foundation Attorney Woody because there will be some administrative and contractual issues that City would have to address before engaging with the Foundation.

Pete informed the Board members of the following projects that were approved by the PFC/FC

- City Base Apartments-Inducement Resolution approval
- South Flores Lofts Apartments- Inducement Resolution approval
- Woodlawn Ranch-loan modification to lower the interest rate from 4.2% to 3.1%

6. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING ESTABLISHING A \$700,00 LIMIT FROM OPERATING RESERVES TO SUPPORT THE CITY OF SAN ANTONIO HOMEOWNERSHIP INCENTIVE PROGRAM (HIP) FLOAT ACCOUNT FOR FISCAL YEAR 2020 AND RESOLUTION REGARDING THE SAME

Pete Alanis explained on how the HIP program works. The goal for FY 2020 is to assist 165 first time home buyers. Pete and staff recommends to have a cap on HIP loans to \$700,000 for FY 2020.

Director Celina asked if there is a reimbursement timeframe with the City. Pete replied there isn't a reimbursement timeframe, but our Foundation attorney could draft an MOU to add that timeframe.

Director Paul asked if we could increase the cap in the event where the market rises. Pete replied that an exception rule would be a good idea in an emergency case.

Director Celina Peña and Director John Whitsett seconded to approve as presented with an addition of an exception policy included with a \$700,000 cap.

Motion passed. 5-0.

7. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE TRANSFER OF AUTHORIZATION FOR THE BROADWAY BANK ACCOUNTS AND RESOLUTION REGARDING THE SAME

Pete Alanis is recommending the approval of the Resolution to authorize the Assistant Director, Nicole Collazo signature rights to sign checks and access information of Broadway bank.

Director John Whitsett and Director Paul DeManche seconded to approve the Broadway Bank Resolution.

Motion passed. 5-0.

8. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING A FOUNDATION AWARD OF \$67,000 TO THE SALVATION ARMY SAN ANTONIO AREA METROPOLITAN AREA COMMAND FOR FACILITY IMPROVEMENTS TO HOPE CENTER LOCATED AT 515 ELMIRA AND RESOLUTION REGARDING THE SAME

Pete Alanis briefed on the Salvation Army requesting \$67,000 from the Foundation Board for a boiler system and a backup boiler for installation at the Hope Center. Staff recommendation to provide this \$67,000 to the Hope Center.

Director Celina requested the Foundation should have a process for when people are asking for funds ruling out an RFP or LOI approach. Pete agrees to do a process policy.

Director Celina is not comfortable moving forward because we did not have anything in writing or a policy in place.

Director John Harris is opposed and mentioned he wanted to see if there are other non-profits that would be able to match.

Item 8 will be tabled. Motion not passed. The Funding Round Committee will schedule a meeting to review the Salvation Army application. Then the Funding Round Committee they will develop a recommendation. If the item moves forward it will be forwarded for full Board approval.

9. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING THE STATEMENT OF POSITION ON NALCAB ASSESSMENT ON SAN ANTONIO HOUSING TRUST

Pete Alanis briefed on four recommendations related to the NALCAB assessment. The PFC/FC Board were open to the idea of interviewing the Executive Director. Councilwoman Viagran, Councilman Treviño and Councilwoman Gonzales would like to be in the selection panel for the Executive Director search.

Director Celina motioned and Director Paul DeManche seconded to move to issue the version 3 letter statement of position on NALCAB assessment as presented. Motion passed. 5-0.

10. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION REGARDING PERSONNEL COMMITTEE RECOMMENDATION OF SEARCH FIRM FOR THE EXECUTIVE DIRECTOR RECRUITMENT

Motion out of Committee to go with Reaction Search International to help in the search for the Executive Director.

Motion passed. 5-0.

Into Executive Session at 2:43PM

Director John Harris Motion and Director Celina Pena to resend the regarding the selection of reaction international Search and authorize the Personnel Committee to do the search process.

11. 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.

12. ADJOURNMENT- Without objection the chair adjourned the meeting at 2:56 p.m.

Director Paul DeManche motioned, and Director John Whitsett seconded to adjourn.

Signed this _____ of _____, 2019

Respectfully Submitted by:

Secretary