

**THE HOUSING TRUST FUND CORPORATION BOARD,
AUDIT COMMITTEE, &
GOVERNANCE COMMITTEE MEETINGS**

8:00 AM THURSDAY, JUNE 23, 2022

Eu Ting-Zambuto stated that legislation in response to the continuing impact of COVID-19 has extended the exemption to the Open Meetings law that provides that public bodies may meet to take actions without permitting in public in-person access to such meetings and authorizes meetings to be held remotely by conference call, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed. She noted that the meetings were open to the public by conference call and were being recorded and transcribed.

Ms. Ting-Zambuto asked for a motion to call the meeting of the Members to order. Chairman Adams made the motion and Mr. Curtis seconded. Ms. Gonzalez voted aye; Ms. Visnauskas voted aye; Ms. McKeown voted aye; Mr. Olczak voted aye; Ms. Sconiers voted aye. Ms. Ting-Zambuto noted that Ms. Miller would not be in attendance. She stated that quorum was satisfied.

Ms. Ting-Zambuto asked for a motion to call to order the meeting of the Corporation's Audit Committee. Mr. Curtis made the motion and Chairman Adams seconded; Mr. Olczak voted aye.

Ms. Ting-Zambuto asked for a motion to call to order the meeting of the Corporation's Governance Committee. Mr. Curtis made the motion and Chairman Adams seconded; Mr. Olczak voted aye.

The meetings of the Board, Audit Committee, and Governance Committee were called to order.

Chairman Adams introduced the first item on the HTFC agenda, the transcript of the meetings held on held on May 16 and May 23, 2022. The meeting transcript was approved, absent corrections from Members and Directors.

Chairman Adams introduced the next item on the agenda, a resolution approving the annual independent audit.

Stacey Mickle, the Director of Corporate Finance and HTFC Treasurer, introduced the auditors from Lumsden &McCormick, LLP.

The auditors noted that this was their first year for the audit and highlighted that they had received cooperation from senior management and staff during the course of the audit. They stated that the main purpose of the audit is to provide an opinion that the Corporation's final statements are materially correct and in accordance with the government accounting standards, which is what they concluded, and they produced an unmodified clean opinion, which is the highest level of assurance. They proceeded to discuss the financial statements and the Corporation's investments.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Audit Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving the annual procurement report and procurement guidelines.

The report and policy were submitted under separate cover. Lisa Pagnozzi presented procurement highlights including the Corporation's MWBE participation, excluding the Governor's Office of Storm Recovery. Cassiah Ward highlighted the MWBE participation goals of the Governor's Office of Storm Recovery.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Governance Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving the annual property disposal report and property disposal guidelines.

Ms. Mickle presented that the only real property that the trust fund corporation currently owns are those properties that were acquired through the governor's office of storm recovery. No changes were recommended to the policy.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving Annual Report on Investments and Investment Policy

Stacey Mickle presented this item. She noted that the investment policy was amended last year to align with the policy of Tax and Finance. She walked through the investment report and did not recommend changes to the policy.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Audit Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving the annual report on operations and accomplishments

Ms. Ting-Zambuto acknowledged the hard work of the leadership team and staff for the accomplishments of the Agency.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Governance Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving the mission statement performance report and mission statement

Ms. Ting-Zambuto noted that no changes were being proposed to the mission statement.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Governance Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving board and committee self-evaluations.

Ms. Ting-Zambuto noted that the aggregate evaluations had been circulated for the members review.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Governance Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Ms. Ting-Zambuto requested a motion from the Audit Committee to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing awards under the Community Development Block Grant Economic Development and Microenterprise Program.

Crystal Loffler presented the recommendation for awards to the Village of Kiryas Joel, Niagara County, and the Town of Oneonta.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing awards under the Community Development Block Grant CARES Program for COVID-19 Assistance

Crystal Loffler presented the 11 awards and award increase recommendations under the CDBG and CDBG CARES Programs.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing award Increase under the Legacy Cities ACCESS Program. Madeline Fletcher presented the award increase based upon increased costs of the project.

Ms. Ting-Zambuto subsequently noted Ms. McKeown's abstention to the vote.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing award Selected from the Multifamily Finance 9% LIHTC Request for Proposals.

Brett Hebner presented the award recommendation for Sterling Green at Farmingdale.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing Section 8 Project Based Voucher Awards.

Connie Bruno presented the recommendation, highlighting the large number of projects being reached through 880 project based vouchers.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution approving SEQRA classifications. Heather Spitzberg presented the SEQRA designations for Community Resource Center Bridge and Crossroads.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing a Printing and Mailing Services Agreement with FedCap Rehabilitation Services Inc.

Scott Karvelis presented this request to amend the contract with Fed Cap Rehabilitation Services for the provision of printing and mailing services in connection with the housing choice voucher program.

Chairman Adams noted his appreciation for FedCap and its hiring goals.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing Extension of Contract for Construction Management Services.

Nanika Shaw presented this recommendation to extend the contract with Ramboll Americas Engineering for 2 year and 6 month contract extension for construction management services with a funding allocation of approximately 5.5 Million.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution authorizing Extension of Contract for Residential Elevation Services. Nanika Shaw presented this item.

Ms. Shaw presented the 1 year contract extension with DRG Construction LLC.

Ms. Gonzalez expressed the need to go out to bid based on fiduciary responsibilities of best practices and fairness to qualified bidders.

Paul Lozito, the deputy executive director of the Governor's Office of Storm Recovery, supplemented the response by adding that the recipient's selection was based on a prequalified list, and while that list is expiring, the work awarded was awarded during the active term of the RFP. The extension was being requested as the project schedule was expected to extend through February of next year, at which point, the contract will end.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution to Enter into Contracts with Neighborhood and Rural Preservation Companies under the Neighborhood and Rural Preservation. Crystal Loffler presented the recommendation.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution Authorizing Extension of Contract to Administer Emergency Housing Vouchers. Connie Bruno presented the recommendation to amend its contract with CGI, our special purpose local administrator.

Ms. Ting-Zambuto requested a motion to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution

Approving Awards under the Buffalo Main Streets Initiative. Crystal Loffler presented this item and recommended six awards.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams introduced the next item on the agenda, a resolution Authorizing Extension of Contract for Consultant Services for the New York State Homeowner Assistance Fund

Amy Chan presented the recommendation to extend the contract with Witt O'Briens for a 6 month period from July. 1st, 2022 to December 31st, 2022.

Ms. Ting-Zambuto requested a motion from the Board to adopt the accompanying resolution. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

Chairman Adams noted that the remainder of these items were informational. No presentations were requested. The items included, a review of the Report on Prompt Payments and HTFC's Prompt Payment Policy, a review of SEQR concur summaries, and a review of Type II SEQR summaries.

There being no further business, Ms. Ting-Zambuto requested a motion from the Board adjourn the meeting. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

She requested a motion from the Audit Committee to adjourn the meeting. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

She requested a motion from the Governance Committee to adjourn the meeting. The same first and second motion was assumed, and the motion was carried and the resolution was unanimously adopted.

The meetings were adjourned.