

ALASKA HOUSING FINANCE CORPORATION
BOARD OF DIRECTORS
REGULAR MEETING

October 25, 2017

10:00 a.m.

Anchorage/Juneau/Fairbanks

The Board of Directors of Alaska Housing Finance Corporation met October 25, 2017 in the AHFC board room, 4300 Boniface Parkway in Anchorage, AK at 10:00 a.m. Board members present were:

BRENT LEVALLEY
Anchorage

CHAIRMAN
Member of the Board

ALAN WILSON
Anchorage

VICE CHAIRMAN
Member of the Board

CAROL GORE
Anchorage

Member of the Board

JERRY BURNETT
Via teleconference

Designee for Commissioner
Department of Revenue
Member of the Board

CHRIS HLADICK
Anchorage

Commissioner
Department of Commerce,
Community & Economic
Development

- I. **ROLL CALL.** A quorum was declared present and the meeting was duly and properly convened for the transaction of business.
- II. **APPROVAL OF AGENDA.** CHAIR LEVALLEY proposed the agenda be approved as presented. Seeing and hearing no objections, the agenda was approved as presented.
- III. **MINUTES OF AUGUST 23, 2017.** CHAIR LEVALLEY asked for revisions or acceptance of the minutes. Seeing and hearing no objection, the minutes were approved as presented.
- IV. **PUBLIC COMMENTS.** In Anchorage: Colleen Dushkin with AAHA discussed the budgets for AAHA. Carlette Mack from Covenant House spoke about the Covenant House. In Fairbanks: no public were present. In Juneau: no public were present.
- V. **OLD BUSINESS.** No Old Business to discuss with the Board.

VI. A. CONSIDERATION OF A TERM LOAN REQUEST IN THE AMOUNT OF \$4,100,000 FOR THE LONG TERM REFINANCING OF AN EXISTING 48 BED ASSISTED LIVING FACILITY KNOWN AS "CHARIS PLACE" LOCATED IN KENAI, ALASKA. BRYAN BUTCHER introduced the item and ERIC HAVELOCK presented. Mr. Havelock stated that J.A.C. Enterprises, Inc. and Clinton D. Hall have applied under AHFC's Multifamily, Special Needs and congregate Housing Loan Program for term financing of multifamily housing to be operated as a state licensed assisting living facility located in Kenai, Alaska. Discussion followed. CAROL GORE made a motion to approve Resolution 2017-24. ALAN WILSON seconded the motion. The resolution was unanimously approved. (5-0)

RESOLUTION #2017-24

RESOLUTION APPROVING THE TERM FINANCING FOR A MULTI-FAMILY HOUSING PROJECT TO J.A.C. ENTERPRISES, INC.

VI. B. CONSIDERATION OF A RESOLUTION TO APPROVE AMENDMENT TWO TO THE STATE FISCAL YEAR 2018 MOVING TO WORK AND CAPITAL FUND PLAN. BRYAN BUTCHER introduced the item and CATHY STONE presented. Ms. Stone stated that the Alaska Housing Finance Corporation, a statewide public housing agency, is a Moving to Work (MTW) Agency under the June 24, 2008 Moving to Work Agreement executed by the U.S. Department of Housing and Urban Development (HUD) and AHFC. AHFC's Board of Directors approved an extension of AHFC's participation in the MTW Demonstration Program with Resolution 16-11 on May 25, 2016 extending AHFC's participation to 2028 and in compliance with the MTW Agreement, the fiscal year 2018 Moving to Work Annual Plan was approved by the AHFC Board of Directors on April 26, 2017. A new activity, 2018-2 Sponsor-Based Rental Assistance, Dena'ina House, in Anchorage, has been added to the MTW Plan to provide rental assistance for chronically homeless youth with supportive services. AHFC invited comment on the Plan through notices posted on its web site and notices in the *Alaska Dispatch News* on September 13, 2017 allowing for a 30-day comment period with a public hearing held on September 26, 2017. Responses to public comments are contained within the Plan and this amended Plan will be submitted to HUD for review upon approval by the AHFC Board of Directors. Discussion followed. ALAN WILSON made a motion to approve Resolution 2017-25. CHRIS HLADICK seconded the motion. The resolution was unanimously approved. (4-0) * Carol Gore did not vote on this item due to conflict of interest.

RESOLUTION #2017-25

RESOLUTION OF THE BOARD OF DIRECTORS ALASKA HOUSING FINANCE CORPORATION APPROVAL OF AMENDMENT TWO TO THE STATE FISCAL YEAR 2018 MOVING TO WORK AND CAPITAL FUND PLAN.

