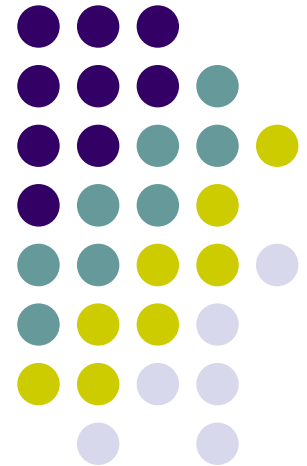
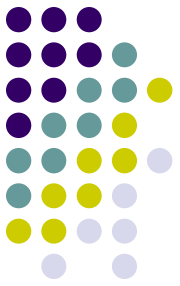


# *“Who wants to be a Board Member?”*

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April 18, 2008  
NALHFA Spring Conference  
Los Angeles, California





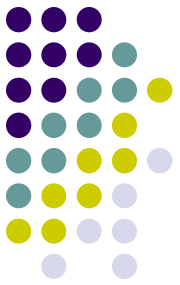
*Presented by Patricia Braynon, Director and Don Horn, Board Chairman of the Miami-Dade County Housing Finance Authority*

## *“On-Boarding”*

*Roles, and responsibilities, governance, and leadership for new board members:*

*An interactive game plus a post-game case study.*

Let the Game Begin!

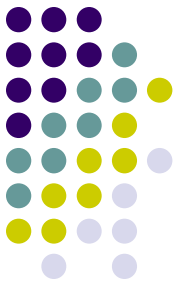


***“Who wants to be a  
Board Member?”***

# ***Game Rules:***



1. Players sit in teams of 3 to 5 people. Each team selects a captain.
2. Questions types include: yes or no and multiple choice.
3. There are three life lines including (1) Ask the audience, (2) 50/50, and (3) Phone-a-friend.
4. The team with the most money at the end wins.
5. The team captain raises hand to answer.
6. The team with the correct answer wins money. If an incorrect answer is given, the next team to raise hand answers.



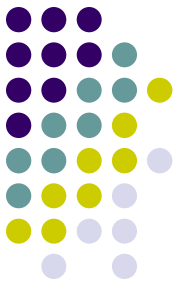
**For \$100,000**

# Are Housing Finance Authorities authorized by laws?



- a. Yes - Enabling legislation may be based upon local ordinance, or state ordinance
- b. No – By board adopted rules and regulations.





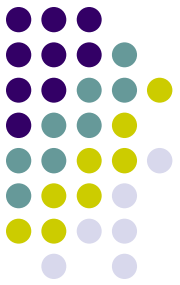
**For \$100,000**

# When were most HFAs created?



- A. Early 1930's and 1940's
- B. 1970's and early 1980's
- C. 1890's and early 1900's
- D. None of the above



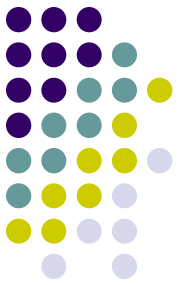


**For \$100,000**

# Do Local HFAs conduct business throughout the US?



- A. Yes, as long as they serve low and moderate income buyers and renters.
  
- b. No, Local HFAs are typically restricted to the geographic regions stipulated in their enabling legislation.



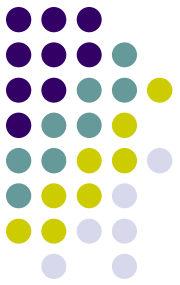
**For \$100,000**

# Regulation of HFAs occurs at what level of government?



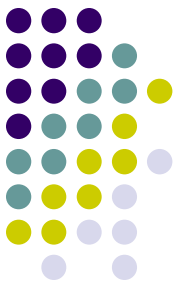
- A. Only on the State level since funds come from the state.
- B. At the State and Federal level because the funds are federal but they pass through the state.
- C. Only at the local level.
- D. None of the above.





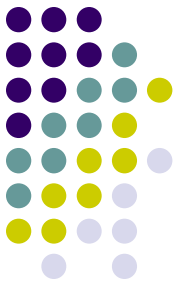
**For \$100,000**

# Which answer lists the correct programs an HFA may administer?



- a. Multifamily Rentals, Single Family Homeownership, Section 8 Vouchers and Public Housing.
- b. Infill Program, Multifamily Rentals, Single Family Homeownership, and Personal Savings Accounts.
- c. Homebuyer clubs, Section 8 Vouchers, Public Housing and Real Estate Negotiating.
- d. Community Outreach, Public Housing, Community Development, and Income Tax Returns.





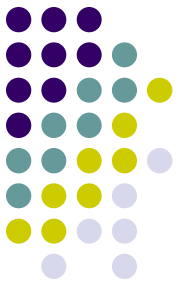
**For \$100,000**

Which of the following is not a participant in the tax exempt mortgage revenue bond process?



