

DRAFT - 170th HHAC BOARD MEETING MINUTES
Meeting date: June 1, 2016

Call to order:

The 170th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on June 1, 2016, at 1:30 p.m. The meeting was called to order by OTDA Executive Deputy Commissioner Michael Perrin.

Members in attendance:

Moira Tashjian, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH), Sean Fitzgerald, Board Member Designee representing Board Member William Thompson, Chairman of the NYS Housing Finance Agency (HFA) and Mary Ann DiChristopher, 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:

Brett Hebner	HHAC Vice President
Linda Glassman	OTDA Deputy Commissioner
Barbara Roff	HHAC Comptroller
Scott Kunkler	HHAC Assistant Comptroller
Brenda McAteer	HHAC Assistant Secretary
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Lesley Stefan	OTDA OLA
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Joe Kehm	Toski & Co

1. Approval of minutes

Mr. Perrin requested a motion to approve the minutes from the April 19, 2016 HHAC Board Meeting. Mr. Fitzgerald made a motion to approve the minutes and it was seconded by Ms. Tashjian. The motion carried.

2. Vice President's Report

Mr. Hebner presented the Vice President's Report, beginning with an overview of the status of all projects under development as of April 30, 2016. There are currently 48 projects in various stages of development, with 48% in construction. Over half the projects in development at present are in New York City.

Project Related Milestones:

Final Award

Webster Green Apts., L.P. / The Doe Fund, Inc. (TDF) (2014-033/ HC00860) executed a Final Loan Agreement on April 26, 2016. Brenda McAteer is the project manager.

H.E.L.P. Development Corp. / HELP Buffalo II LLC (2014-022) executed a Final Loan Agreement on April 27, 2016. Kimberly Smith is the project manager.

Amendments and completed projects

Catholic Charities Housing Office (CCHO) (K031/ HC00116) assumed the permanent sponsorship role of this project, formerly awarded to another Catholic Charities affiliate. Additional funding was awarded to address building issues. That work was complete on April 22, 2016. David Galdun is the project manager.

Events and Ceremonies

Comunilife, Inc. (2012-011/ HC00812) held a ribbon cutting ceremony on April 8, 2016. Dave Galdun was the project manager.

599 River Street LP/ The Community Builders, Inc. (TCB) (2015-007/ HC00859) held a ribbon cutting ceremony on April 25, 2016. Dana Greenberg is the project manager.

There was no further discussion or comment.

Mr. Fitzgerald made a motion to approve the Vice President's report and it was seconded by Ms. Tashjian. The motion carried.

3. Comptroller's Report

Ms. Roff presented two resolutions for the Board's approval prior to the submission of various reports for State Fiscal Year 2015-2016 to the Authorities Budget Office (ABO) and the Office of the State Comptroller (OSC). In accordance with the Public Authorities Law (PAL) these reports are required to be submitted by June 30, 2016.

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

Ms. Roff introduced Joe Kehm of Toski & Co., the auditing firm that completed the annual independent audit of HHAC. Mr. Kehm highlighted the Report to the Board and the financial statements. Mr. Kehm stated that no issues were identified in the financial statements and that the audit resulted in an "unqualified", also known as a clean, opinion.

Ms. Roff 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.

There was no further discussion or comment.

Mr. Perrin requested a motion to approve the resolution and accept the audit conducted by Toski & Co. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

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

Ms. Roff 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.

Mr. Perrin requested a motion to adopt the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

4. Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of the meeting was \$55,042,843.64. Included in this figure is \$32,687,566.24 in Medicaid Redesign Team (MRT) funds, and \$4,603,046.50 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Mr. Perrin requested a motion to approve the Treasurer's Report. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. 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 and recommended that a negative declaration be made as both projects would not exceed any threshold under SEQRA that would indicate a potentially significant environmental impact. The Greenport Commons project was classified as Type 1 because the project intends to construct more than 10 units in a municipality that has no adopted zoning regulations.

- 2013-031 Mental Health Association of Columbia-Greene Counties (Greenport Commons)
- 2015-016 HELP Development Corp., - Livonia II

Mr. Perrin asked if the Type I designation is strictly related to the fact that the Greenport Commons project does not have any zoning regulations and Mr. Kunkler confirmed that to be correct.

