

**Michigan State Housing Development Authority  
Minutes of Authority Meeting  
August 27, 2020**

**AUTHORITY MEMBERS PRESENT:**

Regina Bell  
Mark Burton  
Jeff Donofrio  
Carl English  
Rachael Eubanks  
Jennifer Grau  
Deb Muchmore  
Tyrone Hamilton

**AUTHORITY MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Gary Heidel, Acting Executive Director  
Maria Ostrander, Executive  
Clarence Stone, Legal Affairs  
Rick Norton, Legal Affairs  
Lisa Ward, Legal Affairs  
Jeff Sykes, Finance  
Troy Thelen, Asset Management  
John Hundt, Rental Development  
Kelly Rose, Rental Assistance and Homeless Solutions  
Jonathan Hilliker, Executive  
Chad Benson, Rental Development  
Ryan Koenigsknecht, Rental Development  
Justin Wieber, Asset Management  
Ron Farnum, Office of Attorney General  
Katie Bach, Communications  
Matt Schoenherr, Communications  
Mark Whitaker, Information Technology  
Ann Grambau, Housing Initiatives  
Pierre-Denise Gilliam, Housing Initiatives  
Mary Townley, Homeownership  
Tonya Young, Housing Initiatives  
Mark Garcia, Government Affairs  
Craig Hammond, Dickinson Wright  
Sandy Pearson, Habitat for Humanity  
Chenelle Ligon  
Terrence Braswell

Thirty-two additional members of the public participated via the following Conference Line: +1 248-509-0316, Conference ID: 864 075 593#.

Chairperson Jeff Donofrio opened the meeting at 10:00 a.m. A quorum was established with the presence of Mr. Donofrio, Mark Burton, Carl English, Rachael Eubanks, Deb Muchmore, and Tyrone Hamilton. Regina Bell and Jennifer Grau each joined the call at 10:02 a.m.

Mr. Donofrio asked Jonathan Hilliker, IT Customer Service Liaison, to provide an overview of the meeting format, which was being conducted through Microsoft Teams. Mr. Hilliker explained that Board members and presenters were participating by video through a previously provided video link. A separate telephonic conference line linked to the video meeting was made available to the public.

Mr. Donofrio requested public comments from teleconference participants. Two individuals brought up specific matters. Ms. Chenelle Ligon asked for information regarding community partnerships, and Mr. Terrance Braswell expressed concern with the length of time he has been on the waiting list for St. Aubin Square. Mr. Gary Heidel, Acting Executive Director, provided his office phone number and asked that Ms. Ligon and Mr. Braswell call him so he could put them in touch with the appropriate staff.

Ms. Sandy Pearson from Habitat for Humanity announced her attendance for the record.

Mr. Donofrio noted there was a goldenrod for the memorandum in Tab D for CityLine Apartments. Mr. Donofrio continued with an update on the search for a permanent Executive Director. He explained that additional vetting of the candidates is taking place. He expects to have several special Board meetings in September to finalize this process and select a permanent Executive Director.

Following the Chair's remarks, Acting Executive Director Gary Heidel mentioned that an update on the MSHDA Modular Program was provided in Tab 1 of the Board Docket. He expects to seek funding approval for the program at the September 24, 2020 Authority meeting. Mr. Heidel also noted that registration is now open for the National Council of State Housing Agencies (NCSHA) 2020 Virtual Conference that will take place October 27-29, 2020. The conference will also include sessions for Board members; if interested, Mary Cook can assist with this registration. Looking ahead, the NCSHA 2021 Conference is expected to take place in Detroit. Should it occur on-site, MSHDA will be expected to host and work with the NCSHA throughout the planning process.

Mr. Heidel then asked Jeff Sykes, Chief Financial Officer, to provide a brief overview of the 2020 Multifamily Bond Deal. Mr. Sykes explained that this deal will be presented to Board members at the September 24, 2020 Authority meeting. Staff are currently working on the structure, which will include the financing of fifteen developments with \$125 million, as well as several other deals with \$25 million. Vice-Chair Rachael Eubanks has also been involved in this process.

