



HOUSING AND NEIGHBORHOODS DEPARTMENT

JACKSONVILLE HOUSING COMMISSION

MINUTES

OF

REGULAR MEETING

June 25, 2008

4:00 p.m.

June 25, 2008

4:00 p.m.

PROCEEDINGS before the Jacksonville Housing Commission taken on Wednesday, June 25, 2008, Ed Ball Building, 214 N. Hogan Street - 8th Floor, Jacksonville, Duval County, Florida commencing at approximately 4:07p.m.

COMMISSION MEMBERS

CHARLES COMMANDER, Chair
BURSEY J. ARMSTRONG, SR., Member
CATHERINE L. CHILDERS, Member
KEN FILIP, Member
BARBARA HARRELL, Member
RONALD JACKSON, Member
JIM PELLOTT, Member
ANTOINE D. ROBERTS, Member
BERNARD E. SMITH, Member

WIGHT GREGER, Director

APPEARANCES

BOARD MEMBERS:

CHARLES COMMANDER, Chair
BURSEY J. ARMSTRONG, SR., Member
CATHERINE L. CHILDERS, Member.....absent
BARBARA HARRELL, Member
RON JACKSON, Member.....absent
JIM PELLOTT, Member
KEN FILIP, Member.....absent
ANTOINE D. ROBERTS, Member
BERNARD E. SMITH, Member.....absent
KERRI STEWART, Ex-Officio Member....absent

PROFESSIONAL STAFF:

KAREN CHASTAIN, Esquire, Office of the General Counsel

STAFF:

DAYATRA COLES
ROB GILRUP
WIGHT GREGER
MATTHEW SCHMID
LAURA STAGNER-CRITES
YON WHEELER

OTHERS PRESENT:

Matt Bowler, RADO
Gina Birmingham, Housing Partnership
Susan Cochran, River Region
Carolyn Ettlenger, Housing Partnership
Sandy Horvitz, LISC
Shannon Nazworth, Ability Housing
Mary Kay O'Rourke, HABIJAX
Kevin Gay, Operation New Hope
Gregory Owens, JEA
Ronald Pauline, Metro North, CDC
Richard Paige, Housing Partnership
Derya E. Williams, River Region

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PROCEEDINGS

June 25, 2008

Regular meeting

4:00 p.m.

Call to Order and Comments. Chairperson Commander called the regular meeting to order at approximately 4:07 p.m.

1. Consider Approval of Minutes of May 21, 2008 Regular

Meeting. The first item on the agenda was the approval of the minutes of the May 21, 2008 Regular Meeting, a copy of which is attached hereto and by this reference made a part hereof. A motion was made by Mr. Pellot to approve the minutes as amended and duly seconded by Ms. Harrell.

Motion passed 5-0.

2. Staff Reports

2a. Financial Report

Referring to the Financial Reports, copies of which are attached hereto and by this reference made a part hereof, Ms. Stagner stated that the Financial Summary ending April 30, 2008 are available for review. She stated that progress is continuing in extending both current and prior year funds. The Housing Services division is in the process of lapsing some of the old contracts and re-allocating the funds in order to get the dollars moving along. The process is midway through production and the results will start to reflect in the financial statements within the next 60 days.

2b. Legislative Update.

Referring to the Legislative Update Memorandum, a copy of which is attached hereto and by this reference made a part hereof. Ms. Stagner stated that the Legislative Update with the new format is available for review. The CDBG re-allocation to Jacksonville Urban League was approved by City Council yesterday. Staff will be preparing the amended contracts. The 2009 SHIP Appropriation was also approved by City Council yesterday. The Fund Swap for Housing Partnership was introduced to City Council and the Modification for Community Connections is anticipated to be introduced to City Council in July.

2c. Director's Report.

