

Effective March 16, 2020 Governor Gregg Abbott authorized the temporary suspension of some of the statutory provisions of the Texas Open Meetings Law This Meeting of the Board of Trustees of the San Antonio Housing Trust Foundation, Inc is being held pursuant to this authorization and will limit face-to-face meetings to slow the spread of the Corona Virus (COVID19). See attached Open Meeting Laws Subject to Temporary Suspension

AGENDA

A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held on Wednesday, August 12, 2020 beginning at 1:00 p.m., via video and teleconference to consider the following matters:

NOTICE: *This board meeting will be held via Zoom. Members of the public may access this meeting by the free of charge video conference link by logging into the Zoom website –*

<https://us02web.zoom.us/j/89895175989?pwd=TVErNE9CUk9PakYxZGk5M2JPRkVkdz09>

or dial in number 1 346 248 7799 Meeting ID: 898 9517 5989 Passcode: 038994 no more than 15 minutes before the meeting. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.

NOTICE: *This meeting of the Board of the San Antonio Housing Trust Foundation, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071 - 551.084. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for June 30, 2020
3. Citizens to be heard – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided
4. Treasurer's Report – July 2020
5. Briefing, discussion, and possible action regarding presentation of a preliminary FY 2021 SAHT Budget including operations, programmatic policies, and process.
6. Executive Director's Report
7. Personnel Committee: Authorizing the Board President to execute an Employment Agreement between the San Antonio Housing Trust Foundation and Pedro Arturo Alanis for the permanent Executive Director position.
8. Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION

9. Adjournment

SAN ANTONIO HOUSING TRUST FOUNDATION
2020 BOARD OF DIRECTORS
MINUTES

DATE: Tuesday, June 30, 2020

TIME AND PLACE: 2:00 p.m.; Zoom meeting

PRESENT: Celina Peña, Paul DeManche, Erica Martínez, John Whitsett and John Harris II

ABSENT: Frankie Gonzales-Wolfe, Estrella Garcia-Diaz and Hilliard Galloway

STAFF MEMBERS: Pedro Alanis- Interim Executive Director Nicole Collazo-Assistant Director, Maria Bradley- Senior Administrative Assistant and Mark Sanchez, Attorney

VISITORS: Allison Shea- NHSD; Ian Benavidez-NHSD; Veronica Soto-NHSD; Teri Castillo-Resident

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 2:07pm
2. APPROVAL OF BOARD MEETING MINUTES FOR MAY 13,2020

Director Paul DeManche motioned, and Director John Whitsett seconded to approve the minutes for May 13, 2020 as presented.

MOTION CARRIED 5-0

3. CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.

NO CITIZENS TO BE HEARD.

4. TREASURER'S REPORT- MAY 2020
Pete Alanis stated that we are still within budget even with the updated Mid-year review budget adjustment.

NO ACTION WAS TAKEN.

5. EXECUTIVE DIRECTORS REPORT

Pete Alanis let the Board know that effective June 18,2020 SAHT staff will continue to work remotely full time at least through Independence Day. He provided an update regarding the Risk Mitigation Fund stating that approximately \$1947,670 in Trust funds and donations to assist 733 families. Pete Alanis gave a brief update on the following PFC projects that have completed construction and are now leasing. It included Salado at Red Berry Apartments, The Stella Apartments, St. John's Seminary Apartments and Brookwood Senior Apartments. He also provided a list of 8 projects that anticipate closing between July 15th- October 30th.

Lastly, he reported about Request For Qualifications for Asset Management and Underwriting will be posted on July 8th and the Legal Services will be posted on July 15th.

NO MOTION NEEDED.

