

DRAFT - 176th HHAC BOARD MEETING MINUTES
Meeting date: June 7, 2017

Call to order:

The 176th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on June 7, 2017, at 1:30 p.m. The meeting was called to order by the Assistant Deputy Commissioner for Integrated Family Assistance Programs at OTDA, Linda Glassman, as Board Chair Designee representing Board Chair Commissioner Samuel Roberts of OTDA.

Members in attendance:

Brett Hebner, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH), and Henri Williams, Advisory Board Member Designee representing Advisory Board Member Commissioner Arlene Gonzales-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Scott Kunkler	HHAC Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Lesley Stefan	OTDA OLA
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	Director, OTDA Bureau of Housing and Support Services
Anthony Pezzino	Toski & Co.

1. Approval of minutes

Ms. Glassman requested a motion to approve the minutes from the April 5, 2017 HHAC Board meeting. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

2. Vice President's Report

Ms. Greenberg presented the Vice President's (VP) Report, beginning with an overview of the status of all projects under development as of May 2, 2017. There were 62 projects in various stages of development. Twenty-six of these projects were in construction, six of which were over 90% complete. Furthermore, 39% of the projects in development at that time were in New York City, 14% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 47% were in the rest of the state.

Project Related Milestones

Final Award Agreements

Lantern Organization, Inc./ Savanna Hall LP (2015-019/HC00906) executed a Final Loan Agreement on March 8, 2017. The project will have 73 units of permanent housing for families and singles in New York City serving mentally disabled homeless individuals, young adults aging out of foster care and low-income individuals. The Lantern organization received \$3,500,000 in HHAP funds. Other sources of development funding include NYS Office of Mental Health (OMH)

and NYS Homes and Community Renewal (HCR), for a total project cost of \$27,632,208. Pam Cotterell is the project manager.

HELP Development Corporation (HELP)/ HELP Dumont LLC/ Genesis Homes (2015-015/HC00907) executed a Final Loan Agreement on March 22, 2016. The project, located in Brooklyn, will rehabilitate 77 units of permanent housing for homeless families. Other sources of development funding include NYC Department of Housing Preservation and Development (HPD), HCR, a grant from the Vincent Mulford Foundation, a deferred developer's fee, and a bank loan from First Sterling, for a total project cost of \$29,208,146. Martin Robinson is the project manager.

Completed

Hudson River Housing, Inc. (HRH) (2014-034/HC00866) obtained a Temporary Certificate of Operation (TCO) on April 24, 2017 and is fully occupied. The project contains 25 units of permanent housing for homeless single veterans in Poughkeepsie. HHAC awarded \$1,036,976 and sponsor equity brought the total project cost to \$1,217,978. Martin Robinson is the project manager.

Events and Ceremonies

AHA Development Corporation (2014-005/HC00849) held a ribbon-cutting ceremony on March 21, 2017. AHA received a \$6,418,545 HHAP award reservation in August 2015 to develop 28 units of permanent and transitional housing for families and singles in Auburn. Gregg Bell is the project manager.

Rescue Mission of Utica/ West Street Apartments LLC (2016-013/HC00873) held a groundbreaking ceremony on March 29, 2017. The project received a \$1,711,839 HHAP award reservation in August 2016 to develop 11 units of supportive permanent housing for homeless families and singles in Utica for households who have a mental illness or chemical dependency. Matt Ciulla is the project manager.

There was no further discussion or comment.

Ms. Glassman requested a motion to accept the VP Report. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

3. Comptroller's Report

Mr. Kunkler presented two resolutions for the Board's approval prior to the submission of various reports for State Fiscal Year 2016-2017 to the Authorities Budget Office (ABO) and the Office of the State Comptroller (OSC). In accordance with the Public Authorities Law (PAL), these reports must be submitted and posted by June 30, 2017.

A Resolution of the Homeless Housing and Assistance Corporation Approving the Annual Independent Audit, Annual Report, Investment Guidelines, Investment Report, Procurement Guidelines and Report on Procurement Contracts and Submission Thereof

Mr. Kunkler introduced Anthony Pezzino of Toski & Co., the auditing firm that completed the annual independent audit of HHAC. Mr. Pezzino highlighted aspects of the Report to the Board and reviewed the financial statements. He stated that no issues were identified in the financial statements and that the audit resulted in an "unmodified," also known as a clean, opinion.

Mr. Kunkler also provided an overview of the documents that require Board approval prior to submission to the Public Authorities Reporting Information System (PARIS), including HHAC's Investment Guidelines, Annual Investment Report, Procurement Guidelines and Report on Procurement Contracts. He pointed out that the Annual Investment Report and Schedule of Investments has changed from previous years as HHAC has resumed investing during fiscal year 2016.

Ms. Glassman clarified with Counsel that it was acceptable to vote on both Comptroller resolutions at one time.

A Resolution of the Homeless Housing and Assistance Corporation Establishing Guidelines for the Disposition of Property and Approving a Report on the Disposition of Property

Mr. Kunkler presented the Guidelines for the Disposition of Property and the Report on the Disposition of Property which will also be reported to PARIS. HHAC does not currently hold title to any real property.

