

AGENDA

A Regular Board Meeting for:
SAN ANTONIO HOUSING TRUST FOUNDATION
will be held at the
Municipal Plaza B Room
114 W Commerce St., San Antonio, TX 78205
and virtually via ZOOM:

<https://us02web.zoom.us/j/89928792640?pwd=V1Z1Qk5IM21wNGVLVDdDZ2VqaVI4QT09>

DIAL-IN NUMBER: 1-346-248-7799 Meeting ID: 899 2879 2640 PASSWORD: 030212

On Friday, October 20, 2023, beginning at 2:00 p.m. or immediately following the adjournment of the San Antonio Housing Trust board meeting.

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 2:00 p.m. One or more of the Directors may attend this meeting by video conference pursuant to the requirements set forth in the Texas Open Meetings Act. 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, 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.*

1. Call to Order and Roll Call
2. Discussion and possible action to approve minutes of September 29, 2023
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Discussion and possible action for Election of Officers.
5. Executive Session: The San Antonio Housing Trust Foundation will convene in Executive Session pursuant to Government Code Section 551.071 Consultation with Attorney and 551.074, Personnel to receive advice regarding the status and dates related to the Employment Agreement with Executive Director Pedro Alanis
 - I. Reconvene into Open Session and take action on any issues as discussed in Executive Session as needed.
6. Adjournment.

Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). **ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION**

Attendance by Other Elected or Appointed Officials: It is possible that members City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not

deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact Nicole Collazo, for concerns or requests, at (210) 735-2772 or FAX (210) 735-2112.

**San Antonio Housing Trust Foundation
Agenda Item 2**

This item includes the approval of minutes from the **September 29, 2023**, meeting.

SAN ANTONIO HOUSING TRUST FOUNDATION
2023 OFFICIAL MEETING MINUTES

DATE: September 29, 2023

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 2:00 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Antoinette Brumfield, Mark Carmona, Councilman John Courage, Jordan Ghawi, Councilman Jalen McKee-Rodriguez, Marinella Murillo, Jane Paccione, Councilwoman Adriana Rocha Garcia.

ABSENT: Councilwoman Teri Castillo, Eric Cooper, and Councilwoman Phyllis Viagran.

STAFF/VISITORS PRESENT:

Pedro Alanis- Executive Director San Antonio Housing Trust Foundation.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation; Susan Snowden- Financial Director San Antonio Housing Trust Foundation; Tom Roth- Director of Development San Antonio Housing Trust Foundation; Jessica Kuehne- Director of Asset Management San Antonio Housing Trust Foundation; John Hernandez- Senior Asset Manager San Antonio Housing Trust Foundation; Lauren Bejaran- Senior Administrative Assistant San Antonio Housing Trust Foundation; Ruben Lizalde- D3; Edward Muniga- D4; Justin Renteria- D5; Milee Ray- D9; Mirla Lopez- SEFLA Languages Interpreter; Nikisha J. Baker- SAM Ministries; Jill Flynn- Cornerstone Housing Group; Alma Cobb- Realtex Development; Brad McMurray- Prospera Housing Community Services; Raymond Lucas- Prospera Housing Community Services; Jacque Woodring- Prospera Housing Community Services; Karla Desatnik- OCI Group.

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by President Adriana Rocha Garcia and the roll was called by Nicole Collazo.
2. **DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES OF AUGUST 18, 2023.**

MINUTES COMMISSION ACTION:

Rachell Hathaway motioned, and Jane Paccione seconded to approve the August 18, 2023, minutes.

AYES: 9

NAYS:

ABSTAINED:

THE MOTION PASSED.

3. **PUBLIC COMMENT – INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS.**

NONE.

NO ACTION TAKEN.