Mr. Donofrio asked how this action will affect the Authority's overall strategic goals. Mr. Sykes and Mr. Heidel both noted that it directly impacts the Authority's ability to provide affordable housing, which is a key component of the Authority's Mission, Vision and Guiding Principles. Ms. Eubanks further stated that by taking advantage of lower interest rates, the Authority can use its extra funds to finance more affordable housing in Michigan.

**VOTING ISSUES:**

Approval of the Agenda (**Tab A**):

Deb Muchmore moved approval of **Tab A (Agenda)**. Jennifer Grau supported. The following Roll Call was taken for **Tab A**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The agenda was approved.

**Consent Agenda (Tabs B and C)** The consent agenda included the following items:

Tab B Minutes – July 30, 2020

Tab C Resolution Authorizing the Extension of Professional Services Contract with Water Hill Creative, Inc.

Jennifer Grau moved approval of the consent agenda. Mark Burton supported. The following Roll Call was taken for the Consent Agenda:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The consent agenda was approved.

**Regular Voting Items:**

Clarence Stone, Legal Affairs and Craig Hammond, Bond Counsel from Dickinson Wright, presented **Tab D, Resolution Authorizing Issuance and Sale of Michigan State Housing Development Authority Multifamily Housing Limited Obligation Revenue Note, CityLine Apartments, MSHDA No. 44c-170, City of Kentwood, Kent County and Resolution Authorizing Mortgage Loan, CityLine Apartments, MSHDA No. 44c-170, City of Kentwood, Kent County**. Mr. Stone provided an overview of the proposal as outlined in the board docket. Mr. Hammond further focused on the resolution which authorizes the issuance of the MSHDA limited obligation revenue note.

Ron Farnum, Assistant Attorney General, confirmed that the documents in Tab D were acceptable for the Board’s action. Clarence Stone, the Authority’s Director of Legal Affairs, also confirmed that the documents in Tab D were acceptable for the Board’s action.

Deb Muchmore moved approval of **Tab D**. Mark Burton supported. The following Roll Call was taken for **Tab D**:

Regina Bell	Yes	Rachael Eubanks	Yes
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Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolutions were approved.

John Hundt of Rental Development presented **Tab E, Resolution Determining Mortgage Loan Feasibility, Carriage Place Apartments, MSHDA No. 3926, City of Pontiac, Oakland County** and **Resolution Authorizing Mortgage Loan, Carriage Place Apartments, MSHDA No. 3926, City of Pontiac, Oakland County**. Mr. Hundt reviewed the documents as detailed in the board docket. In response to Authority questions, Mr. Hundt explained that any displaced tenants would be moved to vacant units for the duration of the renovation. When the renovation is completed, tenants would then have the option of staying or returning to the original unit. If it becomes necessary to temporarily move someone off site, all costs associated with the move would be covered for the tenant.

Carl English moved approval of **Tab E**. Rachael Eubanks supported. The following Roll Call was taken for **Tab E**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolutions were approved.

John Hundt of Rental Development presented **Tab F, Resolution Determining Mortgage Loan Feasibility, HOM Flats at Felch Street, MSHDA No. 3920, Holland Township, Ottawa County** and **Resolution Authorizing Mortgage Loan, HOM Flats at Felch Street, MSHDA No. 3920, Holland Township, Ottawa County**. Mr. Hundt reviewed the documents as detailed in the board docket. In response to a question, Mr. Hundt confirmed that the common area villa was a social gathering space.

Rachael Eubanks moved approval of **Tab F**. Deb Muchmore supported. The following Roll Call was taken for **Tab F**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolutions were approved.