6. BRIEFING ON THE CITY OF SAN ANTONIO STRATEGIC HOUSING IMPLEMENTATION PLAN BY NHSD

Pete Alanis introduced Veronica Soto, Director of Neighborhood Housing Services Department to provide feedback on the Strategic Housing Implementation Plan (SHIP). The Mayor's Housing Task Force recommended the needs of the community strategically and collaboratory; ensuring the most efficient provision of housing production, home ownership and rentals. Ian Benavidez also mentioned that the SHIP will be completed in 2 phases. Phase I was started back in October 2019 of the recalibration of the production goals in the Framework Plan. The recalibration considered cost burden households, supply and demand imbalances, location of where the needs are, and the types of housing that are needed. Ian informed the board on the projected timeline. The Housing Commission and Stakeholders will define goals in June-July 2020. In July-August 2020 will be to create Framework which includes key strategies and stakeholder session. In August-September 2020 will be to implement strategies to achieve and to track and measure targets.

NO ACTION WAS TAKEN.

7. PERSONNEL COMMITTEE: DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING THE EXECUTIVE DIRECTOR POSITION

Director Paul DeManche gave the Board an update of the Executive Directors recruitment process. He mentioned that on January 21, 2020 a job opening for the Executive Director position was posted. The job posting closed on March 9, 2020. There were over 160 applicants and only 7 candidates were selected to move forward to the next round. The Personnel Committee set up phone interviews with the 7 candidates and then narrowed the selection to 4 qualified candidates. The Foundation and The Public Facility Corporation met on April 13, 2020 to discuss the process of the Executive Director recruitment and discuss the final candidates. On May 5, 2020, the Search Panel met to discuss the final candidates.

8. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate, and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

9. CONSULTATION WITH ATTORNEY AND PERSONNEL: DISCUSSION REGARDING SELECTION OF THE EXECUTIVE DIRECTOR.

Into Executive Session at 3:10pm
Out of Executive Session at 3:20pm

Director Paul DeManche gave a briefing on the final three candidates. The Personnel Committee recommended Pedro "Pete" Alanis as the final candidate for the Executive Director position.

The motion out of Committee to recommend Pedro Alanis as the final candidate and authorize the Personnel Committee to negotiate the terms of the contract to be brought back to the Board for final approval once the terms are set. Director John Harris seconded.

MOTION CARRIED 5-0.

10. ADJOURNMENT- Without objection the chair adjourned the meeting at 3:24p.m.

Signed this _____ of _____, 2020

Respectfully Submitted by:

Secretary

San Antonio Housing Trust Foundation, Inc.

Agenda Item 3

Agenda Date: 08-12-2020

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Citizens to be heard [Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided]

Instructions to sign up for Citizens to be heard via Zoom video conference.

- To sign up for Citizens to be heard in a Zoom meeting, please send name and organization to chat box.
- You can also call 210-735-2772 to place your name on the list

SUMMARY:

This item will allow 3 minutes each for interested speakers to address the Board

San Antonio Housing Trust Foundation, Inc.

Agenda Item 4

Agenda Date: 08-12-2020

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Treasurer's Report for July 2020

ATTACHMENTS:

See next page...