4. **DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION FOR THE SAN ANTONIO HOUSING TRUST FOUNDATION FISCAL YEAR ANNUAL PLAN AND BUDGET.**

Pete Alanis briefed the board on the proposed Annual Plan and Budget. San Antonio Housing Trust Staff initially presented the proposed FY 2024 Annual Plan and Budget on August 18, 2023, to the Foundation Board. The board provided feedback to adjust the annual priorities. The Annual Plan had

revisions to Objective's 1, 2, 3, 4, 5, and 6, as well as revisions made to the Vitals measurements for how many PSH units are in development. A slight reduction was made to the amount of funds to be awarded for non-profit affordable housing initiatives in FY 2024. This reduction was reflected in the PFC Budget.

The SAHT Finance & Audit Committee met on September 19, 2023, to review the revised FY Annual Plan and final Budget for the SAHT Foundation. The budget adjusted a line-item of \$10,385 from rental expense to payroll expenses. There is no change to net-position. The SAHT Foundation Finance & Audit Committee recommended moving forward to the full Foundation board for consideration.

MINUTES COMMISSION ACTION:

Councilman John Courage motioned, and Councilman Jalen McKee-Rodriguez seconded, to approve a resolution for the San Antonio Housing Trust Foundation Fiscal Year 2024 Annual Plan and Budget.

AYES: 9

NAYS:

ABSTAINED:

THE MOTION PASSED.

5. BRIEFING, DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNUAL CITY OF SAN ANTONIO PROFESSIONAL SERVICES AGREEMENT FOR FISCAL YEAR 2024.

Pete Alanis briefed the board on the proposed Professional Services Agreement with the City of San Antonio for Fiscal Year 2023. Each year, the SAHT Foundation contracts with the City of San Antonio to manage funds awarded by the Trust, PFC, and Finance Corporation, and serves as an escrow agent for assisting the City on certain housing programs. SAHT is also required by the City of San Antonio to act as an escrow agent and vendor to expedite funding approximately up to \$1.2 million in support of the City's homebuying programs. The Annual Agreement also allows the Foundation to be the managing entity for Trust loans and any future funding rounds for Trust Funds awards.

San Antonio City Council approved the agreement through the FY 2024 Budget process, and staff recommends approval for Executive Director to execute an annual agreement with the City of San Antonio.

MINUTES COMMISSION ACTION:

Councilman John Courage motioned, and Jane Paccione seconded, to approve Executive Director to execute the annual City of San Antonio Professional Services Agreement for Fiscal Year 2024.

AYES: 9

NAYS:

ABSTAINED:

THE MOTION PASSED.

6. BRIEFING, DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION AUTHORIZING RELEASING A REQUEST FOR PROPOSALS FOR THE MCILVAINE FARMHOUSE.

Pete Alanis briefed the board on the proposed resolution authorizing a Request for Proposals for the McIlvaine Farmhouse. The San Antonio Housing Trust owns an office building, known as the 'McIlvaine Farmhouse', located at 2515 Blanco Road, San Antonio, Texas 78212. The Farmhouse was relocated in 2001 by SAHT and was renovated for SAHT executive offices in 2004. SAHT will be relocating its headquarters on November 6, 2023. Staff is seeking to release a RFP to provide the available office space to a local non-profit organization for a purpose that aligns with SAHT's mission and goals, and the City of San Antonio's Strategic Housing Implement Plan (SHIP).

SAHT is seeking proposals that describe programmatic needs and a reasonable plan to improve and maintain property for a reduced or no cost long-term lease. The Foundation Finance & Audit Committee met on September 19, 2023, and recommended staff present to the full Foundation board for consideration. Staff recommends the release of Request for Proposals for use of the McIlvaine Farmhouse.

Jordan Ghawi asked Pete Alanis how the San Antonio Housing Trust intends to advertise the RFPs for the McIlvaine Farmhouse. Pete replied stating SAHT will reach out to several non-profit entities to notify them of the release of RFPs for the McIlvaine Farmhouse.

Councilman Jalen McKee-Rodriguez asked if Pete could add local preference points added to the RFP to ensure there is priority for non-profit organizations located in San Antonio. Pete stated staff will make sure that the RFP has more clarification to ensure SAHT receives proposals from local non-profits.

