

Orange Housing
County Finance
Trust

**REGULAR MEETING SUMMARY ACTION MINUTES
ORANGE COUNTY HOUSING FINANCE TRUST**

WEDNESDAY, JANUARY 15, 2020, 10:00 A.M.

JOHN MARK JENNINGS
Chair

ANDREW DO
Vice Chair

DON BARNES
Director

DOUG CHAFFEE
Director

DAVID PENALOZA
Director

JAMEY FEDERICO
Director

SHARI FREIDENRICH
Director

ED SACHS
Director

STEPHEN FAESSEL
Director

Trust Manger
Adam Eliason

Trust Counsel
Jacqueline Guzman

Clerk of the Trust
Robin Stieler

ATTENDANCE: Directors Chaffee, Jennings, Barnes, Penaloza, Federico, Freidenrich, Faessel and Sachs

ABSENT: Director Do

PRESENT: Trust Manager
Trust Counsel
Clerk of the Trust

Adam Eliason
Jacqueline Guzman
Robin Stieler

CALL TO ORDER

CHAIR JENNINGS CALLED THE MEETING TO ORDER AT 10:03 A.M.

PLEDGE OF ALLEGIANCE

DIRECTOR SACHS LED THE PLEDGE OF ALLEGIANCE

ROLL CALL

THE CLERK CALLED THE ROLL AND CONFIRMED QUORUM

DISCUSSION ITEMS (Items 1-6):

1. Approve Orange County Housing Finance Trust minutes from the October 29, 2019 Regular meeting.
ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY DIRECTOR FEDERICO, BY A VOTE OF 8 TO 0, WITH VICE CHAIR DO BEING ABSENT, APPROVED THE ORANGE COUNTY HOUSING FINANCE TRUST MINUTES FROM THE OCTOBER 29, 2019 REGULAR MEETING
2. Approve Orange County Housing Finance Trust minutes from the December 19, 2019 Special Meeting.
ON THE MOTION OF DIRECTOR BARNES, SECONDED BY CHAIR JENNINGS, BY A VOTE OF 8 TO 0, WITH VICE CHAIR DO BEING ABSENT, AND DIRECTORS FEDERICO AND FREIDENRICH ABSTAINING, APPROVED THE ORANGE COUNTY HOUSING FINANCE TRUST MINUTES FROM THE DECEMBER 19, 2019 REGULAR MEETING
3. Approve Trust Strategic Plan Outline; and designate the Funding Strategy Ad Hoc Committee to work with Staff to draft the Strategic Plan.
ON THE MOTION OF CHAIR JENNINGS, SECONDED BY DIRECTOR FREIDENRICH, BY A VOTE OF 8 TO 0, WITH VICE CHAIR DO BEING ABSENT, UNANIMOUSLY APPROVED ITEM AS RECOMMENDED; DIRECTED TO ADD TO THE STRATEGIC PLAN OUTLINE:
 - **#5 – ADD MEMORANDUM OF UNDERSTANDINGS WITH THE COUNTY AND OTHERS**
 - **#6 (d) (i) – ADD “COMMUNICATIONS”**
 - **#6 (g) (i) – ADD “INDIVIDUALS” AND “CITY” COMMISSIONS TO THE COORDINATING EFFORTS**
 - **#7 (d) – ADD CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC) TO THE LIST OF KEY STRATEGIC PARTNERS**

SUBSTITUTE MOTION BY DIRECTOR PENALOZA TO APPROVE THE TRUST STRATEGIC PLAN OUTLINE AND DENY THE EXPANDED ROLE OF THE FUNDING STRATEGY AD HOC COMMITTEE WAS WITHDRAWN

4. Approve proposed Trust Administrative Expense Allocation Formula Policy and Procedures.
ON THE MOTION OF CHAIR JENNINGS, SECONDED BY DIRECTOR FEDERICO, BY A VOTE OF 6 TO 2, WITH VICE CHAIR DO BEING ABSENT AND DIRECTORS SACHS AND BARNES VOTING NO, APPROVED ITEM AS RECOMMENDED; DIRECTED STAFF TO PROVIDE CLARIFICATION OF THE TRUST BYLAWS REGARDING PAYMENT TERMS (I.E., WHEN PAYMENTS ARE DUE, PENALTIES IMPOSED FOR NON-PAYMENT, ETC.), REVIEW THE ORANGE COUNTY COUNCIL OF GOVERNMENT’S MEMBERSHIP FORMULA WITH RESPECT TO FUTURE FUNDING STRATEGIES; AND UPDATE THE “ADMINISTRATIVE EXPENSE ALLOCATION FORMULA POLICY AND PROCEDURES” TO CLARIFY ADMINISTRATIVE EXPENSES AND GRANT DEDUCTIONS; AND TO RETURN TO THE BOARD IN MARCH, 2020
5. Direct Trust Staff to utilize Platinum Advisors as primary with Best, Best and Krieger (BB&K) as subconsultant for the purpose of securing state funding for the Trust.
ON THE MOTION OF DIRECTOR CHAFFEE, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 8 TO 0, WITH VICE CHAIR DO BEING ABSENT, UNANIMOUSLY APPROVED ITEM AS RECOMMENDED; CONTRACT TO BE ISSUED AND PAID AT THE EXPENSE OF THE COUNTY GIVEN THAT THE COUNTY IS PROVIDING ADMINISTRATIVE SERVICES TO THE TRUST ENDING 6/30/20; AND REQUESTED SYRUS DEVERS FROM BEST, BEST AND KRIEGER PROVIDE A STATEMENT THAT HE HAS NO CONFLICT OF INTEREST REPRESENTING THE TRUST

