

**Meeting Minutes**  
**Rowlett Housing Finance Corporation**  
**Board of Directors Meeting**  
**Wednesday, June 20, 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 1:39pm. Present were Rick Sheffield, Barbara Holst, Dusty Clem, Patty Said, Bruce Hargrave, David Berman, and Ryan Bowen.

2. Training on Communication for Board Members (Berman).

Handout: Robert's Rules of Order are not law but are good guidelines for conducting business appropriately. Call a Point of Order if objecting to Chair's decisions. Privileged Motions aren't allowed discussion. Then there is a call to vote. Special Meeting/Work Sessions can be called for further discussion on a topic. Better to use discretion and avoid the appearance of impropriety.

3. Consider and take action to approve the minutes of the May 16, 2018 meeting.

Motion was made by Barbara to approve the minutes; second by Bruce. Motion passed unanimously.

4. Hear presentation, consider and take action on a proposal from TRIO regarding lease to own program.

Patrick Howard of Trio presented. IHFC pre-qualifies prospective clients. Typically design a three year (up to 5) contract with an assumable mortgage loan. Conduct twice yearly inspections on properties. BPG manages properties. Utilizes Fidelity Home Warranty Company. Lenders already underwriting. Discussion concerning jurisdiction arose given the vague guidance offered in Chapter 394 of the Local Government Code. All of the attorneys will research more and the Board will continue the discussion at its next meeting. Motion was made by Bruce to table this item until the next meeting; second by Barbara. Motion passed unanimously.

5. Consider and take action on approving the transfer of funds from the general account to TexPool.

Motion was made by Dusty to transfer all funds except \$150,000 from the main account to TexPool; second by Barbara. Motion passed unanimously.

6. Receive report and take action on a recommendation from the subcommittee regarding the job description/scope for the Executive Director position.

- Rick recused himself from the discussion. Report was given from subcommittee, Bruce and Barbara. Determined a list of “Executive Leadership Competencies and Skills,” “Required Skills, Knowledge & Abilities,” “Position Overview,” and list of “Duties.” There was an attempt to obtain a salary survey from TALHFA and a few HFCs with no success. Motion was made by Patty to table the discussion until more information could be obtained on duties/salaries by currently existing HFC Executive Directors. The motion was seconded by Dusty. The motion failed with Bruce, Barbara and Dusty voting nay. Motion was made by Bruce to accept job description without the salary/benefits package as noted by subcommittee with the following addition to the job duties by Dusty: “Find funding opportunities and community impact initiatives that are in alignment with our Mission Statement.”; second by Dusty. Motion passed 3-1 with Patty voting nay.

7. Receive report and take action on a recommendation from the subcommittee concerning the creation of a Code of Ethics for the Board.

Motion was made by Dusty to accept as presented by subcommittee; second by Patty. Motion failed 3-2 with Bruce, Barbara, and Rick voting nay. Bruce had to leave the meeting. Rick provided input on the draft document and after much discussion, a motion was made by Barbara to table this item until the next regular meeting; second by Dusty. Motion passed 3-1 with Patty voting nay.

8. Discuss and take action regarding the Disclosure Compliance Policy created by Chapman & Cutler, LP.

Motion was made by Dusty to accept and adopt the Disclosure Compliance Policy; second by Barbara. Motion passed unanimously. Ryan Bowen noted that the Board needs to select a Compliance Officer as well. This will be added to the agenda for the next regular meeting.

9. Discuss budgeting for annual conferences.

Rick presented data for 2018 showing cost for conferences, air fare, and hotels. Dusty requested that the numbers also reflect T&E expenses for meals, parking, etc. Rick will revise the numbers and present at the next meeting.

10. Discuss and take action on setting the time/date for the HFC Board's Annual Meeting as prescribed in the By-Laws of the Corporation.

Motion by Patty that the Annual Meeting be held at the same time/date as the July regular meeting; second by Barbara. The motion passed unanimously.

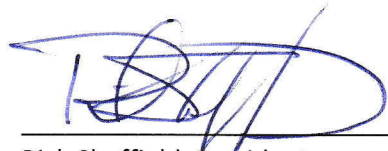
11. New/Other Business.

Meetings held re: cluster housing with builder ideas on 1200 sq. ft. home built for \$140,000. Higher R value, sound rating, wind rating. Property previously discussed, according to the City, is dedicated open space. City Manager, City Council is supportive of cluster housing as a concept.

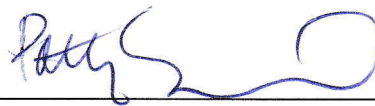
Habitat for Humanity - single lot properties possible. Cluster housing possible 800 sq. ft.  
Police Department donations as noted in email from Rick. Motion was made by Barbara to  
donate enough for 200 children for annual material, approximately \$500; second by Dusty.  
Motion passed 3-1 with Patty voting nay.

12. Adjourn

The meeting adjourned at 5:25 p.m.



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Rick Sheffield, President



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Patty Said, Secretary

Date approved: July 18, 2018