

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

WEDNESDAY, MARCH 16, 2022, 10:00 A.M.

DOUG CHAFFEE
Chairman

STEPHEN FAESSEL
Vice Chairman

DON BARNES
Director

LISA A. BARTLETT
Director

JAMEY FEDERICO
Director

SHARI FREIDENRICH
Director

FRED JUNG
Director

DAVID PENALOZA
Director

ED SACHS
Director

Trust Manger
Adam Eliason

Trust Counsel
Jacqueline Guzman

Clerk of the Trust
Robin Stieler

ATTENDANCE: Directors Barnes, Bartlett, Chaffee, Faessel, Federico, Freidenrich and Jung
(All Members participated via Zoom)

ABSENT: Directors Penalozza and Sachs

PRESENT: Trust Counsel
Clerk of the Trust

Jacqueline Guzman
Robin Stieler

CALL TO ORDER

The Clerk called the meeting to order at 10:04 a.m.

PLEDGE OF ALLEGIANCE

Chairman Chaffee led the pledge of allegiance

ROLL CALL

The Clerk called the roll and confirmed quorum

CONSENT CALENDAR (Item 1)

1. Approve Orange County Housing Finance Trust minutes from the February 16, 2022, meeting
ON THE MOTION OF DIRECTOR FEDERICO, SECONDED BY DIRECTOR JUNG, BY A VOTE OF 7 TO 0, WITH DIRECTORS PENALOZA AND SACHS BEING ABSENT, APPROVED THE ORANGE COUNTY HOUSING FINANCE TRUST MINUTES FROM THE FEBRUARY 16, 2022 MEETING

DISCUSSION ITEMS (Item 2-4):

2. Receive and file State funding advocacy update from Townsend Public Affairs
RECEIVED AND FILED STATE AND FEDERAL FUNDING ADVOCACY UPDATE FROM ERIC O'DONNELL OF TOWNSEND PUBLIC AFFAIRS
3. Approve the Trust Procurement Policy
ON THE MOTION OF DIRECTOR FREIDENRICH, SECONDED BY CHAIRMAN CHAFFEE, BY A VOTE OF 6 TO 0, WITH DIRECTORS FAESSEL, PENALOZA AND SACHS BEING ABSENT, APPROVED AMENDED TRUST PROCUREMENT POLICY TO 1) ADD ADDITIONAL SENTENCE TO PAGE 3, 5.1. COMMODITY AND SERVICES PURCHASES (NON-CONSTRUCTION) SMALL PURCHASE LESS THAN \$10,000 TO READ: THE TRUST MANAGER MAY EXECUTE CONTRACTS OR PURCHASES UNDER THIS THRESHOLD WITHOUT BOARD APPROVAL SUBJECT TO A PRIOR TRUST APPROVED BUDGET ALLOCATION FOR THAT CONTRACT OR SERVICE; AND 2) TO REVISE AND LOWER THE VALUE FOR CONTRACTS OVER \$1,000,000 TO '\$500,000' ON PAGE 10 – INTERVIEWS; AND DIRECTED STAFF TO CLARIFY LANGUAGE WITHIN THE POLICY AND RETURN TO THE BOARD WITH AN AMENDED POLICY BEFORE RELEASING REQUEST FOR PROPOSAL
4. Adopt Resolution finding that, due to the proclaimed state of emergency arising from the novel coronavirus (COVID-19), meeting in person presents imminent risks to the health and safety of attendees, and the emergency continues to directly impact the ability of the members to meet safely in person
ON THE MOTION OF DIRECTOR JUNG, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 4 TO 3, WITH DIRECTORS BARTLETT, JUNG, FAESSEL AND CHAFFEE VOTING YES, DIRECTORS BARNES, FEDERICO AND FREIDENRICH VOTING NO AND DIRECTORS PENALOZA AND SACHS BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED
RESO: 22-003-OCHFT

HOUSING TRUST MANAGER REPORT (Item 2)

5. Oral Report from the Housing Trust Manager
TRUST STAFF AND COUNSEL CONTINUE TO WORK CLOSELY WITH TRUST FUNDED DEVELOPERS ON A SERIES OF PROJECTS FOR PROJECT CLOSURE; FIVE TRUST PROJECTS HAVE BEEN FUNDED, CLOSED AND CONSTRUCTION HAS COMMENCED; STAFF IS CURRENTLY WORKING ON FOUR ADDITIONAL PROJECTS

TRUST STAFF WILL SOON RECEIVE APPLICATIONS FOR THE THIRD NOTICE OF FUNDING; WILL RETURN TO THE BOARD IN MAY WITH FUNDING RECOMMENDATION

TRUST APPLIED AND RECEIVED FUNDING FROM THE STATE FOR THE LOCAL HOUSING TRUST FUND PROGRAM THAT THE HOUSING AND COMMUNITY DEVELOPMENT AT THE STATE OF CALIFORNIA ISSUES EVERY YEAR; APPLICATION PROCESS WILL BEGIN WITHIN 30 DAYS

PUBLIC & TRUST COMMENTS:

PUBLIC COMMENTS: None

DIRECTOR COMMENTS:

Chairman Chafee – Oral re: Trust approved resolution to continue virtual meeting (Agenda Item #4); requested to determine if future meetings could be held in-person

ADJOURNED: 11:06 a.m.

NEXT MEETINGS: April 13, 2022 at 10:00 a.m.

Signature of file _____

DOUG CHAFFEE

Chairman, Orange County Housing Finance Trust

Signature of file _____

ROBIN STIELER

Clerk of the Orange County Housing Finance Trust