

**Housing Finance Authority of
St. Johns County, Florida
Regular Meeting**

**April 28, 2022
Minutes**

The Housing Finance Authority of St. Johns County met at 3:00 pm in the Kingfisher conference room in the Health & Human Services Building – 200 San Sebastian View, St. Augustine, Florida 32084.

The meeting was called to order at 3:01 p.m. by Michael O'Donnell, Chair.

Members Present:

Carolina Morrow
Linda DeGrande
Michael O'Donnell
Malinda Peeples
Erick Saks

Members Absent:

Robert Marshall
Andrew Evener

Guests Present:

Harry Maxwell, Halo Properties
Rich Komando, Esq., Bradley, Garrison & Komando
Henry O'Connell, CPA, W.H. O'Connell & Associates
Roberto Ortiz, Housing & Community Development Manager
Julie Voorhees, Housing & Community Development Support Staff
Virginia Campbell, Housing & Community Development Support Staff

Notices regarding the meeting were sent to all members. Quorum was present. No press was in attendance.

Additions/Deletions to Agenda and Approval of Agenda:

Mr. Ortiz asked that "Old Business" be moved up ahead of "New Business". **Motion** made by Erick Saks to accept the agenda with requested change; motion seconded by Linda DeGrande. **Motion passed unanimously.**

Public Comment: None.

Financial Report/Review of Bills and Correspondence:

- **March, 2022:** Financial statements through March, 2022, were provided to all HFA members. Mr. O'Connell stated a deposit in the amount of \$10,000 was made after March 31, 2022, which represented a fee owed the HFA from the San Marcos Heights bond issuance. Henry O'Connell stated a check was presented for Bradley, Garrison, and Komando in the amount of \$1,500 representing Rich Komando's monthly retainer, and a check in the amount of \$168.75 was presented for the services of W.H. O'Connell and Associates, P.A.

Mr. O'Connell was asked at an earlier meeting to check interest rates and he reported the bank is offering .05% on a Money Market account with limited transactions, and .15% on a 12 month CD. After some discussion, the HFA requested that Mr. O'Connell inquire about the maximum number of transactions allowed on the Money Market account and report his findings.

Approval of Minutes:

Motion made by Linda DeGrande to accept March, 2022, meeting minutes; motion seconded by Malinda Peeples. **Motion passed unanimously.**

Administrators Report: Roberto Ortiz provided a PowerPoint presentation with photo updates of the San Marcos Heights and the Victoria Crossing multifamily developments. Mr. Ortiz stated the property management company for San Marcos Heights, SPM, has reported that all units were leased by qualified renters within 48 hours of opening up leasing and there is currently an approximate 500 person waiting list. Mr. Ortiz explained that occupancy on the first two buildings at San Marcos Heights has been pushed from April to June, due to delay on delivery of kitchen cabinets and bathroom fixtures. Ms. Morrow inquired as to whether or not the individuals that income qualified for these units that will be ready in June will have to do so again. Mr. Ortiz stated they will most likely need to be recertified under HUD guidelines. Ms. DeGrande asked if the clubhouse, which will also act as a hurricane shelter, has a generator and Mr. Ortiz confirmed that it does. Discussion ensued with regard to application fee and security deposits.

Old Business:

- **2022 Florida ALHFA Conference – July 6-9 in Sarasota:** A breakdown of costs associated with this conference was compiled by staff and provided to HFA members in their meeting packets. Julie Voorhees explained a firm head count must be provided to staff by May 6th so that a check for registration fees can be requested from Henry O’Connell, signed, and mailed to Florida ALHFA by the May 31st deadline. A request was made by Henry O’Connell for a vote to approve expenditures for this conference up to \$8,000. **Motion** made by Linda DeGrande to authorize expenditures not exceeding \$8,000 in connection with the Florida ALHFA 2022 conference. Motion seconded by Erick Saks. **Motion passed unanimously.**
- **Executive Director Job Description:** A draft of a job advertisement was provided to all members in their meeting packets. Mr. Saks said he believes an individual with these qualifications might expect a higher salary than this HFA is willing to pay and Mr. Komando suggested the word “preferred” could be added to these qualifications. Julie Voorhees stated that Susan Leigh has agreed to give input on a suitable salary range for this position once she is provided with the final job description or advertisement. Discussion ensued. Mr. O’Connell asked if the executive director would be hired as a County employee or an employee of the HFA, as he said the latter would involve workers’ compensation, and possibly health insurance and other benefits. Mr. Komando stated that is yet to be determined and further discussion will be necessary but he did note that the executive director for the Clay County HFA is technically a County employee whose salary is reimbursed by the HFA. After more discussion, the decision was made to leave qualifications and education as listed but to note they are preferred rather than required. **Motion** made by Erick Saks to approve the job description with the modifier “preferred” added to education and qualification requirements. Motion seconded by Carolina Morrow. **Motion passed unanimously.**
- **Own a Home Opportunity Program Update:** Julie Voorhees advised she spoke to Mr. Wranovix and he is reporting no new mortgages. Ms. Voorhees said Mr. Wranovix hoped that Andrew Evener would provide an update on the Lee County Regional Workshop, which he attended on April 14th. An update will be requested from Mr. Evener at the May HFA meeting.

New Business:

- **HFA/AHAC Workshop:** Mr. Ortiz explained the Affordable Housing Advisory Committee is requesting the HFA join them in holding a workshop to learn about Public Housing Authorities. Mr. Ortiz said that County resident, Frank Williams, has invited the Executive Director of the Salt Lake City Housing Authority to come and speak on the subject on May 18th, at 3pm. Mr. Ortiz suggested the HFA might wish to consider forgoing their May meeting unless there is pressing business that requires action. Mr. Ortiz also suggested if there is pressing business that the meeting date and time might be adjusted to immediately after the joint workshop on May 18th. Mr. Komando stated quorum will be required not only at the May HFA meeting but at the workshop, as well. Ms. Voorhees stated she will follow up with those members not present at today’s meeting to see if they are available on May 18th.

Linda DeGrande asked Carolina Morrow about the recent Housing Fair. Ms. Morrow reported local non-profits and an area bank attended, as well as staff from the County’s Social Services department, and also Ginny Campbell, the County’s Credit Counselor under the Housing department. Ms. Campbell stated approximately 50-60 residents attended the fair and it was well received. Ms. Campbell said she has had four or five applications submitted by individuals that were in attendance and now wish to take part in her credit counseling program. Discussion ensued with regard to local non-profits and networking opportunities.

Meeting was adjourned at 3:58 p.m.

Next Meeting: Should action be required, the next meeting of the HFA will be held on May 18, 2022, at 4:00pm, in the County Administration Auditorium at 500 San Sebastian View, St. Augustine. The AHAC/HFA workshop on Public Housing Authorities will be held on May 18, 2022, at 3pm, also in the County Administration Auditorium.

Respectfully submitted,

Secretary