

Meeting Minutes
Rowlett Housing Finance Corporation
Board of Directors Meeting
Wednesday, July 18, 2018, 1:30pm
Rowlett City Hall, Main Conference Room
4000 Main Street, Rowlett, TX 75088

1. Call to order the annual meeting.

The meeting was called to order at 1:32pm. Present were Rick Sheffield, Barbara Holst, Patty Said, and Bruce Hargrave. David Berman joined the meeting in progress. Highlights from this year: this has been a busy year. We have brought on consultants. Board members participated in state and national HFC conferences. Maintained our financial integrity. Signed contracts and began construction on our first project. Built strategic relationships with groups like SETH to help generate a revenue stream and help people obtain housing.

2. Adjourn annual meeting.

Meeting was adjourned at 1:38pm.

3. Call to order the regular meeting.

The meeting was called to order at 1:38pm. Present were Rick Sheffield, Barbara Holst, Patty Said, Bruce Hargrave, and David Berman. Mark Malveaux joined the meeting in progress.

4. Consider and take action to approve the minutes of the June 20, 2018 meeting.

Some of the Minutes were altered from the draft that was submitted by the Secretary. Motion by Bruce to approve the minutes as presented; second by Barbara. Motion passes 3-1 with Patty voting against.

5. Discussion with City Council regarding skill sets for new Board member(s).

Martha Brown, Mayor Pro-Tem joined the meeting. Barbara made a list: ethical, financial management experience, strategic planning, visionary, business background, teamwork, political savvy, embrace our Mission Statement, Time to be able to spend. Bruce added: ideas about serving people in the "gap," business development, non-confrontational, non-reactive, think outside the box of convention, not afraid of big ideas, find common ground in differences of opinion, learn through discourse in disagreement, integrity maintained, and experience in handling large sums of money.

Rick added: passion for the work, understanding that we are a corporation and separate from the City, real estate background not necessary. Patty added: leadership skills. It was suggested that a member of our Board serve on the Council subcommittee for choosing new Board members. Martha commented that real estate background would be good for someone to communicate with developers and navigate that world. Consider personality in choosing members that work well with others and their ability to sit with a group, group dynamics, which comes to a consensus. She sees the value in having a current Board member present and participating in interviewing new members but not voting. It is good that we are using consultants with experience. Timetable for Board nominations and applications - coordinate with City - unknown.

6. Discuss and take action to determine salary range and benefits to be posted for the Executive Director position.

Rick recused himself from this item as he has interest in the position. Motion by Barbara that we set the salary range of \$60,000-80,000 depending upon experience, 5 days sick leave beginning immediately, 1 week paid vacation after first year, HFC will contribute to FICA contributions. Patty seconded the motion. Motion passed 3-0.

7. Discuss and take action to determine job posting and interview timetable to fill the Executive Director position.

Again, Rick recused himself from this item. Barbara made a motion that we appoint a committee to immediately make the job posting to TALHFA, the Dallas Morning News, and others as may deemed appropriate and to consider applicants. Question was asked if there would be a search budget. A motion was made by Barbara for a budget for advertising only with no specific dollar amount. Bruce seconded, motion passed 3-0. Bruce made a motion to accept applications not to exceed October 15, 2018, Barbara seconded, motion passed 3-0. Bruce made a motion that we form a committee of three to select the Executive Director, seconded by Patty, motion passed 3-0. Barbara made a motion that we revise the previous motion for purposes of clarification, Bruce seconded and the motion passed 3-0. Bruce made a motion to accept applications and resumes and conclude selection of Executive Director by October 15, 2018; Barbara seconded. Motion passed 3-0.

8. Discuss and take action to appoint a Treasurer for the Corporation.

Patty made a motion that Bruce be nominated for Treasurer; second by Barbara. Motion passed 4-0.

9. Discuss and take action to appoint and Investment Officer.

Barbara made a motion to appoint Bruce as the Investment Officer, second by Patty. Motion passed 4-0.

10. Discuss and take action to appoint a Compliance Officer.

Barbara made a motion to appoint Rick as Compliance Officer, second by Bruce. Motion passed 4-0.

11. Continue discussion and take action on the TRIO lease to own proposal.

Ryan Bowen emailed that there is no change with HUD. No progress on their end. Need to review Texas Local Government Code, Chapter 394.903 (a) for conflicts about property ownership. No action taken.

12. Continue discussion and take action on the creation of a Code of Ethics for the Board.

Motion by Patty to take item off the table, second by Barbara. Motion passed 4-0. Motion by Barbara to adopt the City's Code of Ethics as they currently exist, second by Bruce. Motion passed 4-0.

13. Continue discussion on conference/travel budgeting for FY 2019.

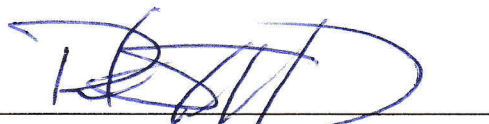
Rick presented additional travel data to include meals and miscellaneous expenses. They were added to the draft budget document prepared by the HFC's accountant.

14. New/Other Business.

- Cluster housing: still need meeting with City.
- Rick met with Miller Valentine Affordable Housing representative, Darren Smith, who wants to do workforce multi-family housing in Rowlett.
- Rick, along with Bill Fisher (Sonoma Inv.) met with City Development staff concerning issues with delayed project plan reviews.
- Rick to check with Jim Shaw about necessity of going to the Texas Affiliation of Affordable Housing Providers (TAAHP) conference the week of July 23rd.
- TALHFA registration is now open, Barbara will register the Board.

15. Adjourn

The meeting adjourned at 3:15pm.



Rick Sheffield, President



Patty Said, Secretary

Date approved: August 15, 2018