Mr. Perrin requested a motion to adopt the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

6. A Resolution of the Homeless Housing and Assistance Corporation Accepting the Resignation of an Officer

Ms. Glassman summarized a resolution to accept the resignation of Brett Hebner from his position as HHAC Vice President, as well Barbara Roff, Scott Kunkler, Dana Greenberg and Brenda McAteer from their respective positions effective immediately with a vote of gratitude for their services.

Mr. Perrin requested a motion to approve the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

Resolution of the Homeless Housing and Assistance Corporation Approving the Appointment of Officers

Mr. Perrin presented a resolution to approve the following new slate of officers:

President	Barbara Roff
Vice President	Dana Greenberg
Comptroller	Scott Kunkler
Secretary	Brenda McAteer
Counsel	Krista Rock
Treasurer	Karen Martin
Assistant Treasurer	John Siniapkin

There was no further discussion or comment.

Mr. Perrin requested a motion to approve the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

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

Mr. Kunkler presented three additional technical assistance providers to be added to the technical assistance list approved at the previous Board meeting:

- Alice Astarita
- Corporation for AIDS Research Education and Services, Inc. (CARES)
- Nazareth Housing, Inc.

Mr. Perrin clarified that technical assistance providers would be utilized on an as-needed basis.

Mr. Perrin requested a motion to adopt the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

8. A Resolution Authorizing a Replacement Sponsor

Discussion: Ms. Roff provided the history related to the five Community Action Agency of Franklin County (Comlinks) projects. Comlinks was found in default in 2011 and Franklin County Community Housing Council Inc. (FCCHC) assumed property management responsibilities. FCCHC submitted a proposal to become the replacement sponsor. This proposal was reviewed favorably by HHAP staff. This resolution would permit transfer of ownership to FCCHC and allow the execution of Final Award Agreements for the five properties. Ms. Roff informed the Board that a petition to dissolve Comlinks and distribute the remaining assets was necessary to

transfer the Elm Street property. This petition was heard and approved in Franklin County the day before and the order was signed. Property transfer of all five properties is anticipated to take place in mid-June.

There was no further discussion or comment.

Mr. Perrin requested a motion to approve the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

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

Mr. Hebner explained that the purpose of the proposed resolution is to request the Board's approval of three (3) awards, totaling \$7,595,612 in HHAP funds, to the following organizations:

- Polish Community Center of Buffalo, Inc. (d.b.a. Lt. Colonel Matt Urban Center)
- Utica Center for Development, Inc.
- Concern for Independent Living, Inc.

Mr. Perrin requested a motion to adopt the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

Mr. Hebner also identified two projects that were not recommended for funding at this time:

- Barrier Free Living, Inc.
- Interfaith Partnership for the Homeless, Inc.

Mr. Hebner stated that as of the date of the meeting, there are four (4) applications under review requesting a total of \$8.5 million. None of the projects approved thus far qualified for the \$5 million HIV/AIDS set-aside from this year's appropriation. Early in the round of awards for SFY 2016-17 funding, 84% has been awarded to the Rest of State projects and 15% to the Suburban Region (Suffolk, Nassau and Westchester counties).

Mr. Hebner then described each project recommended for funding, including any conditions of the funding awards. \$8.3 million has been awarded to date and \$54.6 million continues to be available.

Agency Reports:

HCR:

Mr. Fitzgerald stated that HCR is very close to announcing its Unified Funding awards. A number of projects have HHAC funding committed and a number are contemplating HHAC funds.

OMH:

Ms. Tashjian stated that OMH is steadily working on the 700 units of operating and services that were rolled out about a year and a half ago. The first project has opened with remaining units in various stages of development. Furthermore, as part of OMH's investment from the reduction of psychiatric centers, OMH will be establishing an additional 200 units of supportive housing throughout the State.

OASAS:

Ms. DiChristopher stated that their final RFP under NY/NYIII is scheduled to be released on June 3, 2016 and that will complete OASAS' effort for 375 units. This RFP will be \$2.25 million for 90 units in New York City with a preference for Staten Island and Queens.

New/Other Business:

Mr. Perrin thanked Mr. Hebner for his service, referencing his expertise and dedication to the program, as Mr. Hebner is moving to OMH.

Mr. Perrin called for a motion to adjourn. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian and the meeting was adjourned.

Adjournment:

Mr. Perrin adjourned the meeting at 2:04pm.

The next HHAC Board meeting is scheduled to take place on Wednesday, August 3, 2016, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Secretary

Date of Approval