

# ORANGE COUNTY HOUSING FINANCE AUTHORITY BOARD OF DIRECTORS

M. SIPLIN | M. McCALL | V. ATKINS-BRADLEY | S. RIZZO | C. HUNTER

## OFFICIAL MEETING MINUTES

**Meeting:** Ad Hoc Committee of the Board of Directors **Date:** Wednesday, December 13, 2018 **Time:** 3:00pm  
**Location:** Orange County Housing Finance Authority – 2211 Hillcrest St. - Orlando

### Committee Members

PRESENT

Vernice Atkins-Bradley  
Committee Chairman

Sascha Rizzo  
Board Member

Curtis Hunter  
Board Member

### Committee Members

NOT PRESENT

Marshall Siplin  
Chairman

Mercedes McCall  
Vice Chairman

### OCHFA Staff

PRESENT

W.D. Morris  
Executive Director

Kayode Adetayo  
Chief Financial Officer

Frantz Dutes  
Director, Program Operations

Olympia Roman  
Staff

### OCHFA Professionals

VIA TELEPHONE

David Jones  
Financial Advisor – CSG Advisors

## MEETING OPENED

There being a quorum, Committee Chairman Vernice Atkins-Bradley, called the meeting to order at 3:03 p.m. and stated the purpose of the meeting was to review and evaluate the responses to the Authority's RFP for Bond Counsel Services. For the record, the Committee Chair asked meeting attendees to introduce themselves – Curtis Hunter (Board Member) and Sascha Rizzo (Board Member). She then and turned the floor over to W.D. Morris, Executive Director.

## DISCUSSION AGENDA

### REVIEW AND EVALUATION OF RFP RESPONSES FOR BOND COUNSEL SERVICES

Mr. Morris addressed the Committee regarding the process, review, and evaluation of the four (4) responses submitted in reply to the Authority's RFP for Bond Counsel Services; and the Committees was expected to make its recommendation to the Board. Firm respondents were as follows: i) Bryant Miller Olive, ii) Foley & Lardner, iii) Greenberg Traurig, and iv) Kutak Rock. W.D. Morris clarified the evaluation and ranking processes.

After discussion and evaluation regarding the firms' qualifications and ranking, to include staff and the financial advisors input, Committee Member Rizzo made a motion to recommend the selection of Greenberg Traurig to serve as Bond Counsel, subject to successful contract negotiations; and should negotiations fail, staff is authorized to enter into negotiations with Bryant Miller Olive. Committee Member Rizzo made a friendly motion to amend the Authority's current Professional Selection Guidelines to align the contract period of the Bond Counsel Services to reflect that of General Counsel and the Financial Advisor; a Three (3) Year Initial Term of service, with Two (2), Two (2) Year Extensions. The Committees' recommendation will be presented to the Board for approval at its January 2, 2019, Board meeting.

### ACTION TAKEN

*There being no further discussion, the Ad Hoc Committee recommended selection of Greenberg Traurig to serve as the Authority's Bond Counsel; and should negotiations fail, staff would be authorized to enter into negotiations with Bryant Miller and Olive, the second ranked firm; as well as amending the Authority's current Professional Selection Guidelines to reflect Bond Counsel Services timeline as, a Three (3) Year Initial Term of service and Two (2) Two (2) Year Extensions; and recommends that it be presented to the Board for approval at its January 2, 2019, Board of Directors meeting.*

MOTION / SECOND: S. Rizzo/ C. Hunter AYE BY VOICE VOTE: All Present NAY BY VOICE VOTE: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

## ADJOURNMENT

There being no further business, Madame Chair Vernice Atkins-Bradley, adjourned the meeting at 3:47 p.m.

## ATTEST:

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**W.D. MORRIS**  
EXECUTIVE DIRECTOR

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**VERNICE ATKINS-BRADLEY**  
COMMITTEE CHAIRMAN