SAN ANTONIO HOUSING TRUST FOUNDATION
OPERATING EXPENSE AMENDED BUDGET
FY 2020

	<i>Adopted FY 2020 Budget</i>	<i>End of July Actuals</i>	<i>FY 2020 Remaining Budget</i>	<i>End of Year Estimate</i>	<i>% Expended</i>
USES					
Personnel Services					
Salaries	\$ 260,000	\$ 155,799	\$ 23,652	\$ 236,349	
Auto Allowance	2,500	55	1,945	555	
Telephone Allowance	250	-	175	75	
Taxes-Payroll	20,000	12,838	999	19,001	
Taxes-Unemployment	2,000	-	2,000	-	
Insurance - Workmen's Comp	1,100	596	(33)	1,133	
Insurance - Life	2,600	187	2,180	420	
Insurance - Health	40,000	10,800	29,200	10,800	
Leave Buyback	6,000	-	6,000	-	
Retirement Plan Exp.	25,000	10,395	11,590	13,410	
Travel & Training	8,000	4,295	2,640	5,360	
<i>Subtotal Personnel Services</i>	\$ 367,450	\$ 194,965	\$ 80,348	\$ 287,102	78%
Contractual Services					
Audit	\$ 7,000	\$ 6,640	\$ 360	\$ 6,640	
Contract-Bookkeeping	9,300	7,650	150	9,150	
Legal Fees	20,000	6,227	9,812	10,188	
Fees to Professional	55,000	36,595	12,639	42,361	
Maint. & Repairs	50,000	13,754	2,265	47,735	
Rental of Equipment & Facilities	1,000	2,387	(1,970)	2,970	
Telephone and Internet	3,000	2,615	(313)	3,313	
<i>Subtotal Contractual Services</i>	\$ 145,300	\$ 75,869	\$ 22,942	\$ 122,358	84%
Commodities					
Bind, print & reproduction	\$ 150	\$ -	\$ 150	\$ -	
Mail & parcel post	350	436	(1,075)	1,425	
Office Supplies	8,000	6,352	1,193	6,807	
Utilities	7,500	5,312	1,125	6,375	
<i>Subtotal Commodities</i>	\$ 16,000	\$ 12,101	\$ 1,393	\$ 14,607	91%
Insurance/Other Expenditures					
Insurance - Business package	\$ 11,047	\$ 12,216	\$ (5,512)	\$ 16,559	
Advertising	1,800	1,300	500	1,300	
Membership, Fees & Licenses	800	1,348	(674)	1,474	
Subscriptions & Dues	800	972	(268)	1,068	
Entertainment & food	1,653	1,605	48	1,605	
<i>Subtotal Insurance/Other Expenditures</i>	\$ 16,100	\$ 17,441	\$ (5,907)	\$ 22,007	137%
Capital Outlay					
Equipment purchases	\$ 3,500	\$ 3,646	\$ (146)	\$ 3,646	
Furniture purchases	500	380	(228)	728	
<i>Subtotal Capital Outlay</i>	\$ 4,000	\$ 4,026	\$ (374)	\$ 4,374	109%
Total General Operating Budget	\$ 548,850	\$ 304,402	\$ 98,404	\$ 450,446	82%

San Antonio Housing Trust Foundation, Inc.

Agenda Item 5

Agenda Date: 08-12-2020

SUBJECT:

Briefing, discussion, and possible action regarding presentation of a preliminary FY 2021 SAHT Budget including operations, programmatic policies, and process.

BRIEFING:

Each year the San Antonio Housing Trust Foundation adopts a budget in September for the fiscal year beginning October 1 and ending September 30th. The annual budget is the SAHT Foundation Board's opportunity to focus on key goals and accomplishments over the next 12-month period including improvements in operations and programmatic assistance in line with our mission.

On September 11, 2019, the San Antonio Housing Trust Foundation Board approved a \$926,718 budget for the upcoming FY 2020 fiscal year. Of this amount \$716,433 was budgeted for Foundation Operations. The overall goal of the board was to increase operational capacity, including adding a funds for an interim/permanent Executive Director, additional/temporary staff, and professional services to begin to address the recommendations described in the NALCAB Assessment in July of 2019.

As operational capacity improved over the first 6 months of the fiscal year, the Interim Executive Director conducted a review of both revenues and expenditures for the first two quarters ending March 31, 2019. The Foundation Board approved a mid-year 6+6 budget revision increasing the anticipated revenues and reducing the operational budget, as detailed in the accompanying 6+6 report. The reduction in the operational budget was primarily due to the delay in hiring a permanent Executive Director.

FY 2021 Budget Priorities

As the end of the FY 2020 approaches, the process for closing the fiscal year begins and establishing a new FY 2021 Annual Budget begins. Attached is the preliminary FY 2021 Operational Budget, which was reviewed with the Foundation Board Treasurer on August 5, 2020.

Increase Operational Capacity

The Executive Director is recommending that the Foundation continue to invest in increasing the Operational Capacity of the Foundation through the use of external consultants in the areas of asset management, underwriting, and public engagement.

The Trust has seen a significant increase in the overall number of multi-family housing developments partnered with through the Public Facility Corporation and Finance Corporation over the past several years. While the Trust is not actively engaged in daily operations of the apartments, we have obligations associated with oversight of our various partnership including certain ownership/lease management responsibilities, compliance, and financial monitoring. As our pipeline is anticipated to grow as units come online, the Trust must be able to grow its capacity along with taking on assets. I am proposing supplementing our Asset Management position and Contract Officer position with a consultant team that can increase the substantial workloads required for each project.

