

DRAFT - 187th HHAC BOARD MEETING MINUTES

Meeting date: June 5, 2019

Call to Order:

The 187th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), in Albany, New York, at 1:30 p.m. on June 5, 2019. The meeting was called to order by the Board Chair, Commissioner Michael P. Hein of the NYS Office of Temporary and Disability Assistance (OTDA).

Members in Attendance:

Sean Fitzgerald, Board Member Designee representing Board Member Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA); 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
LeeAnn Greenslade	HHAC Treasurer
Brian Mattiske	HHAC Assistant Treasurer
Michael Washburn	HHAC Comptroller
Brenda McAteer	HHAC Secretary
Lesley Stefan	OTDA Division of Legal Affairs (DLA)
Simone Demelo	OTDA DLA
Linda Glassman	Assistant Deputy Commissioner of Housing, Refugee Services and Disability Determinations
Rick Umholtz	Director, OTDA Bureau of Housing and Support Services
Matthew Ciulla	Project Manager
Anthony Pezzino	EFPR Group

1. Approval of Minutes

Commissioner Hein requested a motion to approve the minutes from the June 5, 2019 HHAC Board meeting. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

2. Vice President's Report

Ms. Greenberg presented the Vice President's (VP) Report, and began with an overview of the status of all projects under development as of April 30, 2019, when there were 63 projects in various stages of development. Thirty-three of these projects were in construction, five of

which were over 90% complete. Furthermore, 33% of the projects in development at that time were in New York City, 16% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 51% were in the rest of the state.

Project-Related Milestones

Final Award and Loan Agreements

Cazenovia Recovery Systems, Inc. (CRSI) – Benedict House (2017-014/ HC00947) executed a Final Award Agreement (FAA) on March 29, 2019. HHAC made an award reservation of \$4,617,447 in August 2017 to create 23 new studio units of permanent supportive housing for singles who are recovering from substance use disorders. The only other source of funding is a pre-development grant from NYS Office of Alcoholism and Substance Abuse Services (OASAS), for a total project cost of \$4,667,447. Matt Ciulla is the project manager.

Orange County Safe Homes Project, Inc. d/b/a Safe Homes of Orange County (2016-36/ HC00932) executed a FAA on March 28, 2019. HHAC made an award reservation of \$3,858,983 in April 2017 to develop an 11-unit, 20 bed shelter for both families and singles. Other sources of development funding include a NYS Legislative Grant and agency funds from Safe Homes of Orange County. The total project cost is \$4,017,675. Michael Washburn is the project manager.

Rehabilitation Support Services, Inc. (RSS) - Clinton Avenue Albany Apartments (2018-003/ HC00964) executed a FAA on April 2, 2019. HHAC made an award reservation of \$2,536,734 in October 2018 for the new construction of 10 units of permanent supportive housing for homeless families and individuals with severe mental illness (SMI) in the city of Albany. The remaining 10 units are for low-income individuals and families living at or below 50% of the Area Median Income (AMI). Other sources of development funding include: NYS Homes and Community Renewal Housing Trust Fund (HCR HTF), New York State Energy Research and Development Authority (NYSERDA), Federal Home Loan Bank (FHLB), a Project Development Grant (PDG) through NYS Office of Mental Health (OMH), and a contribution from the sponsor, for a total project cost of \$5,648,373. Michael Riley is the project manager.

Completed

Tompkins Community Action, Inc. (TCA) (2017-002/ HC00937) obtained a Temporary Certificate of Occupancy (TCO) on January 23, 2019 and fully rented up the project by February 28, 2019. HHAC made an award reservation of \$3,732,469 in April 2017 to develop 23 permanent studio apartments in Ithaca for young adults ages 18 to 25 who are single, pregnant and/or have a young child.

Other sources of development funding include HCR HTF, FHLB, Tompkins County Community Housing Development Fund (CHDF), and NYSERDA for a total project cost of \$6,164,914. Rachel Gaffey is the project manager.

Events and Ceremonies

Catholic Charities of Oneida/Madison County (CCOMC) (2017-020/HC00959) held a groundbreaking ceremony on April 23, 2019. CCOMC received a \$2,281,972 HHAP award reservation in December 2017 for the substantial rehabilitation of an eight unit (14 bed) building in Utica for homeless youth. The project will consist of five congregate emergency shelter units (11 beds) for homeless male youth/ runaways between 12-18 years old and three permanent supportive one-bedroom units (three beds) for homeless male youth/ young adults ages 18 to 24.

Other development funding sources include a grant from The Community Foundation of Herkimer and Oneida Counties (CFHOC) and an agency contribution from the sponsor. The total development cost is \$2,344,140. Rachel Gaffey is the project manager.