Ms. Greger gave a report regarding information that has taken place since the last authorized Board meeting. Discussion ensued about the following:

- Ron Jackson's Board appointment was approved yesterday at City Council. He can now officially serve on the JHC and JHFA Board of Commissioners. Mr. Jackson is now a Mayoral appointee instead of a City Council appointee.
- The legislation regarding the JHC and JHFA Board separation will be filed shortly and should hopefully be introduced to City Council in July. Presently, there are two nominees presented for the JHC Board. An excerpt of their resume/biographies, a copy of which are attached hereto and by this reference made a part hereof are available for

review. Brad King is a City Council appointee and the legislation for his appointment was introduced yesterday at City Council. Mr. King has an extensive amount of banking history and was recommended by Councilmember Daniel Davis. Leonard (Lenny) Curry has a background that comes from a professional services/human resources entity. Ms. Greger stated that she had the opportunity to meet with him and he is very excited and enthusiastic about being appointed to the JHC Board. Mr. Curry is a Mayoral appointee. Legislation has not been introduced as of yet but will be forthcoming.

- Since there are industry specific slots that are being filled as a result of adopting the criteria that is mandated by Florida Statue for oversight of the SHIP Program, legislation will specify that JHC Board members will be re-appointed. What will happen with the new legislation is that all of the JHC Board members will resign and be re-appointed from the new legislation once the Boards are in place. This is just a formality and it should take place towards the end of August providing that there are no questions or issues through City Council.
- Discussion ensued about having a Board meeting in July. The Board decided that there will be no July Board meeting unless there are action items that need to be addressed.
- On August 8, 2008, Florida Housing Finance Corporation will

be having their Board meeting in Jacksonville. On August 7, 2008, the Housing and Neighborhoods Department and LISC will be co-hosting two events. There will be a bus tour of the neighborhoods that we serve at 5:00pm and a reception at 7:00pm at the Hyatt Regency. Ms. Greger invited the Board members to attend. She also stated that she looks forward to showing what is being done in Jacksonville to further affordable housing. Please contact her for more information regarding these events.

- Ms. Greger stated that in reference to Financial Disclosures, she has received the final word from the State that the Board members of JHC and JHFA are not required to file any individual financial disclosure forms.

2d. Program Reports

Referring to the Production Report, copies of which are attached hereto and by this reference made a part hereof. Ms. Coles presented updated information regarding the program and the Production report.

- Ms. Coles stated that there have been several increases in assistance provided per unit and/or individuals in the areas of rehabilitation, HOPWA assistance, and downpayment assistance; however, the grant balances per organization has not reflected the reduction but we anticipate that it will within the next month.
- When the CHDO's complete their homes and find a suitable

buyer and their contracts are executed, the reduction in numbers will be noted in the report in the comments section. She stated that a lot of the CHDO's are gaining momentum and they are building up to their capacity. There continues to be increases in homebuyer counseling. The majority of the funding is dwindling down at a rapid pace for 2007-2008 owner occupied rehabilitation.

- One of the initiatives that have been implemented is a partnership for the Neighborhood Efficiency Program with JEA to assist low income residences of Jacksonville in order to help improve the energy efficiency of their homes and help offset the rising energy cost. Mr. Gillrup gave a brief overview about the program and its different phases.
- In the month of April, there were thirty-one (31) Lien Disposition requests from Habitat and Metro North CDC. This will enable them to continue to build affordable housing on lots that they have within their inventory.
- Staff attended the Affordable Housing Fair in Brentwood for individuals who are interested in housing.
- Ms. Coles stated that the Foreclosure Intervention Program, a copy of which is attached hereto and by this reference made a part hereof, was launched. An information session was held at Macedonia Baptist Church and was well attended.

3. Committee Reports

3a. Jacksonville Housing Finance Authority.

Mr. Pellot stated that at the JHFA Board meeting today the following items were discussed:

- There were some decisions made concerning the potential funding schedule of the three multi-family deals that are in process. There was an approval of the order in which the deals will be funded in order to maintain the majority of the bond allocations.
- There was an approval to extend the 2006 single-family bond issue for an additional six months to allow additional time to originate loans.
- The 2007 single-family bond issue is moving along very well.
- There was an approval for the Glades property to transfer ownership pending review of their application by the credit underwriter.

4. Action Items

4a. Request for Extension (Andy's Place)

Referring to River Region's Human Services request for an extension of the commitment for Andy's Place, a copy of which is attached hereto and by this reference made a part hereof, Ms. Greger stated that previously River Region applied for and received an allocation of funds from the housing services division's rental pool. They had applied for tax credits and were not successful with receiving them. They are still moving forward but had to make some adjustment to their project plans. Their commitment expires on June 30, 2008. They are requesting

permission to extend their commitment for one year to allow them to proceed with construction of the property that is located on Parental Home Road in Jacksonville. They also wanted it to be noted that they are reducing the total number of units from sixty-four (64) to thirty-two (32). Discussion ensued about the proforma, debt service requirements and construction cost. Mr. Pellot made a motion to approve the extension of the commitment letter for one year, the construction timeline as well as the noted unit reduction from 64 to 32 assisted units. Ms. Harrell seconded the motion.