While the Executive Director has extensive knowledge in the area of housing finance development,

as new potential partnerships, bond issuances, and future lending/grant programs are being considered, the volume of financial underwriting and due diligence work required will need to be supplemented to an external consultant who can meet the rigorous timeframes associated with these efforts.

The *preliminary* operation budget proposes an overall year over year 14% increase from \$716,433 to \$817,155. It should be noted that Personnel Services, which includes staff salaries has approximately a \$20k *decrease* from year to year, even with a 2% COLA increase for staff and the Executive Director agreed upon compensation. The operational budget increase is primarily due to cost increases for legal services, professional services, and consulting services as described above.

Programmatic Priorities

Considering the Housing Trust is moving toward re-aligning the governing structure among the four Trust entities, while also engaging to develop the City's Strategic Housing Implementation Plan (SHIP), the Executive Director is seeking feedback on whether the Foundation Board would like to move forward with interim program policies to deliver available Foundation funding to our community in-line with our mission.

The City's SHIP was initially anticipated to be completed this summer and thus provide direction into the funding priorities of the Foundation and Corporation entities. However, it is likely that the extension of the process will run at least through this fall and possibly winter.

A number of systematic housing issues across the pillars of Affordability, Housing Choice, Quality of Life, Accessibility appear to be increasing in priority as the COVID-19 pandemic continues to impact every aspect of society. Below are a few types of housing initiatives the SA Housing Trust Foundation may seek to consider. When combined with an equitable review process, outcomes can make significant impacts to our most vulnerable populations.

- Eviction prevention and emergency food security/utility needs
- Preservation for very low-income rental housing
- Age-In Place programs for Seniors
- Anti-displacement programs for legacy families in gentrifying areas
- Support for non-profit based development of affordable housing

SAN ANTONIO HOUSING TRUST FOUNDATION
FOUNDATION SOURCES AND USES
FY 2021

	FY 2020 Adopted Budget	FY 2020 Adopted Mid Year Budget	FY 2020 EOY Estimate	PROPOSED FY2021 Budget
Sources				
PFC Contribution to Foundation	\$ 437,128	\$ 862,243	\$ 886,395	\$ 542,396
Finance Corp Contribution to Foundation	198,757	248,074	231,507	28,448
FY 2021 Foundation Loan Revenues	113,112	252,509	208,600	99,721
Existing Foundation Cash Balance	-	-	-	2,462,816
Trust Fund	177,721	177,721	177,721	-
Total Revenues	\$ 926,718	\$ 1,540,547	\$ 1,504,223	\$ 3,133,381
Uses				
OPERATIONS				
Salaries	\$ 439,518	\$ 260,000	\$ 236,349	\$ 361,090
Taxes-Payroll	31,334	20,000	19,001	27,623
Insurance - Health (Bonus)	-	40,000	10,800	54,000
Insurance - Life	300	2,600	420	5,416
Retirement Plan Exp.	45,135	25,000	13,410	43,331
Leave Buyback	-	6,000	-	9,944
Taxes-Unemployment	1,620	2,000	-	2,000
Insurance - Workmen's Comp	550	1,100	1,133	1,100
Auto Allowance	9,000	2,500	555	6,000
Phone Allowance	-	250	75	900
Travel & Training	8,000	8,000	5,360	4,000
Personnel Services	\$ 535,457	\$ 367,450	\$ 287,102	\$ 515,405
Audit	\$ 6,500	\$ 7,000	\$ 6,640	\$ 16,000
Contract-Bookkeeping	7,320	9,300	9,150	12,000
Legal Fees	2,980	20,000	10,188	50,000
Fees to Professional	109,500	55,000	42,361	150,000
Maint. & Repairs	21,001	50,000	47,735	25,000
Rental of Equipment	2,000	1,000	2,970	2,000
Telephone and Internet	3,275	3,000	3,313	3,000
Contractual Services	\$ 152,576	\$ 145,300	\$ 122,358	\$ 258,000
Bind, print & repoduction	\$ 150	\$ 150	\$ -	\$ 200
Mail & parecel post	350	350	1,425	1,500
Office Supplies	2,100	8,000	6,807	5,000
Utilites	6,700	7,500	6,375	7,500
Commodities	\$ 9,300	\$ 16,000	\$ 14,607	\$ 14,200
Insurance - Business package	\$ 13,200	\$ 11,047	\$ 16,559	\$ 20,000
Advertising	500	1,800	1,300	1,800
Membership, Fees & Licenses	400	800	1,474	3,000
Subscriptions & Dues	700	800	1,068	1,000
Entertainment & food	1,300	1,653	1,605	250
Insurance/Other Expenditures	\$ 16,100	\$ 16,100	\$ 22,007	\$ 26,050
Equipment purchases	\$ 2,500	\$ 3,500	\$ 3,646	\$ 3,000
Furniture purchases	500	500	728	500
Capital Outlay	\$ 3,000	\$ 4,000	\$ 4,374	\$ 3,500
Total Operations (Funded by Existing Cash)	\$ 716,433	\$ 548,850	\$ 450,446	\$ 817,155
PROGRAMMATIC				
Restricted Funds and Floats (City, CHDO, RM, Operations)				796,011
Available for Foundation Programming (Immediately)				1,420,493
Available for Foundation Programming (By EOY)				99,722
Total Programming				\$ 2,316,226
Total Uses				\$ 3,133,381

