

**Michigan State Housing Development Authority
Minutes of Regular Authority Meeting
November 18, 2021 – 10:00 a.m.**

AUTHORITY MEMBERS PRESENT IN LANSING

Regina Bell
Susan Corbin
Carl English
Rachael Eubanks
Jennifer Grau
Tyrone Hamilton
Michele Wildman for Quenton L. Messer, Jr.

AUTHORITY MEMBERS ABSENT

Deb Muchmore

OTHERS PRESENT IN LANSING

Clarence Stone, Legal Affairs
Lisa Ward, Legal Affairs
Mary Cook, Operations
Chris Hall, Information Technology
Mark Whitaker, Information Technology

OTHERS PRESENT VIA MICROSOFT TEAMS

Gary Heidel, Acting Executive Director
Katie Bach, Communications
Chad Benson, Rental Development
Jennifer Bowman, Executive
Mary Townley, Homeownership
Carol Brito, Homeownership
Odessa Carson, Office of Equity and Engagement
Lori Fedewa, Human Resources
Sherry Hicks, Operations
Jonathan Hilliker, Audit, Compliance and Fraud Investigation
John Hundt, Rental Development
Lisa Kemmis, Rental Assistance and Homeless Solutions
Tiffany King, Office of Equity and Engagement
Michelle Locher, Executive
Amber Martin, Human Resources
Frank Mostek, Audit, Compliance and Fraud Investigation
Michael Naberhuis, Rental Development
Richard Norton, Legal Affairs
Kelly Rose, Rental Assistance and Homeless Solutions
Lindsey Schmitt, Human Resources
Michael Shelden, Audit, Compliance and Fraud Investigation

Ron Pulaski, Audit, Compliance and Fraud Investigation
Dawn Hengesbach, Audit, Compliance and Fraud Investigation
Ryan Koenigsknecht, Rental Development
Charles Smith, Rental Development
Jeff Sykes, Finance
Troy Thelen, Asset Management
Katy VanHouten, Rental Development
Anna Vicari, Communications
Daphne Wells, Operations
Justin Wieber, Asset Management
Nathan Thelen, Asset Management
Dace Koenigsknecht, Procurement
Tonya Young, Neighborhood Housing Initiatives
Michael Fobbe, Office of Attorney General
John Millhouse, Office of Attorney General
Amy Patterson, Office of Attorney General
Kris Nied, Miller Canfield
Craig Hammond, Dickinson Wright
Sandy Pearson, Habitat for Humanity
Donna McMillan, MHT Housing

Eighteen additional members of the public participated via the Conference Line: 248-509-0316, Conference ID: 829 223 932#. Chairperson Susan Corbin opened the meeting at 10:07 a.m. A quorum was established with the presence of Ms. Corbin, Regina Bell, Carl English, Rachael Eubanks, Tyrone Hamilton, Jennifer Grau and Michele Wildman. While Authority members were present in Lansing, presenters participated via Microsoft Teams. At Ms. Corbin's request, Jonathan Hilliker provided instructions for those participating remotely, including guidelines on how to provide public comment via the conference line.

Ms. Corbin requested public comments from participants. Sandy Pearson of Habitat for Humanity thanked the Authority for the opportunity to interview for the Executive Director position and noted that she looks forward to a continued partnership with the Authority under its new leadership. Ms. Pearson also announced that she will be stepping down as President and CEO of Habitat for Humanity and looks forward to introducing her successor sometime in the next year.

There being no additional public comment, Ms. Corbin announced the following: (1) a goldenrod to the Agenda (Tab A) that added the Contract Spreadsheet to the Report Section of the Docket; (2) a goldenrod Board Memorandum for Tab D regarding the number of jobs that will be generated by the Cambridge Square pass-through loan; (3) a goldenrod for the Bond Resolution in Tab D that corrects the location of the development; and (4) the Contract Spreadsheet was added as a new item (Tab 4) in the report section of the docket. Ms. Corbin also announced that due to scheduling conflicts, several members would need to leave the meeting at 11:15 am. Because that would eliminate the quorum, any voting items not reviewed by that time would need to be moved to the December meeting.

In the interest of time, updates that were to be given during the Executive Director's report have been moved to the December meeting. These include updates on two financial reports, the

Emergency Rental Assistance program, the Homeownership Assistance Fund and the Michigan Housing Survey.

Approval of Agenda:

Michelle Wildman moved approval of **Tab A (Agenda)**. Jennifer Grau supported. The agenda was approved.

Voting Items:

Consent Agenda (Tabs B and C). Rachael Eubanks moved approval of the consent agenda. Regina Bell supported. The Consent Agenda was approved.