6. Approve 2020 Permanent Supportive Housing Notice of Funding Availability (NOFA); and authorize issuance of NOFA on January 24, 2020.

ON THE MOTION OF CHAIR JENNGS, SECONDED BY DIRECTOR FAESSEL, BY A VOTE OF 7 TO 1, WITH VICE CHAIR DO BEING ABSENT AND DIRECTOR CHAFFEE VOTING NO, APPROVED AS AMENDED THE 2020 TRUST NOFA POLICY GUIDELINES (ATTACHMENT A) AS FOLLOWS:

- **AMENDED #2 TO READ “ALL TRUST FUNDING SHALL HAVE A PREFERENCE FOR PERMANENT SUPPORTIVE HOUSING (PSH)”**
- **AMENDED #6 TO READ “ALL UNITS MUST HAVE PROJECT-BASED RENTAL ASSISTANCE (E.G. PROJECT-BASED VOUCHERS) OR CAPITALIZED OPERATING SUBSIDY RESERVE**
- **AMENDED #11 THE MAXIMUM TRUST INVESTMENT FROM \$1,000,000/DEVELOPMENT TO \$2,500,000/DEVELOPMENT**
- **AMENDED #11 FROM “2 BEDROOM” TO “2 BEDROOM OR LARGER”**

HOUSING TRUST MANAGER REPORT (Item 7)

7. Oral Report from the Housing Trust Manager

- **COORDINATING A PUBLIC CEREMONY FOR THE TRUST RECEIPT OF \$1 MILLION FROM THE STATE; WILL SEND INVITATION TO BOARD MEMBERS TO JOIN THE CELEBRATION AND ANNOUNCEMENT**
- **WILL BE JOINING THE ASSOCIATION OF CALIFORNIA CITIES – ORANGE COUNTY IN SACRAMENTO ON JANUARY 27-28, 2020 TO MEET WITH LEGISLATORS AND STATE DEPARTMENTS TO DISCUSS CRITICAL ISSUES AFFECTING ORANGE COUNTY, INCLUDING HOMELESSNESS, PROMOTING THE EFFORTS OF THE TRUST AND SEEKING THE SUPPORT FOR ADDITIONAL FUNDING**
- **PROVIDED AN UPDATE AT THE HOUSING COMMITTEE OF THE SENIOR CITIZENS ADVISORY COUNCIL MEETING ON JANUARY 9, 2020**
- **SCHEDULED TO SPEAK AT THE ASSOCIATION OF CALIFORNIA CITIES – ORANGE COUNTY EVENT ON FEBRUARY 20, 2020 AT ANAHEIM STADIUM AND AT THE SOUTH ORANGE COUNTY ASSOCIATION OF MAYORS MEETING ON JANUARY 30, 2020 TO PROVIDE AN UPDATE ON THE TRUST**

PUBLIC & TRUST COMMENTS:

PUBLIC COMMENTS

Thomas Fielder – Oral Re: Trust moving forward in obtaining funding from the State for the Trust Strategic Plan; encouraged the Trust to identify within the Strategic Plan how funds are to be spent to minimize cost per unit for construction of low income, very low income and Permanent Supportive Housing; Fairview Developmental Center meets the requirements of the Mental Health Services Act Funding Term Sheet; encouraged the Trust to utilize the Fairview Developmental Center for housing and mental health services of the homeless population

DIRECTOR COMMENTS

Director Freidenrich – Oral re: Requested staff prepare social media regarding the public ceremony celebration for the Trust receipt of \$1 million and suggested posting on Trust Member City websites, Facebook and Twitter

Director Chaffee – Oral Re: Asked if staff has reached out to the Orange County Housing Trust or its Executive Director regarding the criteria used for disbursement of monies and it compares to the Orange County Housing Trust

ADJOURNED: 11:31 P.M.

NEXT MEETINGS: March 18, 2020, 10:00 A.M.


John Mark Jennings (Jun 16, 2020 08:53 PDT)
JOHN MARK JENNINGS
Chair, Orange County Housing Finance Trust

Robin Stieler
Robin Stieler (Jun 10, 2020 16:48 PDT)
ROBIN STIELER
Clerk of the Orange County Housing Finance Trust






01-15-2020 OCHFT minutes - unsigned

Final Audit Report

2020-06-10

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