

**Michigan State Housing Development Authority  
Minutes of Authority Meeting  
November 19, 2020 – 10:00 a.m.**

**Regular Meeting held via Microsoft Teams accordance with Public Act 228 of 2020  
amending Section 3 (MCL 15.263) of the “Open Meetings Act” (1976 PA 677)**

**AUTHORITY MEMBERS PRESENT AND LOCATION:**

**Regina Bell**, Detroit, Wayne County, Michigan  
**Mark Burton**, Meridian Township, Ingham County, Michigan  
**Susan Corbin**, Petoskey, Emmet County, Michigan  
**Carl English**, Village of Bingham Farms, Oakland County, Michigan  
**Rachael Eubanks**, East Lansing, Ingham County, Michigan  
**Tyrone Hamilton**, Belleville, Wayne County, Michigan  
**Deb Muchmore**, Laingsburg, Shiawassee County, Michigan  
**Jennifer Grau**, Tamarac, Broward County, Florida

**AUTHORITY MEMBERS ABSENT:**

None.

**OTHERS PRESENT VIA MICROSOFT TEAMS:**

Gary Heidel, Acting Executive Director  
Maria Ostrander, Executive  
Clarence Stone, Legal Affairs  
Richard Norton, Legal Affairs  
Lisa Ward, Legal Affairs  
Mary Cook, Office Services  
Jeffrey Sykes, Finance  
Troy Thelen, Asset Management  
Nathan Thelen, Asset Management  
John Hundt, Rental Development  
Kelly Rose, Rental Assistance and Homeless Solutions  
Jonathan Hilliker, Executive  
Daphne Wells, Operations  
Chad Benson, Rental Development  
Ronald Farnum, Office of Attorney General  
John Millhouse, Office of Attorney General  
Michael Fobbe, Office of Attorney General  
Samuel Buchalter, Executive  
Amber Martin, Human Resources  
Lori Fedewa, Human Resources  
Katie Bach, Communications  
Tonya Young, Neighborhood Housing Initiatives  
Tracey Barnes, Neighborhood Housing Initiatives  
Pierre-Denise Gilliam, Neighborhood Housing Initiatives  
Tiffany King, Office of Equity and Engagement  
Odessa Carson, Office of Equity and Engagement

David Allen, Market Research  
Butch Edlinger, Ice Breaker Resources  
Keri Lardie, Michigan Civil Service Commission  
Lewis Diaz, Dinsmore  
Luke Forest, CEDAM  
Emily Doerr, Michigan State Land Bank Authority  
Sandy Pearson, Habitat for Humanity

Thirty additional members of the public participated via the following Conference Line: +1 248-509-0316, Conference ID: 144 348 440#.

Chairperson Susan Corbin opened the meeting at 10:04 a.m. She asked Jonathan Hilliker 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.

Ms. Corbin requested public comments from teleconference participants. Mr. Luke Forest spoke on behalf of the Community Economic Development Association of Michigan ("CEDAM") in support of Tab O, which would provide CEDAM with a Housing Development Fund grant. He noted that this grant would enable CEDAM to offer additional support to non-profit organizations throughout the state.

Ms. Sandy Pearson spoke on behalf of Habitat for Humanity of Michigan. She thanked the Authority Board for considering the Housing Development Fund grant to Habitat for Humanity in Tab N, as well as its continued partnership.

Ms. Emily Doerr introduced herself from the Michigan State Land Bank Authority. She noted her presence and thanked everyone for their assistance.

Following public comments, Ms. Corbin stated that there were two goldenrods to the Board Docket. First, there was a goldenrod to the agenda, adding a new item – Tab U, Resolution to Select Candidates for Interviews for the Position of Executive Director. Additionally, there was a goldenrod in the Financial Reports section of Tab 2. These changes were previously emailed to Authority members.

Ms. Corbin also mentioned the November 15, 2020 Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order – issued by the Department of Health and Human Services. This Order places a pause on certain activities for the next three weeks. Ms. Corbin emphasized how critically important it is to follow this order to prevent the spread of Covid-19. She directed participants to the website [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus) for additional information.