The Consent Agenda included the following items:

- Tab B Minutes – October 21, 2021
- Tab C Resolution Authorizing 2022 Authority Meeting Schedule

Regular Voting Items:

Clarence Stone, Director of Legal Affairs and Craig Hammond, Bond Counsel with Dickinson Wright, presented **Tab D**: Michigan State Housing Development Authority Resolution Authorizing Issuance and Sale of Michigan State Housing Development Authority Multifamily Housing Revenue Bonds, Series 2021 (Cambridge Square of Flint Apartments Project) and Resolution Authorizing Loan, **Cambridge Square of Flint**, Flint Township, Genesee County, **MSHDA No. 44c-182**. Mr. Stone reviewed the loan resolution and Mr. Hammond reviewed the bond resolution as detailed in the board docket. During his presentation, Mr. Stone noted a correction to the number of jobs that expect to be generated, as well as a correction to the location of the development in the bond resolution.

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.

Michelle Wildman moved approval of **Tab D**. Jennifer Grau supported. The following Roll Call was taken for **Tab D**:

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

There were 7 “yes” votes. The resolutions were approved.

Clarence Stone, Director of Legal Affairs and Kristin Nied, Bond Counsel with Miller Canfield, **presented Tab E**, Michigan State Housing Development Authority Resolution Authorizing Issuance and Sale of Michigan State Housing Development Authority Multifamily Housing

Revenue Bonds, Series 2021 (Carpenter Place Apartments Project) and Resolution Authorizing Loan, **Carpenter Place Apartments**, Pittsfield Township, Washtenaw County, **MSHDA No. 44c-128-2**. Mr. Stone reviewed the loan resolution and Ms. Nied reviewed the bond resolution as detailed in the board docket.

In response to Authority member questions, Mr. Stone confirmed that no concerns were expressed at the public TEFRA hearing, and if there had been, they would have been shared with Authority members. In addition, Mr. Stone confirmed that there was a plan in place to relocate tenants as necessary when interior unit renovations occurred.¹

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

Clarence Stone, Director of Legal Affairs, confirmed the bond documents in **Tab E** were acceptable for the Board’s action.

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

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

There were 7 “yes” votes. The resolutions were approved.

Justin Wieber, Asset Management, presented **Tab F**, Resolution Authorizing Modification to Mortgage Terms, **Lockwood of Genesee (AKA American House North, FKA Pine Gardens), MSHDA Development No. 1016**, City of Flint, Genesee County, Mr. Wieber reviewed the documents as detailed in the board docket.

Michele Wildman noted an error in the resolution concerning the location of the development and questioned whether they could proceed with the vote. Clarence Stone, Director of Legal Affairs, advised Authority members to proceed as normal and that an amended resolution correcting the location would be provided at the December board meeting.

Carl English moved approval of **Tab F**. Jennifer Grau supported. The resolution was approved.

Justin Wieber, Asset Management, presented **Tabs G through N**, Resolutions Authorizing Waivers of Mortgage Loan Prepayment Prohibitions for the following:

Tab G: **Stonebrook III, MSHDA Development No. 966**, City of Grand Rapids, Kent County

Tab H: **Phoenix Place, MSHDA Development No. 672**, City of Pontiac, Oakland County

¹ No tenants will be permanently relocated. The sponsor anticipates that no tenants will be temporarily relocated unless they wish to be—if so, all moving and lodging costs would be covered and a daily meal stipend would be provided according to HUD guidelines. Because no tenants are expected to be relocated, no relocation plan was submitted to MSHDA.

- Tab I: **Charring Square, MSHDA Development No. 330**, Township of Monroe, Monroe County
- Tab J: **Lexington Village, MSHDA Development No. 616**, City of Detroit, Wayne County
- Tab K: **Birch Park, MSHDA Development No. 654**, City of Saginaw, Saginaw County
- Tab L: **Lawrence Park, MSHDA Development No. 663-2**, City of Center Line, Macomb County
- Tab M: **Coventry Woods, MSHDA Development No. 671**, City of Walker, Kent County
- Tab N: **Lincolnshire Village Apartments, MSHDA Development No. 3196**, Township of Canton, Wayne County

Mr. Wieber reviewed the documents as detailed in the board docket.²

Tab G: Jennifer Grau moved approval of **Tab G**. Regina Bell supported. The resolution was approved.

Tab H: Rachael Eubanks moved approval of **Tab H**. Carl English supported. The resolution was approved.

Tab I: Jennifer Grau moved approval of **Tab I**. Tyrone Hamilton supported. The resolution was approved.

Tab J: Carl English moved approval of **Tab J**. Tyrone Hamilton supported. The resolution was approved.

Tab K: Jennifer Grau moved approval of **Tab K**. Carl English supported. The resolution was approved.

Tab L: Michele Wildman moved approval of **Tab L**. Carl English supported. The resolution was approved.

Tab M: Rachael Eubanks moved approval of **Tab M**. Michele Wildman supported. The resolution was approved.

Tab N: Rachael Eubanks moved approval of **Tab N**. Jennifer Grau supported. The resolution was approved.