There was no further discussion or comment.

Ms. Glassman requested a motion to accept the Comptroller's Report which meant voting on both resolutions. Mr. Hebner made the motion which was seconded by Ms. Glassman. The motion carried.

4. Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One of the Treasurer's Report and reported that the cash balance available as of the date of the meeting was \$47,351,562.94. Included in this figure was \$23,178,225.48 in Medicaid Redesign Team (MRT) funds and \$5,125,528.87 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Ms. Glassman requested a motion to approve the Treasurer's Report. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

5. *A Resolution of the Homeless Housing and Assistance Corporation Regarding Certain SEQRA Classifications and Findings*

Mr. Kunkler listed the following projects:

- 2016-030 Project Renewal – Bedford Green
- 2016-033 West Side Federation for Senior and Supportive Housing – Mill Brook Terrace
- 2016-025 Breaking Ground – La Central
- 2016-032 New Destiny - Jennings

All four projects were classified as "unlisted." They will not result in any significant adverse environmental impacts and therefore a negative declaration for each was recommended.

There was no further discussion or comment.

Ms. Glassman requested a motion to approve the resolution. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

6. A Resolution of the Homeless Housing and Assistance Corporation Accepting the Appointment of Additional Officers

Ms. Roff requested the appointment of two new officers.

- Assistant Comptroller: Michael Washburn
- Assistant Secretary: Bethany Bennett

Ms. Glassman requested a motion to approve the resolution. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

7. A Resolution of the Homeless Housing and Assistance Corporation Adopting Certain OTDA Policies

Ms. Roff explained that the Corporation was seeking approval for a policy to encourage Minority and Women-Owned Business Entities (“M/WBE”) and Service-Disabled Veteran-Owned Business Enterprises (“SDVOB”).

Ms. Glassman clarified that the Board was voting on existing policy. Mr. Umholtz replied that the resolution was updated to include the veterans’ component. Ms. Greenberg added that the Corporation would be accepting OTDA’s policies for the agency as a whole.

Ms. Glassman requested a motion to approve the resolution. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

8. A Resolution of the Homeless Housing and Assistance Corporation Authorizing Technical Assistance Awards

Ms. Roff requested consideration of three additional technical assistance contractors to be added to the technical assistance list approved previously.

Ms. Glassman requested a motion to approve the resolution. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

9. A Resolution of the Homeless Housing and Assistance Corporation Authorizing a Replacement Sponsor

Ms. Roff presented the history of contract # HC00268. With approval of the Resolution, HHAC would facilitate the final transfer of control and ownership of the project to a yet-to-be-determined replacement sponsor and would provide reports to the Board as to the status of the transfer.

Mr. Hebner commented that he was aware of the history of this project and knew how much time and effort went into assisting the sponsor. Ms. Glassman commended staff for working very closely with the sponsor.

Ms. Glassman requested a motion to approve the resolution. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

10. Resolution of the Homeless Housing and Assistance Corporation Authorizing a Property Management Agreement

Ms. Roff outlined that the sponsor for contract # HC00285 has been found in default. HHAC plans to install a property manager and a support services provider. HHAC is pursuing remedies both to protect the State's asset and to assure that tenants needs are being met.

Ms. Glassman requested a motion to approve the resolution. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

Agency Reports:

OMH: Mr. Hebner reported that the Empire State Supportive Housing Initiative (ESSHI) RFP was released that week. This is the second year of the Governor's housing plan to build 6,000 new units of supportive housing over five years. The ESSHI funding for supportive and operating leverages capital funding. OMH has taken the lead as the procurement agency and it chairs the interagency workgroup. Applications are due July 24th on Grants Gateway. A webinar will be held on Monday, June 19th.

OMH has conditional awards for ten ACT teams (Assertive Community Treatment), a community support team of professionals working directly in the community with mentally ill people helping to stabilize them in their homes. Mr. Hebner articulated that this is increasingly important as people move from psychiatric centers into more community integrated housing. These ten awards will be finalized shortly and will partner with mental health shelters in NYC. OMH anticipates more State-wide awards at a later date.

OASAS: Mr. Williams shared that the Department of Health (DOH) released the MRT report, an initiative in which OMH and OTDA participate. The report looked at three years of data on high acuity Medicaid users. It appears that investments in housing, among other areas, can have a significant impact on health outcomes and costs. Mr. Williams shared some of these outcomes among which the top decile of enrollees had average Medicaid savings of \$23,000 to \$52,000 per person per year, and there was a 15% reduction in overall Medicaid health expenditure.

Ms. Glassman commented that OTDA has seen similar results.

HHAP: Mr. Umholtz reported that the HHAP RFP was released earlier that week. Proposals will be accepted commencing June 23rd. There will also be a webcast on June 15th at 1:30PM.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, August 30, 2017, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Ms. Glassman asked for a motion to adjourn. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

Adjournment:

Ms. Glassman adjourned the meeting at 2:11pm

Secretary

Date of Approval