For the Executive Director's Report, Acting Executive Director Gary Heidel asked Mr. Jeff Sykes, Chief Financial Officer, to provide an overview of the Financial Reports in Tabs 1 and 2 of the Board Docket. Mr. Sykes indicated that both the Audited and Internal Financial Reports were included. During his discussion, Mr. Sykes explained that one key difference between the reports is that Internal Report provides a lot more detail, making it easier to make management decisions. Additionally, he discussed the Balance Sheet and Income Statement.

Following Mr. Sykes, Ms. Kelly Rose, Chief Housing Solutions Officer, gave an update on the Eviction Diversion Program. She noted that the Authority has \$60 million in coronavirus relief funds; \$50 million of which is for rental assistance to avoid evictions. Through the end of October 2020, \$17 million has already been distributed and has assisted about 5,200 families. The average disbursement is \$3,300, and it is estimated that 12,000 to 13,000 families have access to the program. As a result of these efforts, as well as the Center for Disease Control’s moratorium on evictions, there has been a 40% reduction in eviction filings. Additionally, a new process has been created for landlords to apply for assistance directly from MSHDA should they meet certain criteria.

**VOTING ISSUES:**

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

Mark Burton 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
Susan Corbin	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 – October 22, 2020
- Tab C Resolution Authorizing 2021 Authority Meeting Schedule

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

**Regular Voting Items:**

Mr. Clarence Stone, Director of Legal Affairs, and Mr. Lewis Diaz of Dinsmore, Bond Counsel, presented **Tabs D through N, MSHDA Limited Obligation Bond Resolutions for the PK Housing Portfolio.**

Mr. Stone began by providing a description of the overall transaction process for the developments listed in **Tabs E through N: (Tab E) Arbor Glen Apartments, Development No. 44c-171, (Tab F) Clairewood Apartments, Development No. 44c-172, (Tab G) Creekside Apartments, Development No. 44c-173, (Tab H) Pine Bluff Apartments, Development No. 44c-174, (Tab I) Grayling Pines, Development No. 44c-175, (Tab J) Lakewood Apartments,**

Development No. 44c-176, **(Tab K)** Sable Pointe Apartments, Development No. 44c-177, **(Tab L)** Village Apartments, Development No. 44c-178, **(Tab M)** Whispering Pines, Development No. 44c-179, **(Tab N)** Willow Creek I and II, Development No. 44c-180.

Mr. Diaz then reviewed the Bond Resolution for the above transactions located in **Tab D**, Resolution Authorizing Issuance and Sale of Michigan State Housing Development Authority Multifamily Housing Revenue Bonds, Series 2020 (PK Housing Portfolio) to Finance Ten Loans to the Borrowers Listed on Exhibit A Hereto So as to Enable the Borrowers to Acquire, Construct, Rehabilitate and Equip Certain Multifamily Rental Housing Facilities, Authorizing the Execution of the Indenture, the Loan Agreement and the Bonds, and Determining and Authorizing Other Matters Relative Thereto.

In response to an Authority member question, Mr. Stone stated that he was unaware of any other outstanding bonds for PK Housing; however, he would confirm that after the meeting.

John Millhouse, Assistant Attorney General, confirmed the bond documents in Tab D were acceptable for the Board’s action.

Clarence Stone, Director of Legal Affairs, confirmed the bond 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
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Mark Burton moved approval of **Tab E**. Regina Bell supported. The following Roll Call was taken for **Tab E**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Carl English moved approval of **Tab F**. Jennifer Grau supported. The following Roll Call was taken for **Tab F**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Deb Muchmore moved approval of **Tab H**. Regina Bell supported. The following Roll Call was taken for **Tab H**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Ms. Odessa Carson of the Office of Equity and Engagement presented **Tab O, Resolution Authorizing a Housing Development Fund Grant to the Community Economic Development Association of Michigan ("CEDAM")**. Ms. Carson reviewed the documents as detailed in the board docket.

