

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

Wednesday, May 19, 2021, 10:00 A.M.

JAMEY FEDERICO
Chair

DOUG CHAFFEE
Vice Chair

DON BARNES
Director

LISA A. BARTLETT
Director

STEPHEN FAESSEL
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 Federico, Bartlett, Chaffee, Faessel, Freidenrich, Jung, Penaloza and Sachs

ABSENT: Director Barnes

PRESENT: Trust Counsel
Clerk of the Trust

Jacqueline Guzman
Robin Stieler

CALL TO ORDER

The Chair called the meeting to order at 10:15 A.M.

PLEDGE OF ALLEGIANCE

The Chair 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 March 17, 2021 Meeting.
ON THE MOTION OF DIRECTOR FAESSEL, SECONDED BY VICE CHAIRMAN CHAFFEE, BY A VOTE OF 7 TO 0, WITH DIRECTORS BARNES AND BARTLETT ABSTAINING, APPROVED THE ORANGE COUNTY HOUSING FINANCE TRUST MINUTES FROM THE MARCH 17, 2021 MEETING

DISCUSSION ITEMS (Items 2-5):

2. Approve professional services agreement with CivicStone, LLC to provide management and administrative services to the Orange County Housing Finance Trust (not to exceed \$240,000).
ON THE MOTION OF VICE CHAIRMAN CHAFFEE, SECONDED BY DIRECTOR FAESSEL, BY A VOTE OF 9 TO 0, APPROVED THE PROFESSIONAL SERVICES CONTRACT AS AMENDED WITH CIVICSTONE, LLC. TO CHANGE CONTRACT FROM A FIXED-FEE CONTRACT TO A TIME AND MATERIALS CONTRACT NOT TO EXCEED \$240,000; AND AMEND BILLING RATE FOR LOCATING AND RESPONDING TO RECORD REQUESTS UNDER THE CALIFORNIA PUBLIC RECORDS ACT REQUESTS FROM \$170.00 PER HOUR TO \$149.00 PER HOUR

DIRECTOR FREIDENRICH REQUESTED CIVICSTONE, LLC PROVIDE A BREAKDOWN OF EXISTING AND NEW MANAGEMENT AND ADMINISTRATIVE SERVICES PROVIDED TO THE TRUST; AND SUGGESTED MOVING TRUST WEBSITE TO PLATFORM USED BY THE COUNTY

DIRECTORS FREIDENRICH AND BARTLETT SUGGESTED THE TRUST ADOPT THE COUNTY'S TRAVEL POLICY FOR TRAVEL AND REIMBURSEMENTS

VICE CHAIRMAN CHAFFEE REQUESTED TO ADVISE THE TRUST HOW GRANT FUNDS (\$600,000) ARE TO BE EXPENDED AND PROVIDE AN EXPENDITURE TIMELINE

3. Receive the State funding advocacy update from Platinum Advisors.
RECEIVED STATE FUNDING ADVOCACY UPDATE FROM DARIUS ANDERSON, PLATINUM ADVISORS
4. Approve 2021 Orange County Housing Finance Trust Notice of Funding Availability (NOFA) projects for project funding; waive per-project maximum funding amount for Paseo Adelanto (not to exceed \$3,303,314.50); and authorize Trust Manager to execute a contingent Letter of Intent to funding awardees and modify final LHTF project funding reallocation formula under certain conditions
ON THE MOTION OF DIRECTOR FREIDENRICH, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 7 TO 0, WITH DIRECTORS BARTLETT AND SACHS BEING ABSENT, APPROVED ITEM AS RECOMMENDED

DIRECTOR BARNES SUGGESTED PLACING AN EMPHASIS ON THE RETURN ON VALUE OF DOLLARS AND INCENTIVIZE PROJECTS TO MAXIMIZE RETURN OF INVESTMENT

DIRECTOR FREIDENRICH SUGGESTED INCORPORATING FILTERS (I.E., BROADBAND, BUS SERVICES) FOR PROJECT FUNDING

5. Approve a waiver of City Member contributions for Fiscal Year 2021-22; and approve Fiscal Year 2021-22 Orange County Housing Finance Trust Budget
ON THE MOTION OF VICE CHAIRMAN CHAFFEE, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 7 TO 0, WITH DIRECTORS BARTLETT AND SACHS BEING ABSENT, APPROVED ITEM AS RECOMMENDED

HOUSING TRUST MANAGER REPORT (Item 6)

6. Oral Report from the Housing Trust Manager

WILL BE PROVIDING A PRESENTATION REGARDING THE TRUST'S ACCOMPLISHMENTS TO LOCAL COMMUNITIES AND ELECTED OFFICIALS THROUGHOUT ORANGE COUNTY AND WILL REACH OUT TO NON-MEMBER CITIES TO SEE IF THEY WOULD LIKE TO JOIN THE TRUST

PUBLIC & TRUST COMMENTS:

PUBLIC COMMENTS

David Duran– Oral Re: Thanked the Board for considering his recommendation regarding cost per unit for permanent supportive housing; individuals who died without fixed abode; urgent need to increase funding for the homeless for permanent supportive housing and wrap around services.

DIRECTOR COMMENTS

Director Faessel– Oral re: Congratulated Trust and staff for their funding achievements

Director Federico– Oral re: Thanked Trust and County staff for helping the Trust accomplish their mission

ADJOURNED: 11:58 A.M.

NEXT MEETING: July 21, 2021, 10:00 A.M.

Signature on file

JAMEY FEDERICO

Chair, Orange County Housing Finance Trust

Signature on file

ROBIN STIELER

Clerk of the Orange County Housing Finance Trust