



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

Tuesday, April 27, 2021
2-4pm

Members Present: L. Kuhlman, G. Emmanuel, J. Schmitz, J. Simmons, C. Sledge

Members Absent: K. Friskics-Warren, C. Ferrell

Staff Present: A. Brown (Mayor's Office Housing), M. Amos (Metro Legal)

Guests Present: B. Elrod (Urban Housing Solutions), K. Oesmann (Urban Housing Solutions),
A. Loper (David Baker Architects)

I. Welcome

- a. Members voted that this meeting constituted essential business. Roll call vote, unanimous approval.

II. Electronic Meeting Rules Notice

- a. Governor's Executive Order 78 – Virtual Commission meetings approved through April 28, 2021.
- b. This is last extension. May Commission meeting will be in-person in the Sonny West Room of the Howard Office Building on May 25, 2021.

III. Review and Approval of Minutes

- a. Kuhlman motioned; Sledge seconded. Unanimous approval.

IV. Project Progress and Financial Update

- a. Draw Updates
 - i. Round 6:

1. Renewal House made their first draw on their property to expand their facility and increase their long-term care for pregnant and parenting mothers with substance abuse disorders and their children.

ii. Round 7:

1. Living Development Concepts made their 4th draw on the Booker St. property and that unit will soon be completed.

b. Contract Update

- i. All contracts have been received and completed. Legislation was filed for the 05/18/2021 Metro Council Meeting. Grantees will also attend the Budget and Affordable Housing Committee meetings on 05/17/2021. Brown mentioned she wrote a preface and description for all projects proposed for funding to assist Council members in understanding the full picture of proposals.

V. Public Comment (via Q+A feature)

- i. No public comments were made.

VI. Best Practice Share

- a. Brent Elrod and Kelsey Oesmann from Urban Housing Resources and Amanda Loper from David Baker Architects joined the Commission meeting. They shared their experience from the Affordable Housing Design Leadership Institute (AHDLI) and how that experience helped evolve their initial site work of the 26th and Clarksville development.
- b. Brown asked Elrod how the AHDLI experience assisted UHS in building their subsequent capital stack and what the runway time from concept to implementation for the AHDLI process. Elrod mentioned that fostering the relationship with David Baker from AHDLI assisted in further developing Phase II and III of the development. So, about a year from

AHDLI experience to being ready to fund a project from the design process. Elrod also mentioned that the improved design work did assist them in bettering their scores through application processes for other funding opportunities.

VII. New Business

a. Extension Policy Discussion

i. Feedback about policy and data presented to the Commission.

1. It's worth noting that many folks are now experiencing astronomical construction costs. Brown asked if the Commission wanted to consider that as part of the financial component of the extension policy. The commission did not add it to reasons that they would forego an initial extension but did not want to remove it from a second extension request.

2. Simmons asked if the policy would ask all grantees to request the same time amount for the first extension or if that would help.

a. Brown noted that it was difficult to maintain dates when multiple organizations requested different extension times. She preferred all organizations request a 12-month extension regardless of their timeline. That way she noted that if they finished earlier, it would be a win and if they requested a second extension that the extenuating circumstances could be treated in a more scrutinous manner.

b. Others agreed that this should be added to the policy prior to approval.

3. Brown also mentioned that she anticipated another round of extension requests from round 6 next meeting because their original contracts will expire on 8/7/2021.

ii. Vote deferred to May meeting.

b. Three-Strike Contract Breach Policy

i. Discussion

1. Brown mentioned that it is worth noting that there has only been one contract breach that the Commission has dealt with up to this point. However, she also noted that it is important that the Commission have a policy to deal with any future breach and address any issues in our audit. She also added that the policy will ensure that future breaches are treated in a cumulative manner.

ii. Vote

1. Schmitz motioned to approve; Simmons seconded. Unanimous approval.

VIII. Announcements

- a. Brown noted that all grantees except for only a few have returned their data requests for the intern project.
- b. Brown also mentioned that all Commissioners had signed up for their required HR training through Metro.
- c. Brown added that the PO for Survey Monkey had been completed and they were moving forward in the implementation process.

IX. Ethics training conducted by Macy Amos from Metro Legal for Commissioners

X. Adjourn

The Barnes Housing Trust Fund
<http://barnes.nashville.gov>

Metro Housing Trust Fund Commission <http://www.nashville.gov/Government/Boards-and-Committees/Committee-Information/ID/123/Housing-Trust-Fund-Commission.aspx>