VI. C. **CONSIDERATION OF A RESOLUTION TO APPROVE THE AHFC'S FY 2019 OPERATING AND CAPITAL BUDGETS.** BRYAN BUTCHER introduced the item and JAMES WIEDLE and LES CAMPBELL presented. Mr. Wiedle stated that the Budget Department has the responsibility for gathering and compiling information received from all departments, then preparing summary information to review and discuss with the AHFC's Executive Office. Based on the timelines of the prior year, a tentative schedule was developed. FY2019 budget forms and instructions were distributed in July with completion deadlines set for August 11th, 2017. Both the Operating and Capital budgets were developed concurrently. Once received, the information was entered into spreadsheets, then combined, calculated, adjusted, and recalculated. Justification was required for all anticipated major contracts or other changes, as well as any changes from the prior year's budget request. All departments were required to develop and maintain Business Improvement Plans which included mission statements and descriptions for the services they provide. The department's goals and strategies became the department's action plan. Each department developed performance measures for the services they provide to measure their success in reaching their goals. After their action plans were developed, budgets were built to ensure that their plan would be implemented and achieved. The Budget Director presented the preliminary FY2019 Operating and Capital budgets to the Executive Office and after carefully considering funding levels and changes developed by staff; a "Heads-up Meeting" overview was presented to the Office of Management and Budget (OMB) on September 26, 2017. The Budget processes, including these documents, have continued to develop into this presentation for Board review, discussion and approval. Mr. Wiedle gave an overview of the Budgets highlighting any changes. Discussion followed. CHRIS HLADICK made a motion to approve Resolution 2017-26. JERRY BURNETT seconded the motion. The resolution was approved. (4-0)

** Carol Gore did not participate in discussions or vote on this item due to conflict of interest.*

RESOLUTION #2017-26

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALASKA HOUSING FINANCE CORPORATION AUTHORIZING AHFC TO SUBMIT THE FY2019 OPERATING AND CAPITAL BUDGETS THROUGH THE DEPARTMENT OF REVENUE TO THE GOVERNOR'S OFFICE FOR SUBMITTAL TO THE STATE LEGISLATURE.

VII. **REPORT OF THE CHAIR.** CHAIR LEVALLEY stated that the next AHFC Board of Directors meeting will be the last meeting of 2017. Meetings on November 29, 2017 are Investment Advisory Committee (IAC), ACAH Special BOD Meeting, NTSC Annual BOD meetings and AHFC Regular meeting. Chair LeValley thanks Commissioner Hladick for his time on the board and congratulated him on his new position with the EPA. Chair LeValley offered condolences to both John Anderson and Bryan Butcher for their losses.

VIII. **BOARD COMMITTEE REPORTS.** ALAN WILSON gave an overview of the Audit Committee that was held earlier today.

IX. **REPORT OF THE EXECUTIVE DIRECTOR.** BRYAN BUTCHER reported on: 1.) Cook Inlet Housing grand opening 3600 Spenard (Tues, 9/12); 2.) Continuing work on housing strategies for EAFB F-35 expansion with Shanna Zuspan, Agnew Beck (Wed, 9/13); 3.) A Council on Homeless meeting with the Governor (Fri, 9/15); 4.) PHD Manager's Training at AHFC (Week of 9/19); 5.) Alaska Bankers Association annual meeting at FNBA (Wed, 10/4); 6.) Meeting with Dept of Corrections re: Housing (Mon, 10/9) follow up with Commissioner tomorrow; 7.) Alaska Chamber Fall Conference in Sitka (Tues, 10/10 – Wed, 10/11); 8.) Annual NCSHA Meeting with Elections in Denver (Sat, 10/14 – Tues, 10/17); 9.) Alaska Council on the Homeless October Meeting in Fairbanks along with Alaska Coalition (Mon, 10/23 – Tues, 10/24); 10.) Mike Abbott new executive director of AMHTA; 11.) AHFC Retirements: Diane March with PHD after 10 years and Rosie Ricketts the R2D2 Admin Officer after 25 years; 12.) Home Builder Award at Alaska Homebuilders Event in Girdwood (Fri, 11/3); 13.) Goodbye to Commissioner Hladick, hello to Commissioner Navarre. Commissioner Fisher also new to the board.

X. **OTHER MATTERS.** CHAIR LEVALLEY asked if there were any other matters to properly come before the board.

1. **Monthly Loan Reports.** Finance, Mortgage, R2D2 and GRPA reports were presented for discussion and review.

2. **Schedule of Board Meetings:**

IAC Meeting	November 29, 2017	8:45 am	Anchorage
ACAH Special BOD Meeting	November 29, 2017	9:00 am	Anchorage
NTSC Annual Meetings	November 29, 2017	9:15 am	Anchorage
AHFC Regular BOD Meeting	November 29, 2017	10:00 am	Anchorage

XI. **EXECUTIVE SESSION: CORPORATION'S OPERATIONAL MATTERS THAT MAY HAVE AN IMPACT ON THE CORPORATION.** No Executive Session was required today.

XII. **OTHER MATTERS.** CHAIR LEVALLEY asked if there were any other matters to properly come before the board. ALAN WILSON made a motion to adjourn. Seeing and hearing no objections, the meeting was adjourned at 11:19 a.m.

ATTESTED:



Brent LeValley
Board Chair



Bryan Butcher
CEO/Executive Director