

**Meeting Minutes**  
**Rowlett Housing Finance Corporation**  
**Board of Directors Meeting**  
**Wednesday, September 19, 2018 9:00 am**  
**Rowlett City Hall, Main Conference Room**  
**4000 Main Street, Rowlett, TX 75088**

1. Call to order.

The meeting was called to order at 9:00 a.m. Present were President Rick Sheffield, Barbara Holst, Patty Said, and Tim Nelson. Bruce Hargrave joined the meeting at 9:15 a.m.

2. Consider and take action to approve the minutes of the August 15, 2018 meeting.

Motion by Barbara to approve the minutes; second by Patty. Motion passed unanimously.

3. Consider a presentation regarding cluster housing development proposal.

Ron Miller (one of the incorporators of the HFC) presented his proposal for the Rowlett Housing Finance Corporation to enter into a loan, or series of loan agreements, with an outside lending source to develop land, construct houses and fund permanent mortgages to buyers of the houses. The Board wanted to ensure that a home ownership training program would also be put in place in conjunction with the HFC providing down payment assistance funds. Consensus was reached to allow the work to go forward.

4. Update on the Executive Director hiring process.

Rick recused himself from this item. Barbara stated that over 50 applications were received. The Search Committee narrowed the selection down to nine candidates. Of the nine candidates, four eliminated themselves from the process and five were interviewed. The committee in a 2-1 vote selected Rick Sheffield as the Executive Director dependent on contract negotiations.

Patty strongly stated her opposition to the selection process citing that it was a sham and smacked of nepotism and cronyism. Bruce countered with his reasoning and how he made his final decision. Barbara stated that she opposed being accused of cronyism and nepotism.

5. Consider and take action to authorize the President to enter into negotiation regarding change of counsel for the HFC.

Rick updated the Board noting that the current counsel, City Municipal Attorney David Berman, has done excellent work for the Corporation but that the HFC needs to seriously consider replacing him with someone that does not have ties to the City of Rowlett. Bruce noted that he had previous discussions with Ryan Bowen of Chapman and Cutler (current partnership counsel for the HFC) and Ryan would be interested in the position. Tim Nelson offered that the Board should also consider Mark Malveaux with McCall, Parkhurst & Horton (current bond counsel for the HFC) as Mark is local to the area and could be more accessible. Bruce made a motion to authorize Rick to talk with both attorneys and negotiate a contract for the HFC General Counsel. Barbara seconded the motion and it passed unanimously, 4-0.

6. Discussion regarding HFC Board member applicants.

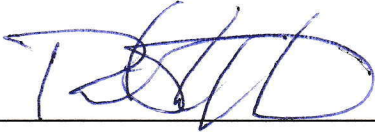
Rick reported that City Council members Martha Brown, Debbie Bobbitt, Matt Grubisich conducted interviews on September 14<sup>th</sup> with Rick sitting in. There were originally three applicants, but one withdrew his name from consideration. Both candidates, Riki Harper and Daniel Pence, interviewed well and will, hopefully, be appointed in the October 9<sup>th</sup> Council Meeting.

7. New/Other Business.

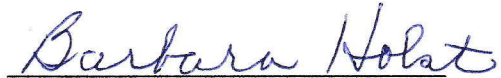
- Bruce congratulated Tim Nelson on his Talfha award.
- Rick stated that students at Galbraith-Reid Career and Technical Center are working on updating and improving our website. A meeting with them has been scheduled for Friday morning, September 21<sup>st</sup>.

8. Adjourn

The meeting adjourned at 10:50 a.m.



Rick Sheffield, President



Barbara Holst, Acting Interim Secretary

Date approved: October 17, 2018