SAN ANTONIO HOUSING TRUST

PRELIMINARY SOURCES AND USES SUMMARY

FY 2021

Sources

Trust	\$	12,515,705
Foundation		3,133,381
Public Facility Corporation		3,877,323
Finance Corporation		863,104

Total Budget	\$	20,389,512
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Uses

Trust			
	Corpus	\$	10,000,000
	Corpus Growth		2,515,705
	Sub-total	\$	12,515,705
Foundation Uses			
	Operations	\$	817,155
	Restricted Funds		796,011
	Available for Programs		1,420,493
	Available by EOY		99,722
	Sub-total	\$	3,133,381
PFC Uses			
	Foundation Contribution	\$	542,396
	Committed to Program		766,739
	Available for Programs		388,604
	Available by EOY		2,179,584
	Sub-total	\$	3,877,323
FC Uses			
	Foundation Contribution	\$	28,448
	Available for Programs		715,867
	Available by EOY		118,790
	Sub-total	\$	863,104
	Total Uses	\$	20,389,513

Executive Director's Report

Bexar County Fostering Educational Success Pilot

The South Alamo Regional Alliance for the Homeless (SARAH) connect me to the Bexar County Fostering Educational Success Pilot program, which aims to improve college graduation rates for foster care alumni students at area universities by addressing supportive relationships and community connections, physical and mental health, finances and employment, and *housing*. The program is sponsored by the University of Texas at San Antonio (UTSA), Texas A&M-San Antonio (A&M-SA), the Alamo Colleges District (ACD), Bexar County Children's Court and Child Advocates San Antonio.

Airika Buford, BCFES Program Director is looking for a solution to remove a barrier to issuing timely payments for emergency housing in time to prevent an eviction. They are commencing a program this fall to assist foster alumni and wanted to discuss if the San Antonio Housing Trust Foundation would be open to assisting this program in the same manner the Foundation assists the City of San Antonio.

Risk Mitigation Fund (As of July 29th)

Risk Mitigation Fund Summary		
Source of Funds		
Finance Corporation	\$	500,000
Foundation		1,000,000
Public Facility Corporation		2,500,000
PFC - Under One Roof Program		1,000,000
Individual Direct Donation		5,000
San Antonio Area Foundation		100,000
United Way Of SAUW		11,850
San Antonio Housing Authority		100,000
Wells Fargo		25,000
Total Sources	\$	5,241,850
Uses of Funds		
Funds Dispersed by NHSD	\$	4,853,304
Funds Disbursed by SAHT	\$	269,001
Total Uses	\$	5,122,305
<i>Available Balance</i>	<i>\$</i>	<i>119,545</i>
Households Served		
NHSD		1816
SAHT		<u>123</u>
Total Households Served (\$2,641 per HH Average)		1939

Requests for Qualifications

In accordance with recommendations outlined in the NALCAB Assessment, the Trust released two new procurements for Legal Services and Asset Management/Underwriting Consulting Services in July.

