

# ORANGE COUNTY HOUSING FINANCE AUTHORITY

## BOARD OF DIRECTORS

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

### OFFICIAL MEETING MINUTES

**Meeting:** Joint Committee Meeting **Date:** Wednesday, March 29, 2017 **Time:** 4:00pm  
**Location:** Orange County Housing Finance Authority – 2211 E. Hillcrest St., Orlando, FL 32803

#### Members

##### PRESENT

Marshall Siplin  
Acting Committee Chair

Vernice Atkins-Bradley  
Committee Member

Clemente Cuevas  
Committee Member

Sascha Rizzo  
Committee Member

#### Members

##### ABSENT

Mercedes McCall  
Committee Chair

#### OCHFA Staff

##### PRESENT

W.D. Morris  
Executive Director

Olympia Roman  
Staff/ Recording

### MEETING OPENED

There being a quorum, Madam Chairman, Marshall Siplin called the meeting to order at 4:02 p.m.

### A. RECLASSIFICATION OF OCHFA'S POSITIONS/ REORGANIZATION

W.D. Morris, Executive Director, addressed the committee regarding staff's request of the proposed reclassification and reorganization of certain positions in the Authority. He stated that in March 2015, the Board authorized Phase I of the Authority's Succession Plan, which reflected the hiring of the Director Single-Family Programs; and that FY 2017 would reflect Phase II of the succession plan which involves the proposed reclassification of two (2) positions and title change of a third position. After extensive discussion, the Committee recommended the following reclassification and reorganization of the Authority's positions. Committee Member Sascha Rizzo, framed the motion to accept and adopt the Authority's reclassification and reorganization of the following positions:

- Deputy Executive Director/ Chief Financial Officer; reclassification to Chief Financial Officer – Grade 20.
- Director Single-Family Programs; reclassification to Director Program Operations – Grade 16.
- Multi-Family Programs Administrator; title change; Program Operations Administrator, reporting to Director of Program Operations.

#### ACTION TAKEN

*There being no further discussion, the Committee recommends Board acceptance and adoption of the Authority's Reclassification of two (2) positions, compensation (\$2,852.74), one (1) position title change and partial reorganization; and that the item be placed on the Boards consent agenda at its April 5, 2017 meeting (acknowledgement and ratification).*

MOTION / SECOND: R. Rizzo/ C. Cuevas AYE BY VOICE VOTE: All Present Members RECUSED/ ABSTAINED: N/A

**B. EXECUTIVE DIRECTOR ANNUAL REVIEW**

Committee Chair Siplin, asked W.D. Morris, Executive Director, to address the Committee. Mr. Morris stated that included in the Committees agenda package was a report detailing the Authority's accomplishments. He also provided highlights and addressed questions. He then emphasized that his performance could not be separated from the overall performance of the organization, as related to the Strategic Plan.

Committee Chair, Siplin, opened the floor to the Committee, discussing the Authority's Significant Accomplishments over the past year, as it relates to Mr. Morris' performance. Committee Members acknowledged the report, providing comments relating to the Executive Director's outstanding performance; as well as the overall performance of the organization over the past year. After discussion, the Committee recommended the Executive Director's Employment Contract be amended with appropriate adjustments; and that this item be placed on the Boards consent agenda for its April 5, 2017 meeting.

ACTION TAKEN

*There being no further discussion, the Committee recommends Board acceptance of the Executive Director's Amended Employment Contract (amended with appropriate adjustments); and that this item be placed on the Boards consent agenda at its April 5, 2017 meeting (acknowledgement and acceptance).*

MOTION / SECOND: V. Atkins-Bradley/ S. Rizzo AYE BY VOICE VOTE: All Present Members RECUSED/ ABSTAINED: N/A

**ADJOURNMENT**

There being no further business, Joint Committee Chair, Marshall Siplin, adjourned the meeting at 4:59 p.m.

**ATTEST:**

**W.D. MORRIS**  
EXECUTIVE DIRECTOR

**MARSHALL SIPLIN**  
COMMITTEE CHAIRMAN