Deb Muchmore moved approval of **Tab O**. Regina Bell supported. The following Roll Call was taken for **Tab O**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Ms. Tonya Young of Neighborhood Housing Initiatives presented **Tab P, Resolution Authorizing a Housing Development Fund Grant to Habitat for Humanity of Michigan**. Ms. Young reviewed the documents as detailed in the board docket.

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Mr. Nathan Thelen of Asset Management presented **Tab Q, Resolution Authorizing Contract Extensions for Inspection Services with HCS Michigan Inc. (F/K/A Housing Compliance Specialists) and The Inspection Group, Inc.** Mr. Thelen reviewed the documents as detailed in the board docket.

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Mr. John Hundt of Rental Development presented **Tab R, Resolution Authorizing Waiver of Mortgage Loan Prepayment Prohibition and Sale of Development and Determining Mortgage Loan Feasibility, Field Street III, MSHDA No. 3928, City of Detroit, Wayne County and Resolution Authorizing Mortgage Loan, Field Street III, MSHDA No. 3928, City of Detroit, Wayne County.** Mr. Hundt reviewed the documents as detailed in the board docket.

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

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Mr. John Hundt of Rental Development presented **Tab S, Resolution Determining Mortgage Loan Feasibility, Tri City Village II, MSHDA No. 3082-2, City of Watervliet, Berrien County and Resolution Authorizing Mortgage Loan Feasibility, Tri City Village II, MSHDA No. 3082-2, City of Watervliet, Berrien County.** Mr. Hundt reviewed the documents as detailed in the board docket.

Carl English moved approval of **Tab S**. Tyrone Hamilton supported. The following Roll Call was taken for **Tab S**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes

Carl English	Yes	Deb Muchmore	Yes
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There were 8 “yes” votes. The resolutions were approved.

Mr. John Hundt of Rental Development presented **Tab T, Resolution Determining Mortgage Loan Feasibility, Whetstone Village, MSHDA No. 490-2, City of Marquette and Marquette Township, Marquette County** and **Resolution Authorizing Mortgage Loan, Whetstone Village, MSHDA No. 490-2, City of Marquette And Marquette Township, Marquette County**. Mr. Hundt reviewed the documents as detailed in the board docket.

Jennifer Grau moved approval of **Tab T**. Carl English supported. The following Roll Call was taken for **Tab T**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Prior to the presentation of **Tab U, Resolution to Select Candidates for Interviews for the Position of Executive Director**, Ms. Corbin requested that any potential candidates leave the meeting; this occurred at 11:19 a.m.

Ms. Corbin then introduced Mr. Butch Edlinger of Icebreaker Resources, the firm selected to conduct the search for the position of Executive Director. Mr. Edlinger provided a brief background of his experience as a recruiter and the steps his company took to complete this process. Initially, there were 400 potential applicants; this was reduced to fifteen and then to the current five that he would be presenting today. Their outreach efforts were located mostly in the Midwest with a focus on Michigan. They focused on affordable housing developers, lenders, syndicators, government, and nonprofit experience, as well as the private sector.

While reviewing candidates, Mr. Edlinger emphasized technical questions in the areas of career, relocation, as well as interest and ability to take the position. His efforts further focused on affordable housing, economic development, and openness or commitment to the State of Michigan. Finally, he was focused on what type of vision each candidate had for the Authority’s future.

Mr. Carl English expressed concern that the Authority could lose potentially qualified applicants should there be a change in administration in the governor’s office. He questioned whether this would hamper finding the best candidates and whether a severance clause might eliminate this issue.

Mr. Edlinger responded that he is hopeful that by selecting the right person, this would not occur. Additionally, he stated he is unaware of anyone withdrawing or failing to submit an application for that reason.

Ms. Corbin also noted that civil service requirements are a factor when considering severance packages.



Ms. Regina Bell asked how they were ensuring a diverse pool of candidates. Mr. Edlinger explained that as part of this process, he would speak to all candidates and then focus on diversity within that group. The intention was to comb the market for people from all walks of life.