Requests for Qualifications – Legal Services

The Legal Services RFQ, was released on July 15, 2020, emailed to a list of qualified firms, advertised in the SA Business Journal on July 17th and July 24th, and posted to our website. The RFQ includes a search for General Counsel, General Partnership, Counsel, and Bond Counsel as follows:

- Bond Counsel primarily supports the legal actions associated with authorization, issuance, sale, and delivery of private activity bonds associated with the *Finance Corporation*.
- General Partnership Counsel primarily supports Public Facility Corporation legal actions related to complex financial transactional matters, partnership organizational formation, regulatory issues related to HUD, FHA, credit enhancement, tax matters, and ongoing maintenance of partnerships between the Trust and development partners.
- General Counsel primarily supports the Foundation and Trust related general legal matters on a wide variety of non-profit and organizational needs including but not limited to human resources, state/federal laws, contract law, auditing, legislative matters, public disclosures, real estate law, and purchasing/procurement.

A non-mandatory pre-submittal conference was held on July 28th at 10:00am. Approximately 6 firms attended and stated they are considering submitting for various legal roles. Proposals are due August 12, 2020. After proposals are submitted, staff shall commence the initial review and prepare a recommendation of the highest qualified firms in each Scope of Service category. The recommendations will be made to a Trust Board Ad Hoc Evaluation Committee.

Requests for Qualifications – Asset Management and Underwriting Services

The Asset Management and Underwriting Consultant RFQ, was released on July 8, 2020, emailed to a list of qualified firms, advertised in the SA Business Journal on July 17th and July 24th, and posted to our website. The RFQ seeks a qualified professional service to provide Asset Management and Underwriting Consulting Services to include the following:

- Initiate project financial review including an initial assessment of project feasibility
- Establish Due Diligence Plan for each proposed project to ensure review of the development team, financials, debt/equity commitments, 3rd Party Reports and operating budgets.
- Underwriting projections to reflect PFC partnership terms, updated debt commitments identify exposures, review Market Studies to ensure rents are justified, compare with historical data for trending assumptions of rent, expenses, utilities
- Assist with Trust Committee/Board presentations and compile full set of due diligence documents after closing.
- Reviewing operating and capital budgets, summarize budget variances to prior year actual performance, review unaudited financial statements, review rent rolls quarterly.
- Reviewing and summarize financials to track and estimate net operating income, cash flow, and distributions from waterfalls, and other obligations owed to the Trust
- Review performance, trends, and operations across the Trust portfolio
- Develop Contract Monitoring Plans, track, and monitor compliance of property with state regulatory agency certification requirements, collect copies of regulatory reports, track annual property compliance with Trust required rent and income limits.

Proposals were due August 5, 2020 and we received one responsive proposal. Staff shall commence the initial review and prepare a recommendation to an Ad Hoc Evaluation Committee.

Local Housing Solutions Work Group

SAHT Executive Director has been invited to participate in the Local Housing Solutions Institute, an intensive program of seminars, strategic consultation, and team-building designed to help cities and

counties refine and strengthen their housing strategies to meet their own affordability and other housing challenges. In 2019, four cities were selected Atlanta, Minneapolis, Philadelphia, and San Antonio as the inaugural LHS Institute group.

The idea is to build strong relationships throughout local government, engage outside stakeholders, connect with sister cities, communicate policy goals and strategies, and find long term solutions to our local housing needs. The institute has a library of policies, collected resources, and strategies aimed to improve our local response to the affordable housing crisis.

I am currently working with the “Existing Rental Stock” work group for group discussions on various rental preservation topics.

Strategic Housing Implementation Plan

The SHIP process is currently still in the recalibration and goal setting phase. Additional time was needed to ensure the working groups understood the data and high-level goals that are reflective of the community need.