Housing Visions Consultants, Inc. – Ethel T. Chamberlin Residence (2015-033/ HC00921) held a ribbon-cutting ceremony on March 1, 2019, and obtained a Temporary Certificate of Occupancy (TCO) on March 4, 2019. Housing Visions received a \$3,771,676 HHAP award reservation in February 2016 to develop 16 units of permanent housing and one emergency unit (15 beds) in Syracuse for single homeless women.

Other sources of development funding include: NYS Housing Plan Program, HOME funds and Urban Initiatives Program through HCR, State historic tax credits and developer equity, for a total development cost of \$7,840,409. Rachel Gaffey is the project manager.

Ms. Greenberg also spoke about the status of two projects funded in 2016 that are still in the pre-development stage - 2016-020 Concern for Independent Living (Concern)/ Estella and 2016-037 Housing Visions (HV)/ Winston Gaskin Both are now moving toward a construction closing.

Ms. Greenberg reported on the status of the emergency shelter repair awards:

<u>HHAP ID#</u>	<u>Sponsor</u>	<u>Award Status</u>
2018-055S	Community Housing Innovations (CHI) – 275 St. Johns	Recommended for funding
2018-056S	Bethany House – 102 Whitehouse	Under review
2018-057S	Interfaith Hospitality Network of Greater Buffalo dba Family Promise of WNY, Inc.	Under review
2018-058S	Eager to Serve	Under review
2018-059S	Bethany House – 118 Manhattan	Under review
2018-060S	Bethany House – 760 Prospect	Under review
2018-061S	CHI – 15 Koren Lane	Under review
2018-062S	Genesis House of Olean	Under review

There was no further discussion or comment.

Commissioner Hein requested a motion to accept the Vice President's Report. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

3. Comptroller's Report

Mr. Washburn presented two resolutions for the Board's approval prior to the submission of various reports for State Fiscal Year 2018-2019 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, 2019, through the Public Authorities Reporting Information System (PARIS) and posted on the web site.

Mr. Washburn introduced Anthony Pezzino of EFPR Group, the auditing firm that completed the annual independent audit of HHAC. Mr. Pezzino summarized the Report and the financial statements to the Board. Mr. Pezzino stated that no issues were identified in the financial statements and that the audit resulted in an "unqualified," also known as a clean, opinion.

Mr. Washburn then presented the Annual Investment Report and the Schedule of Investments. There was an increase in investment income over the past year due to an increase in the interest rate received on investments. The Guidelines for the Disposition of Property and the Report on the Disposition of Property have not changed from previous years. These will also be reported to PARIS. HHAC does not currently hold title to any real property.

Mr. Hein asked if there were any questions or comments.

Two resolutions were introduced:

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, and

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. Hein requested a motion to approve each resolution in the Comptroller's Report. Mr. Fitzgerald made both motions, and Mr. Hebner seconded. The motions carried.

4. Treasurer's Report

Ms. Greenslade 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 \$21,773,618. Included in this figure was \$8,758,259 in Medicaid Redesign Team (MRT) funds and \$6,008,346 in Mortgage Insurance Funds (MIF).

Commissioner Hein requested a motion to accept the Treasurer’s Report. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

5. A Resolution of the Homeless Housing and Assistance Corporation Approving the Appointment of Officers

Ms. Roff presented a resolution to approve the following new slate of officers:

President	Barbara Roff
Vice President	Dana Greenberg
Comptroller	Michael Washburn
Secretary	Brenda McAteer
Asst. Comptroller	David Iorio-Izzio
Asst. Secretary	Amanda Diller
Counsel	Krista Rock
Treasurer	Lee Ann Greenslade
Assistant Treasurer	Brian Mattiske

There was no further discussion or comment.

Mr. Hein requested a motion to approve the resolution. Mr. Fitzgerald made the motion which was seconded by Mr. Hebner. The motion carried.

6. A Resolution of the Homeless Housing and Assistance Corporation Regarding Timely Compliance with Historic Requirements

Ms. Roff presented a resolution to renew and extend the existing Memorandum of Understanding (HC00402) with Parks and Trust from March 1, 2019, through February 29, 2024, to provide for the expedited review of HHAP projects pursuant to the historic preservation requirements of the Acts.

Mr. Hein requested a motion to approve the resolution. Mr. Fitzgerald made the motion which was seconded by Mr. Hebner. The motion carried.

Other business:

The next HHAC Board meeting is scheduled to take place on Wednesday, August 7, 2019, at the Media Service Center Studio in Albany, New York at 1:30 pm.

Commissioner Hein asked for a motion to adjourn the meeting. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

Adjournment:

Commissioner Hein adjourned the meeting at 2:13PM.