

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON JUNE 25, 2020 AT 2:06 P.M.  
BY TELECONFERENCE**

**MEMBERS PRESENT:**

RuthAnne Visnauskas, Chairperson  
Holly Leicht, Member  
Alejandra Valella, Member

Ms. Linda Manley explained the circumstances necessitating and authorizing the meeting to be held by teleconference and the procedures to be used to register the votes of the Members.

There was a quorum with three Members present. Ms. Leicht made a motion to call to order the meeting of the Members of the HTFC. The motion was seconded by Chairperson Visnauskas.

**The first item on the agenda was the approval of the minutes of the meeting held on May 14, 2020.** The minutes were deemed approved.

**The next item on the agenda was a resolution ratifying the authorization of funds for the New York Forward Loan Fund Program.** Ms. Manley asked for Ms. Leicht’s vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Chairperson Visnauskas’ vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Mr. Valella’s vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby ratify authorizing the establishment of the Small Landlord Loan Loss Reserve and the contribution of up to \$10,000,000 in HTFC corporate funds or unrestricted repayment funds, as available, to such Reserve, for the purpose of providing credit enhancement to the NYFLF.

Section 2. The Members hereby ratify authorizing entry into contractual agreements with the partnership parties administering the NYFLFL upon such terms and conditions as set forth by HTFC staff.

Section 3. The Members hereby ratify authorizing the President or Vice President of the Office of Community Renewal, any Senior Officer as defined by HTFC’s By-Laws or any HCR employee authorized by HTFC’s Members to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution approving the annual independent audit.** Ms. Ann DeLucco and Mr. Brendan Kennedy of SaxBST LLP presented the draft audit findings summarizing the salient points. Mr. Valella asked whether the working relationships between the HTFC staff and auditors were satisfactory and Ms. DeLucco provided additional details. Ms. Leicht asked for additional detail about the recording of HUD revenues in the audit statements and Ms. DeLucco and Mr. Kennedy provided additional details. Ms. Manley asked about the background behind Note 13 regarding the HTFC's expectation to receive funding for fiscal year ending 3/31/21. Ms. Manley recommended and Chairperson Visnauaskas concurred that the language be modified to reflect that any expectation of changes in funding has not been suggested or confirmed and is simply a possibility. Mr. Kennedy agreed that changing the wording accordingly would be appropriate. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Chairperson Visnauaskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauaskas approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the annual independent audit report.

Section 2. The Members hereby authorize the Treasurer or another officer to submit and publish the annual independent audit report in accordance with the Public Authorities Law, the Public Authorities Reform Act of 2009, and in accordance with any other governing regulations.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing a contract for Section 8 Housing Choice Voucher Local Administration Services for Saratoga County.** Mr. Daniel Buyer presented the proposed contract authorization summarizing the main points contained in the related memo. Ms. Leicht asked for additional detail about the nature of the board authorization sought and Mr. Buyer confirmed that he was seeking board authorization to enter into a contract with a LAS provider to be determined at a future date after the necessary review has been completed. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Chairperson Visnauaskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauaskas approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize entry into a Section 8 Housing Choice Voucher Local Administration Services contract for Saratoga County with a vendor to be selected by HTFC staff, for a one-year period, with optional one-year renewals.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or any Senior Officer as defined by HTFC's By-Laws or any HCR employee

authorized by HTFC's Board to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

**Ms. Manley asked for a motion and second to call to order the meeting of the Audit Committee.** Ms. Leicht made a motion to call to order the meeting of the Members of the Audit Committee of the HTFC. The motion was seconded by Chairperson Visnauskas, and Mr. Valella concurred. Ms. Manley asked for Chairperson Visnauskas' vote as a member of the Audit Committee with respect to the adoption and passage of the resolution related to the approval of the annual independent audit and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote as a member of the Audit Committee with respect to the adoption and passage of the resolution related to the approval of the annual independent audit and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote as a member of the Audit Committee with respect to the adoption and passage of the resolution related to the approval of the annual independent audit and Mr. Valella approved.

**The next item on the agenda was a resolution authorizing the amendment of a contract with Steve Winter Associates for energy benchmarking services.** Ms. Karen Phillips presented the proposed contract amendment summarizing the main points contained in the related memo. Chairperson Visnauskas, Ms. Leicht and Mr. Valella offered congratulatory remarks with respect to Ms. Phillips pending retirement. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize an amendment to the contract with SWA for the provision of benchmarking services by extending the term of the contract to August 31, 2021 in a total contract amount not to exceed \$234,000.

Section 2. The Members hereby authorize the Chief Strategy Officer for Portfolio Preservation or any authorized officer as defined by HTFC's By-Laws, or any person authorized by HTFC's Board, to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing a Homes for Working Family Award for Island Hollow II.** Ms. Shirley Murillo presented the proposed award summarizing the main points contained in the related memo. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the

resolution and Chairperson Visnauskas approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize an award of up to \$4,000,000 under the HWF Program for Island Hollow 2.

Section 2. The Members hereby authorize the President of the Office of Finance and Development or any authorized officer to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing the transfer of Section 8 Housing Choice Vouchers from the Town of Hempstead.** Ms. Connie Bruno presented the proposed transfer summarizing the main points contained in the related memo. Ms. Leicht and Chairperson Visnauskas asked for more details as to the reason behind the transfer from the Town of Hempstead and Ms. Bruno and Ms. Rebecca Koepnick provided additional details. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the negotiation of terms and conditions to transfer and assign the Housing Choice Voucher Program with contract and budget authority from the Town of Hempstead Section 8 Voucher Program to HTFC, effective September 1, 2020 or at such subsequent time as HUD may establish.

Section 2. The members hereby authorize the President of the Corporation to execute any documents which may be necessary and appropriate to effectuate the transfer and assignment.

Section 3. This resolution shall take effect immediately.

**The remaining item was an informational item and did not require board action:**

**The next item on the agenda was a review of authorized contracts under the Governor's Office of Storm Recovery.**

There being no unfinished business, Ms. Leicht moved to adjourn the Board meeting, Chairperson Visnauskas seconded the motion, and Mr. Valella concurred, and the meeting was adjourned at 2:55 p.m.