Motion passed 5-0.

5. New Business

None.

6. Old Business

6a. Policy for Draw Downs

Ms. Greger stated that there have been some ongoing internal discussions with staff regarding draw downs. It is most efficient when we can piggy-back on the construction lender processes for draws. Discussion also ensued with LISC who is providing some financing to combine the processes so it is easier for the development community to use them. However, in the event that we are either in first place or the only one financing, we have to look for ways that are expeditious and come up with a workable plan for that particular development. At the present, Ms. Greger stated that she would not propose or

recommend a blanket policy unless there is a need to follow the process of primary financing.

6b. Rehabilitation Policies and Procedures (Update)

Ms. Coles stated that on May 27th, another meeting was conducted with the rehab providers. She stated that they were able to meet and negotiate some of the issue to start implementing some controls. Presently, staff is revising the rehab policies and procedures and expects to have them presented at the next Board meeting in August for review, discussion and implementation.

6c. Tenant Based Rental Assistance (TBRA)

Ms. Greger stated that staff has continued ongoing discussions with Mr. Ferguson from the Housing Authority and Ms. Nazworth from Ability Housing. It is a fairly involved program to, but we have a proposal from the Jacksonville Housing Authority and Ability Housing to perform the administrative activities. There is going to have to be an amendment to the Consolidated Plan that will allow us to spend money in the activity. Since an update is due to HUD in August, Ms. Greger suggested including it as a strategy and funding it after approved by HUD as funds are available. The Board agreed that this is a necessary strategy for keeping families from becoming homeless.

6d. Contract Status Report

Referring to the Contract Status Report, a copy of which is attached hereto and by this reference made a part hereof, Ms. Coles stated that contracts are moving along quite well on the

State side. The majority of the contract has been sent to the providers. There have been revisions, but the contracts are about 85%-90% completed. In reference to the federal contracts, staff will begin the process of preparing a submittal to the General Counsel's office for approval by the second week in July.

Public Comments

- Mr. Sandy Horvitz - LISC - Mr. Horvitz gave a general update on production with the CDC's that we partner with as well as future goals for LISC.
- Ms. Shannon Nazworth - Ability Housing - Ms. Nazworth stated that she attended the Board Retreat a couple of weeks ago for Florida Housing. She said that one of the things on the agenda was the restriction of resources to Location A. Duval County is considered Location A. She stated that discussions strongly ensued about not allowing the 9% tax credits to Location A. The Coalition of Affordable Housing Providers (CAHP) is considering endorsing this position as well. Ms. Nazworth also stated that Florida Housing can really only go by what others are suggesting and if there is no one present to contradict the need for 9% tax credits, it may very well go through the route of restrictions for Location A. Since Florida Housing's Board meeting will be conducted in Jacksonville in August, she suggested that Board members and staff may

want to ask to be on the agenda to speak about this issue since it will be one of the topics of conversation. Ms. Nazworth is excited about the TBRA Program and is looking forward to working on the launch of the program.

- Mr. Ronald Pauline - Metro North CDC - Mr. Pauline stated that he has always sold to homeowners with 80% AMI using HOME funds. About two months ago he sold a home to the first person that was over 80% AMI. Because of that, gap financing had to come from the SHIP pool. To date, he has not received the gap financing and wanted to know what was happening with the SHIP pool of funds. Ms. Coles stated that staff is presently working on its first SHIP development contract. Once the legal portion of the contract is complete, it can move forward with implementation. Ms. Chastain stated that her completion of the review of the contract should be completed within two weeks. At that point, it will be forwarded back to staff to drop in the specific business points to each entity.

Adjournment

Meeting adjourned at 5:14p.m.

JACKSONVILLE HOUSING COMMISSION

Certification

Recorded and Transcribed by:

Submitted by:

Yonner Wheeler

Secretary (N/A)

Approved by:

Charles Commander, Chairman

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