John Hundt, Rental Development, presented **Tab O: Country View III, MSHDA Development No. 3991**, Township of Benton, County of Berrien and Resolution Authorizing Mortgage Loan, **Country View III, MSHDA Development No. 3991, Township of Benton, Berrien County**. Mr. Hundt reviewed the documents as detailed in the board docket.

In response to Authority member questions, Mr. Hundt noted that all tenants are currently below 60% Annual Median Income, and 132 units are assisted by Project Based Vouchers. He further

² Ms. Wildman briefly left the meeting at approximately 10:40 a.m. and returned at approximately 10:42 a.m. As such, she was not present for the votes on Tabs G-J.

confirmed that there would be no rent increase for existing tenants. Mr. Hundt was also asked to explain what is meant when staff refer to a property as a historically troubled property. In response, he noted that for this development, it has not operated successfully and is not in good condition. However, the management agent has changed and has already started to make improvements. He believes that the rehabilitation under new management will turn the project around.

Tyrone Hamilton moved approval of **Tab O**. Michele Wildman supported. The resolutions were approved.

John Hundt, Rental Development, presented **Tab P**: Resolution Determining Mortgage Loan Feasibility, **Delhi Stratford Place II, MSHDA Development No. 1096-2**, Delhi Township, Ingham County and Resolution Authorizing Mortgage Loan, **Delhi Stratford Place II, MSHDA Development No. 1096-2**, Delhi Township, Ingham County. Mr. Hundt reviewed the documents as detailed in the board docket.

Jennifer Grau moved approval of **Tab P**. Carl English supported. The resolutions were approved.

John Hundt, Rental Development, presented **Tab Q**, Resolution Determining Mortgage Loan Feasibility, **Jefferson Meadows II, MSHDA Development No. 848-2**, City of Detroit, Wayne County and Resolution Authorizing Mortgage Loan, **Jefferson Meadows II, MSHDA Development No. 848-2**, City of Detroit, Wayne County. Mr. Hundt reviewed the documents as detailed in the board docket.

In response to Authority member questions, Mr. Hundt confirmed that the rent reserve fund is typically in place for about three years, depending on rental amounts.

Michele Wildman moved approval of **Tab Q**. Tyrone Hamilton supported. The resolutions were approved.

Lisa Kemmis, Rental Assistance and Homeless Solutions, presented **Tab R**, Resolution Approving COVID-19 Response Amendments to Administrative Plan for the Housing Choice Voucher Program. Ms. Kemmis reviewed the documents as detailed in the board docket.

Jennifer Grau moved approval of **Tab R**. Regina Bell supported. The resolution was approved.

Mark Whitaker, Information Technology, presented **Tab S**, Resolution Authorizing the Michigan Department of Technology, Management and Budget to Amend Contract with Emphasys Software Inc. (AOD) on Behalf of the Authority. Mr. Whitaker reviewed the documents as detailed in the board docket.

Regina Bell moved approval of **Tab S**. Jennifer Grau supported. The resolution was approved.

Mark Whitaker, Information Technology, presented **Tab T**, Resolution Authorizing the Michigan Department of Technology, Management and Budget to Extend Contract with Emphasys Software Inc. (Achieve) on Behalf of the Authority. Mr. Whitaker reviewed the documents as detailed in the board docket.

Jennifer Grau moved approval of **Tab T**. Tyrone Hamilton supported. The resolution was approved.³

Nathan Thelen, Asset Management, presented **Tab U**, Resolution Authorizing Two Professional Services Contracts for Compliance Monitoring. Mr. Thelen reviewed the documents as detailed in the board docket.

Carl English moved approval of **Tab U**. Tyrone Hamilton supported. The resolution was approved.

There being no additional discussion, Ms. Corbin noted the following reports were included in the docket for reference: **(Tab 1)** Financial Report with Supplemental Information – June 30, 2021; **(Tab 2)** Financial Report: Quarter and Year to Date Ended June 30, 2021; **(Tab 3)** Landlord Damage Claims Payments for the Housing Choice Voucher (HCV) Program; **(Tab 4)** Contract Tracking Spreadsheet; **(Tab 5)** Current and Historical Homeownership Data; **(Tab 6)** Homeownership Production Report; **(Tab 7)** MI 10K DPA Monthly Statistics (Map); **(Tab 8)** MI 10K DPA Weekly Statistics (Graph); and, **(Tab 9)** 2021 Board Calendar.

Ms. Corbin requested a motion to adjourn the meeting. Rachael Eubanks moved to adjourn, and Tyrone Hamilton supported. The meeting adjourned at 11:12 a.m.

REVIEWED
By Lisa Ward at 2:33 pm, Dec 09, 2021

REVIEWED
By Clarence Stone at 3:15 pm, Dec 09, 2021

³ Ms. Eubanks briefly left the meeting at approximately 11:05 a.m. and returned at approximately 11:08 a.m. As such, she was not present for the vote on Tab T.