

**Meeting Minutes**  
**Rowlett Housing Finance Corporation**  
**Board of Directors Meeting**  
**Wednesday, May 16, 2018, 1:30pm**  
**Rowlett City Hall, Main Conference Room**  
**4000 Main Street, Rowlett, TX 75088**

---

1. Call to order

The meeting was called to order at 1:32pm. Present were Rick Sheffield, Barbara Holst, Patty Said, Bruce Hargrave, David Berman, Tim Nelson. Dusty Clem, Jim Shaw (via telephone), and Mark Malveaux joined meeting in progress.

2. Consider and take action to approve the minutes of the April 25, 2018 meeting.

Motion was made by Bruce to accept these minutes; second by Barbara. All present voted aye. Motion passed unanimously.

3. Consider a resolution authorizing participation in the TexPool Investment Pools and designating Board President as authorized representative.

Motion was made by Bruce to authorize participation in TexPool; second by Dusty. Motion passed unanimously.

4. Discuss and take action regarding the need for hired Staff including Consultant on Retainer and/or a part-time or full-time Executive Director.

Motion by Barbara to remove from table; second by Bruce. Motion passed unanimously. John Jacobs was invited to discuss the history of the Garland HFC and its movement through hiring staff. The Garland HFC began in 1990. An Executive Director was hired for 8-10 years at which point he was terminated at which time the then Board president 2007-09 worked in that ED function with a hired part-time Secretary/Administrative. John Jacobs was hired as ED in 2009 because of First Time Home Buyer program needed more work done. Then the Secretary moved on to work with the City of Garland. John has a background in Real Estate. Discussed his percentage of proactive work-time. Promoting and maintaining programs takes time, currently - Mortgage credit certificates, down payment assistance, Single Family initiatives either rehab or tear down and rebuild, in-fill development, in-fill housing, HUD programs (lien releases, etc.), working with developers. Expectation to hiring staff that they bring in new business and capital flow. John started as 1099 contract employee then moved to W-2 employee. Skill set is important to time it takes to complete tasks. Motion was made by Barbara to begin the process of hiring a full-time Executive Director; second by Bruce. Rick, Barbara, and Bruce vote aye, Dusty and Patty vote nay. The motion passed 3-2.

5. Discuss the need for obtaining an HR valuation of knowledge, skills, and ability from Richard Jones, Director of Human Resources, City of Rowlett for any potential employee.

Possibly use a trade association, or Jim Shaw, Tim Nelson, John Jacobs, etc. to help us with KSA data points. Qualities for good Executive Director - winning attitude, creativity, innovation, familiarity, comfort, trust, good utilizer of time, energy, and resources. No call for action, Barbara will get more information on using NALHFA.

6. Discuss the Job Description of a potential hired Staff including their ability to provide the scope of services, experience in the field, references, proposed salaries/fees, the processes necessary for obtaining potential candidates, the vetting process involved, competitive bidding, term of employment, and the person/people responsible/authorized to negotiate potential contracts.

Discussed forming a committee or appoint one person to come up with a job description. Motion by Patty to form a committee for the above consisting of Barbara and Bruce; second by Dusty. Barbara, Bruce, Dusty, and Patty voted aye. Abstain, Rick. The Motion passed. Committee will submit information for review to David Berman prior to next meeting.

7. Discuss and consider action on a Code of Ethics and Conflict of Interest Policy for Directors the Rowlett HFC Board.

A Motion was made by Dusty to appoint Patty to create a draft of Code of Ethics for the Board; second by Bruce.

8. Discuss the need for training for the Board for proper communication procedures including email and meeting communications.

We need 30 minutes - 1 hour training. David Berman will conduct training between 1:30-2:00pm at next meeting.

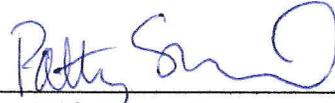
#### 9. New/Other business

- Book conference rooms now for the Sept 10-12th TALHFA conference for 5 people. Motion by Patty, Second by Barbara, All in favor. Motion passed.
- Book rooms now for NALHFA for 5 people, Washington DC. for Oct 2-4th Legislative Session. Motion by Bruce, Second by Barbara, Motion passed unanimously.
- Budget for conferences - add item to agenda for next meeting.
- Tablecloth - keep for possible use.
- Trio have a project in Atlanta, pitched a lease to own project for 3 year conversion to assumption of loan. Class A/Class B fee structure. HFC gets .5% when lease and .5% when assume loan. Add to next month agenda item.
- Evergreen approached us to do a deal maybe on Melcer.
- Integrated Real Estate, Ken wants to do 80/20 market to lower income development.
- Update on cluster housing on Hickox to Toler. Brian talked to Mayor who is interested. Talk to City about deeding land to HFC.

10. Adjournment 3:45pm



Rick Sheffield, President



Patty Said, Secretary

Date approved: 6 / 20 / 2018