

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

**WEDNESDAY, MAY 6, 2020, 2:00 P.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 Jennings, Do, Chaffee, Penaloza, Federico, Freidenrich, Sachs and Faessel  
(Directors Jennings, Do, Penaloza, Federico, Sachs and Faessel participated via  
teleconference)

**ABSENT:** Director Barnes

**PRESENT:** Trust Counsel  
Clerk of the Trust

Jacqueline Guzman  
Robin Stieler

**CALL TO ORDER**

Chair Jennings called the meeting to order at 2:02 p.m.

**PLEDGE OF ALLEGIANCE**

Director Chaffee led the pledge of allegiance

**ROLL CALL**

The Clerk called the roll and confirmed quorum

**CONSENT CALENDAR ITEMS (Items 1-4)**

1. Approve Orange County Housing Finance Trust minutes from the January 15, 2020 Regular Meeting.  
**ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY VICE CHAIR DO, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**
  
2. Approve the proposed amendments to the Orange County Housing Finance Trust Conflict of Interest Code.  
**ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY VICE CHAIR DO, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**  
*RESO: 20-001-OCHFT*
  
3. Authorize Trust Manager to apply for Local Housing Trust Fund program grant funds from the State of California for affordable and supportive housing development.  
**ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY VICE CHAIR DO, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**
  
4. Receive and file Alternative Trust Member Allocation Formula for Administrative Costs.  
**ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY VICE CHAIR DO, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**

**DISCUSSION ITEMS (Items 5-10):**

5. Receive and file Report on State Funding Advocacy Update from Platinum Advisors.  
**RECEIVED ORAL REPORT FROM DARIUS ANDERSON, PLATINUM ADVISORS REGARDING THE TRUST'S STATE BUDGET REQUEST**
  
6. Approve grant agreement between the County of Orange and the Orange County Housing Finance Trust for the development of affordable and supportive housing, FY 2020 through 2025 (\$25.5 million); and approve grant agreement between the County of Orange and the Orange County Housing Finance Trust for the provision of administrative costs, FY 2020 through 2025 (\$1 million); authorize the Trust Manager to execute agreements; and authorize staff to amend agreements under certain conditions.  
**ON THE MOTION OF VICE CHAIR DO, SECONDED BY DIRECTOR PENALOZA, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**
  
7. Approve Memorandum of Understanding (MOU) with the County for administrative services to the Orange County Housing Finance Trust (not to exceed \$165,550); authorize Trust Manager to execute and make non-monetary changes to the MOU without further Board approval; and authorize Trust Treasurer and Trust Auditor-Controller to file bonds (not to exceed \$25,000).  
**ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY VICE CHAIR DO, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**

8. Approve professional services agreement with CivicStone, LLC to provide management and administrative services to the Orange County Housing Finance Trust (not to exceed \$175,000).  
**ON THE MOTION OF CHAIR JENNINGS, SECONDED BY DIRECTOR DO BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**
9. Approve Trust expense and Member allocation amounts for Fiscal Year 2020-2021.  
**ON THE MOTION OF CHAIR JENNINGS, SECONDED BY VICE CHAIR DO, BY A VOTE OF 7 TO 1 WITH DIRECTOR SACHS VOTING NO AND DIRECTOR BARNES BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**
10. Approve increase to the 2020 Orange County Housing Finance Trust – Notice of Funding Availability Mental Health Services Act (funding cap at \$163,780 per unit) and projects listed in Attachment A for project funding; and authorize Trust Manager to execute a contingent Letter of Intent to funding awardees.  
**ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY DIRECTOR PENALOZA, BY A VOTE OF 8 TO 0 WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED ITEM AS RECOMMENDED**

**IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTIONS 54954.2 (b), CHAIR JENNINGS STATED THAT THERE WAS A NEED TO TAKE AN IMMEDIATE ACTION AND THAT THE NEED FOR ACTION CAME TO THE ATTENTION OF THE CHAIR SUBSEQUENT TO THE AGENDA BEING POSTED. ON THE MOTION OF CHAIR JENNINGS, SECONDED BY VICE CHAIR DO, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARNES BEING ABSENT, THE BOARD APPROVED CONSIDERATION OF AN URGENT ITEM REGARDING THE CANCELLATION OF THE MAY 20, 2020 MEETING. ON THE MOTION OF CHAIR JENNINGS, SECONDED BY DIRECTOR FAESSEL, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARNES BEING ABSENT, THE BOARD UNANIMOUSLY APPROVED THE CANCELLATION OF THE MAY 20, 2020 MEETING.**

**HOUSING TRUST MANAGER REPORT (Item 11)**

11. Oral Report from the Housing Trust Manager
  - a. League of Women Voters Observer Report from January Board Meeting

**REPRESENTATIVES OF THE LEAGUE OF WOMEN VOTERS ATTENDED THE TRUST'S JANUARY BOARD MEETING AND PROVIDED A LEAGUE OF WOMEN VOTERS OBSERVER REPORT CARD FOR DISTRIBUTION TO ALL TRUST MEMBERS**

**THE CITIES OF HUNTINGTON BEACH AND LAKE FOREST HAVE JOINED THE TRUST**

**THANKED THE BOARD FOR THE APPROVAL OF THE CIVICSTONE, LLC CONTRACT AND STAFF FOR THEIR ASSISTANCE IN SETTING UP THE TRUST'S FIRST TELECONFERENCE MEETING**

**PUBLIC & TRUST COMMENTS:**

PUBLIC COMMENTS: None

**DIRECTOR COMMENTS**

**Director Sachs** – Oral re: Provided a copy of the Orange County Council of Governments membership allocation for review by staff and was advised staff would provide a response before the May 2020 meeting. The Trust Manager informed Director Sachs that Agenda Item #4 on the Consent Calendar provided an analysis of Orange County Council of Governments membership allocation and provided a side-by-side comparison between Association of California Counties – Orange County and Orange County Council of Governments formulas.

**Director Federico** – Oral re: Thanked the County for their commitment to the Trust going forward and to the Trust Manager and County staff for their hard work.

**Director Chaffee** – Oral re: Trust is financing a portion of the projects and would like to see how the rest of the projects are being financed.

**Director Faessel** – Oral re: Achievements of the Trust in funding almost \$11,000,000 of housing in approximately one year; appreciates the attention to detail by staff and action by the Trust.

**Director Freidenrich** – Oral re: Congratulated Trust Manager for his accomplishments and approval of his contract; Notice of Funding Availability was conducted prior to the COVID-19 pandemic; suggests following up with companies to ensure their projects are not impacted by the pandemic and will be completed.

**Chair Jennings** – Oral re: Acknowledged the accomplishments of the Trust; thanked all Trust Members, Trust Manager and County staff for their service.

**ADJOURNED:** 3:00 P.M.

**NEXT MEETING:** July 15, 2020

*Signature of file*

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**JOHN MARK JENNINGS**

*Chair, Orange County Housing Finance Trust*

*Signature of file*

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**ROBIN STIELER**

*Clerk of the Orange County Housing Finance Trust*