SAHT Executive Director will co-chair the *Development and Real Estate* Group with Veronica Garcia, Assistant Director of Center City Development and Operations. Once the top line goals are established (still in process), the group chairs to assemble a group of technical stakeholders, determine nature of engagement for SHIP related meetings and forums, provide an avenue for their feedback on the SHIP process, gather input and report back from technical stakeholders, and to be ambassadors of those voices to the SHIP.

The following SHIP Groups have been established:

Residents & Community Advocates: Residents & Community Advocates: This group will focus on the lived experiences and the most vulnerable. Those who are likely to be impacted by housing insecurity.

- Jessica Guerrero
- Michelle Lugalía-Hollon

Development and Real Estate: Development and Real Estate: This group will focus on those who finance and develop affordable housing such as builders, realtors, the Apartment Association, etc.

- Pete Alanis
- Veronica Garcia

Affordable Housing Community: Affordable Housing Community: This group will focus on those who support affordable housing efforts in the community such as CHDOs, non-profit/for-profit affordable housing developers, service providers, and tax credit syndicators/investors

- Kristin Davila
- Tim Alcott

Affordable Housing Regulatory and Policy Stakeholders: Affordable Housing Regulatory and Policy Stakeholders: This group will focus on those government agencies and those who help provide insight and feedback to codes, policies, and governmental regulations and could include members from the committees such as Removing Barriers, Risk Mitigation, Right to Counsel, Zoning Commissioners, etc.

- Christine Viña
- Jim Bailey

PFC/FC Updates:

Public Facility Corporation provided approval on July 29th for the following:

- PFC authorized execution of final documents on **Greenline North Apartments** (292 Units, 4%

LIHTC)

- PFC authorized execution of final documents for **Preserve at Billy Mitchell** (384 Units, PFC/Bond Structure)

PFC also successfully closed on the land acquiring the **Friedrich Lofts** (earned \$350,000 PFC Fee)

Finance Corporation provided approval on July 29th for the following projects:

- Non-binding bond application inducement for **Hope Lofts** in D5 (150 unit 4% LIHTC)
- Non-binding bond application inducement for **Crosswinds at Bulverde** in D10 (312 unit 4% LIHTC)
- Non-binding bond application inducement for **Country Club** in D5 (270 unit 4% LIHTC)
- Authorization to issue bonds for **Greenline North Apartments** (D3)
- Authorization to issue bonds for **Preserve at Billy Mitchell** (D5)

Trust anticipates closing on the following projects by the following timeframes:

- S. Flores Lofts August 19th
- West End Lofts August 30th
- Greenline August 30th
- Preserve at Billy Mitchell September 30th
- Canyon Pass September 30th
- Northview October 30th

San Antonio Housing Trust Foundation, Inc.
Agenda Item 7

AGENDA DATE: 08-12-2020

SUBJECT:

Hiring of the Permanent Executive Director of the San Antonio Housing Trust

SUMMARY:

On Tuesday, January 21, 2020 the job opening for the Executive Director position was posted. Over 160 applications were submitted for the position. On March 16, 2020, the Foundation Search Panel selected 7 initial candidates to move forward with the interview process. After a round of interviews the Foundation Search Panel selected 4 to move forward to the second round of interviews.

A combined Foundation and Corporation search panel met on Monday, April 13, 2020 to discuss the four final candidates. Additional interviews via Zoom began the week of April 20, 2020 through April 27, 2020, meeting again on May 5, 2020.

Over the next month, additional interviews were conducted by representatives from the Housing Commission, LISC San Antonio, NALCAB, and other community advocates. On June 19, 2020, the Foundation and Corporation Search Panel met to debrief with the groups that interviewed the final candidates.

On June 30, 2020, Pedro Arturo Alanis was announced as the lone finalist for the position.

RECOMMENDATION OUT OF COMMITTEE:

Personnel Committee Recommendation: To approve the terms of the proposed employment agreement and authorize the Board President to execute the agreement with Pedro Arturo Alanis.

San Antonio Housing Trust Foundation, Inc.
Agenda Item 8

AGENDA DATE: 08-12-2020

SUBJECT:

Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code
(Consultation with attorney on personnel, contracts, real estate and litigation matters may be
discussed)