

**Housing Finance Authority of
St. Johns County, Florida
Regular Meeting**

**March 24, 2022
Minutes**

The Housing Finance Authority of St. Johns County met at 3:00 pm in the Kingfisher conference room in the Health & Human Services Building – 200 San Sebastian View, St. Augustine, Florida 32084.

The meeting was called to order at 3:01 p.m. by Michael O'Donnell, Chair.

Members Present:

Linda DeGrande
Andrew Evener
Robert Marshall
Michael O'Donnell
Malinda Peeples
Erick Saks

Members Absent:

None (currently one vacancy)

Guests Present:

Rich Komando, Esq., Bradley, Garrison & Komando
Carolina Morrow, Habitat for Humanity
Roberto Ortiz, Housing & Community Development Manager
Julie Voorhees, Housing & Community Development Support Staff
Mary Garcia, Social Services Support Staff

Notices regarding the meeting were sent to all members. Quorum was present. No press was in attendance.

Additions/Deletions to Agenda and Approval of Agenda:

Motion made by Erick Saks to accept the agenda as presented; motion seconded by Malinda Peeples. **Motion passed unanimously.**

Public Comment: None.

Financial Report/Review of Bills and Correspondence:

- **February, 2022:** Financial statements through February, 2022, were provided to all HFA members. Henry O'Connell was unable to attend the meeting but sent checks for signature. Ms. Garcia stated a check was presented for Bradley, Garrison, and Komando in the amount of \$1,500 representing Rich Komando's monthly retainer, and a check in the amount of \$584.55 was presented for the services of W.H. O'Connell and Associates, P.A.

Approval of Minutes:

Rich Komando noted the conference room used for the February meeting was the "Kingfisher", not the "Muscovy" as indicated in minutes presented. Ms. Garcia stated she would amend the minutes. **Motion** made by Linda DeGrande to accept February, 2022, meeting minutes with amendment; motion seconded by Erick Saks. **Motion passed unanimously.**

Administrators Report: Roberto Ortiz advised a request has been made for a formal and comprehensive update from Smith Henzy, developer of the San Marcos Heights project, and from Turnstone Development, developer of the Victoria Crossing project. Mr. Ortiz said that this update will include information from the property management company for San Marcos Heights detailing the number of applications received and some data related to the applicants. Mr. Ortiz also talked briefly about the proposed HFA/AHAC workshop item on this agenda. Mr. O'Donnell asked if perhaps the AHAC and the HFA might combine their efforts as one committee. Mr. Komando explained the AHAC and the HFA have very separate functions and are each necessary in their

own right. Discussion ensued regarding the naming of a new County Commission liaison to all of the Health and Human Services boards and committees. Mr. Evener speculated Commissioner Sarah Arnold may be assigned as new liaison.

Mr. O'Donnell asked about the SHIP lien forgiveness item discussed at the February meeting and asked if any action was required by the HFA. Mr. Komando stated County attorney Bulthuis has been in contact with the attorney for the client and there have been no further developments at this point.

New Business:

- **HFA/AHAC Workshop:** Mr. Ortiz explained the AHAC is interested in hearing a proposal from Frank Williams, County resident, regarding the possibility of instituting a Public Housing Agency/Authority (PHA) in St. Johns County. Mr. Williams attended the March 16th meeting of the AHAC and Committee members subsequently proposed a joint workshop with the HFA. Mr. Ortiz stated it was suggested that the workshop be held on May 18th, at 3pm, as this is the AHAC's regularly scheduled meeting date and time. Discussion ensued. It was alternatively suggested that the meeting might be held on the HFA's regularly scheduled meeting date of May 26th, since this meeting is legally noticed. Staff will consult with Mr. Williams and the AHAC membership to coordinate and discuss further with the HFA at their April meeting.

Old Business:

- **2022 Florida ALHFA Conference – July 6-9 in Sarasota:** Linda DeGrande and Erick Saks stated they plan to attend and have reserved their hotel rooms. Ms. DeGrande said she has submitted her check for her registration. Ms. Garcia stated she will request a check from Mr. O'Connell for other attendees' registration fees when there is a firm head count.
- **Executive Director Job Description:** Ms. Garcia stated the proposed job description with changes suggested by Rich Komando and Marianne Edmonds was distributed to all members via email. Mr. O'Donnell asked what salary would be appropriate for this position and Mr. Ortiz offered to have staff do research and return with suggestions based on compensation offered to HFA staff by surrounding counties. Mr. Komando stated there is a lot of latitude with regard to salary and it should depend upon assigned duties and whether that position is part or full-time. Mr. Marshall suggested staff speak to Susan Leigh at Florida ALHFA. Discussion ensued regarding position particulars. Mr. Komando suggested hiring staff with government experience and a familiarity with St. Johns County. Mr. Komando also suggested advertising an annual salary based on part-time work but also making note there is potential for this to become a full-time position. Mr. Komando said he would anticipate more bond issuance projects considering the rise in interest rates and Marianne Edmonds concurred. Discussion ensued with regard to programs the HFA might focus on in the future and how an executive director might seek out new opportunities. A timeline for the advertisement was discussed and it was ultimately decided that the July Florida ALHFA conference would provide a great opportunity for candidate canvassing, so posting in June would be advantageous. The decision was made to post the job advertisement with a salary range based upon approximately 20 hours per week. Michael O'Donnell asked HFA members to review the job description for discussion at the April meeting.
- **Own a Home Opportunity Program Update:** Tim Wranovix invited Authority members and County staff to attend a regional workshop on April 14th for HFAs and community development groups participating in Lee County HFA Programs. Mr. Wranovix said members are welcome to attend in person or via conference line. Andrew Evener and Linda DeGrande expressed their interest to attend and said they will RSVP, as requested.

Meeting was adjourned at 3:43 p.m.

Next Meeting: The next meeting of the HFA will be held on April 28, 2022, in the Kingfisher conference room, in the Health & Human Services Center, at 200 San Sebastian View, St. Augustine.

Respectfully submitted,

Secretary