Rachell Hathaway asked Pete if the reduced or no cost long-term lease is accounted for in the FY 2024 budget. Pete stated staff has estimated a 6-month hold on maintenance costs in the budget. Once the 6 months are done, the non-profit who will be using the McIlvaine Farmhouse for their executive offices will be 100% responsible for maintaining the property.

Councilman Jalen McKee-Rodriguez asked if staff could include in the contract, for staff to conduct inspections of the McIlvaine Farmhouse every 6 months to make sure the non-profit is maintaining the property. Pete stated that staff will be inspecting the McIlvaine Farmhouse every quarter to ensure the building is being maintained properly by the leasing organization.

MINUTES COMMISSION ACTION:

Councilman John Courage motioned, and Rachell Hathaway seconded, to approve a resolution authorizing releasing a Request for Proposals for the McIlvaine Farmhouse.

AYES: 9

NAYS:

ABSTAINED:

THE MOTION PASSED.

5. ADJOURNMENT

President Rocha Garcia adjourned the meeting. There being no further business, the meeting was adjourned at 2:18 p.m.

**San Antonio Housing Trust Foundation
Agenda Item 3**

Public Comment

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 Public Comment via Zoom video conference.

To sign up for Public Comment please call 210-735-2772 24 hours prior to this meeting to place your name on the list.

Los oradores interesados tendrán 3 minutos cada uno para dirigirse a la Junta sobre temas de la agenda o asuntos relacionados con la política de vivienda; Se proporcionará un total de 15 minutos.

Para inscribirse en Comentario Público, llame al 210-735-2772 24 horas antes de esta reunión para incluir su nombre en la lista.

San Antonio Housing Trust Foundation
Agenda Item 4

Discussion and possible action for the Election of Officers.

Summary:

The officers of the Foundation consist of the President, a Vice President, a Secretary, a Treasurer, and any other officers that the Board may establish by most Directors. Any person may hold any two or more offices of the Trust except the offices of President and Secretary.

- Elections are to be held as determined by the Board of Directors.
- Slate is presented at the board meeting.
- Nominations are accepted from the floor.
- Election by majority of Directors present is required.

The President will preside at all meetings of the Board. The President will have other powers and duties not inconsistent with these Bylaws as may be assigned by the Board.

The Vice President will have the powers and duties of the President in its absence. A Vice President will act under the direction of the President and in his/her absence have the duties and powers of the President. A Vice President will have other duties and powers as the President, or the Board of Trustees may assign.

The Secretary will have the general powers and duties usually vested in such office of a Trust, including keeping all records, documents, and the corporation seal at the principal office of the Trust; affixing the corporate seal to any instrument requiring it and to attest the same by his or her signature when authorized by the Board of

Directors of after the instrument has been signed by the President, a Vice President or other authorized officer or agent' keeping the minutes of the meetings.

The Treasurer will be responsible for all funds and securities of the Trust and will have the general powers and duties usually vested in such office of the Foundation, including receiving and documenting all monies due and payable to the Trust; depositing all monies received in the name of the Foundation in a depository designated by the Board; disbursing monies of the Foundation under the direction or orders of the Board; entering regularly in the books kept by the Treasurer a complete and accurate account of all monies received and disbursed by the Foundation; rendering a statement of the financial accounts of the Foundation to the Board as requested; exhibiting the books of account in his/her custody to any Director upon request; and submitting a full financial report to the Board of Directors at a meeting during the next fiscal year.

Recommendation:

Staff recommends electing a President, Vice President, Treasurer, and Secretary.

San Antonio Housing Trust Foundation
Agenda Item 5

Executive Session: The San Antonio Housing Trust Foundation will convene in Executive Session pursuant to Government Code Section 551.071 Consultation with Attorney and 551.074, Personnel to receive advice regarding the status and dates related to the Employment Agreement with Executive Director Pedro Alanis

- I. Reconvene into Open Session and take action on any issues as discussed in Executive Session as needed.