John Hundt of Rental Development presented **Tab G, Resolution Determining Mortgage Loan Feasibility, Marwood Apartments, MSHDA No. 3793, City of Detroit, Wayne County** and **Resolution Authorizing Mortgage Loan, Marwood Apartments, MSHDA No. 3793, City of Detroit, Wayne County**. Mr. Hundt reviewed the documents as detailed in the board docket.

Mr. Hundt was asked what type of feedback the sponsor received from its efforts at community outreach. Although he did not have this information, he stated that he would find out and report

back to Authority members. Mr. Hundt and Mr. Chad Benson, Rental Development, also confirmed the location of the development for Authority members.

Tyrone Hamilton moved approval of **Tab G**. Jennifer Grau supported. The following Roll Call was taken for **Tab G**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolutions were approved.

John Hundt of Rental Development presented **Tab H, Resolution Determining Mortgage Loan Feasibility, Village at LaFranier Woods, MSHDA No. 3806, Garfield Township, Grand Traverse County** and **Resolution Authorizing Mortgage Loan, Village at LaFranier Woods, MSHDA No. 3806, Garfield Township, Grand Traverse County**. Mr. Hundt reviewed the documents as detailed in the board docket.

Mark Burton moved approval of **Tab H**. Jennifer Grau supported. The following Roll Call was taken for **Tab H**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolutions were approved.

John Hundt of Rental Development presented **Tab I, Resolution Authorizing Modifications to Mortgage Loans for Westchester Village South, MSHDA Development No. 3788, City of Saginaw/Saginaw Township, Saginaw County**. Mr. Hundt reviewed the documents as detailed in the board docket.

Carl English moved approval of **Tab I**. Regina Bell supported. The following Roll Call was taken for **Tab I**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolution was approved.

Matthew Schoenherr of Communications presented **Tab J, Resolution Authorizing a Renewal of Professional Services Contract with Perich + Partners, Ltd. to Perform Advertising and Public Relations Services**. Mr. Schoenherr reviewed the documents as detailed in the board docket. In response to Authority member questions, Mr. Schoenherr explained that Authority staff measure the success of advertising efforts through monthly reports. Mr. Schoenherr was also asked whether there were changes in the scope of the work due to the COVID-19 pandemic. He

responded that the scope of the work has not changed; however, there has been a change in content. He also stated that there will be a competitive bidding process for this contract next year.

Deb Muchmore moved approval of **Tab J**. Jennifer Grau supported. The following Roll Call was taken for **Tab J**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolution was approved.

Mark Whitaker of Information Technology presented **Tab K, Resolution Ratifying and Authorizing Extension of Enterprise Contract with Agate Software**. Mr. Whitaker reviewed the documents as detailed in the board docket.

In reference to Professional Services Contracts, Authority members asked to receive a more detailed explanation of the extension process going forward. For example, they would like confirmation of what has been approved, an explanation of the bidding process, and which contracts will be coming up for renewal.

Carl English moved approval of **Tab K**. Mark Burton supported. The following Roll Call was taken for **Tab K**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Jeff Donofrio	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 8 “yes” votes. The resolution was approved.

There being no additional remarks, Mr. Donofrio mentioned that the following reports were included for information: **(Tab 1)** MSHDA Mod Program Update, **(Tab 2)** Short Term Mortgage Relief Policy Monthly Report, **(Tab 3)** Hardest Hit Report, **(Tab 4)** Current and Historical Homeownership Data, **(Tab 5)** Homeownership Production Report, and **(Tab 6)** Board Calendar.

Mr. Donofrio stated that the next two Regular board meetings are September 24, 2020 and October 22, 2020. There will also likely be special meetings in September for the Executive Director search.

There being no additional comments, Mr. Donofrio requested a motion to adjourn. Tyrone Hamilton moved to adjourn, and Rachael Eubanks supported. The meeting adjourned at 10:59 a.m.

**REVIEWED**  
By Lisa Ward at 9:13 am, Aug 31, 2020

**REVIEWED**  
By Clarence Stone at 9:45 am, Aug 31, 2020