As a member of the Public Policy and Human Resources subcommittee, Ms. Deb Muchmore further stated that diversity was their first and foremost consideration. She is hopeful that they were very deliberate in that process. Ms. Jennifer Grau agreed with Ms. Muchmore, explaining that this is part of the reason the process took as long as it did. She stated that finding a diverse group of applicants in this industry can be difficult.

At that point, Mr. Edlinger provided the list of candidates he was recommending for interviews, as well as a brief background for each individual:

1. Wesley Butler
2. Paula Carethers
3. Gary Heidel
4. Donald Rencher
5. Clarence L. Stone, Jr.

Authority members decided to interview all candidates. As such, Ms. Corbin requested a motion to amend and approve the Resolution for Tab U, confirming and authorizing that the above five individuals would receive interviews at Special Board meetings scheduled for December 1, 2020 and December 3, 2020.

Jennifer Grau moved to amend and approve of **Tab U**. Regina Bell supported. The following Roll Call was taken for **Tab U**:

Regina Bell	Yes	Rachael Eubanks	Yes
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

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

Ms. Corbin then asked Ms. Keri Lardie of the Michigan Civil Service Commission to lead a discussion on the interview process. Ms. Lardie noted the need to follow civil service guidelines and confirmed they were doing so with the following (1) an open and competitive process, (2) ensuring all candidates met the minimum educational and experience requirements, (3) each candidate was screened on consistent criteria, (4) a selection or interview plan was developed to ensure all candidates are asked the same basic set of questions.

Ms. Lardie explained that during the interviews, each candidate would begin with a 5-10 minute presentation. After the presentation, the Board would proceed with formal questions. It is expected that Ms. Corbin will ask the questions; however, any Authority member can ask for follow up or clarification. The candidates will receive a copy of the presentation topic, as well as interview questions prior to the interviews.

The proposed presentation topic, as well as interview questions, were sent to Authority members before the Board meeting. Ms. Corbin noted that if they wanted to create any new questions or discuss the questions, a motion to go into closed session would be necessary. However, no one requested further discussion.

Ms. Rachael Eubanks noted that she would need to leave the meeting at 11:59 a.m. for a prior commitment.

Ms. Corbin then presented **Tab V, Resolution of Appreciation – Jeffrey Donofrio**, and referred to details within the resolution. Deb Muchmore moved approval of **Tab V**. Tyrone Hamilton supported. The following Roll Call was taken for **Tab V**:

Regina Bell	Yes	Rachael Eubanks	Absent
Mark Burton	Yes	Jennifer Grau	Yes
Susan Corbin	Yes	Tyrone Hamilton	Yes
Carl English	Yes	Deb Muchmore	Yes

There were 7 “yes” votes. The resolution was approved.

There being no additional remarks, Ms. Corbin mentioned the following reports were included for information: **(Tab 1)** June 30, 2020 Annual Audited Financials, **(Tab 2)** June 30, 2020 Quarterly Financials, **(Tab 3)** Short Term Relief Report, **(Tab 4)** Hardest Hit Report, **(Tab 5)** Current and Historical Homeownership Data, **(Tab 6)** Homeownership Production Report, and **(Tab 7)** Board Calendar.

Ms. Corbin stated that there will be Special Board meetings on December 1, 2020 and December 3, 2020. The next Regular board meetings is December 17, 2020.

Prior to adjourning Carl English requested that staff determine whether it is possible to ensure a severance package for candidates. Ms. Corbin directed Mr. Rick Norton, Deputy Director of Legal Affairs, and Keri Lardie to investigate this further and report back to the Board.

There being no additional comments, Ms. Corbin requested a motion to adjourn. Jennifer Grau moved to adjourn, and Tyrone Hamilton supported. The meeting adjourned at 12:02 p.m.

**REVIEWED**  
By Lisa Ward at 3:35 pm, Nov 24, 2020

**REVIEWED**  
By Richard Norton at 4:06 pm, Nov 24, 2020

**REVIEWED**  
By Clarence Stone at 4:38 pm, Nov 24, 2020