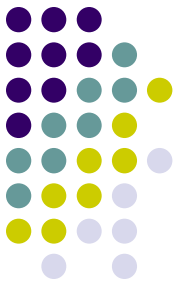
- a. HFA staff, Financial Advisors and Bond Counsel
- b. Trustees, Developers and Real Estate Agents.
- c. Developers, Underwriters and Property Managers.
- d. Underwriters, Program Administrators and Homebuyers.



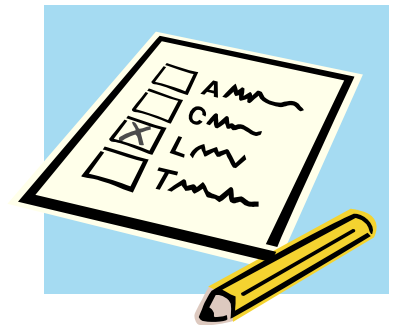


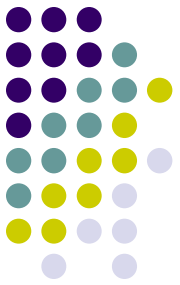
**For \$100,000**

# What two ways do Local HFA boards acquire members?



- A. Some members are appointed by elected officials or some members are invited by HFA directors.
- B. Some members apply for appointment or self appointed.





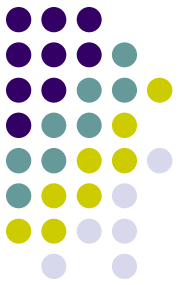
**For \$100,000**



# Name three (3) staff responsibilities?

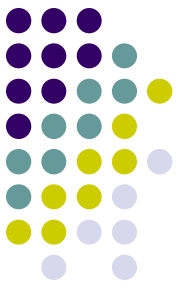
- a. Day to Day administration, personnel and hiring and program administration.
- b. Set policy, staff training and program administration.
- c. Agency budget, staff education and vote on board issues.
- d. None of the above.



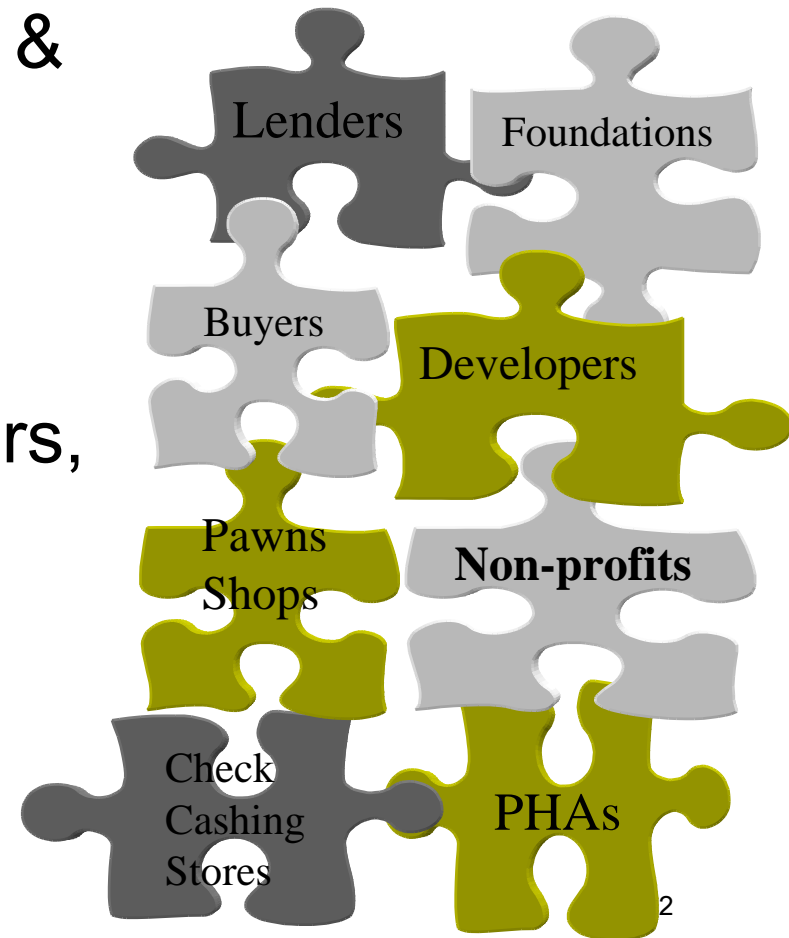


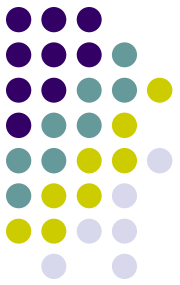
**For \$250,000**

Select four (4) groups/organizations that an HFA may form a partnership with.



- A. Lenders, Developers, Buyers, & Pawn Shops.
- b. PHAs, Lenders, Buyers, & Foundations.
- c. Check Cashing Stores, Lenders, Non-profits, & Buyers.
- d. Developers, Lenders, Buyers, & Catholic Nun.



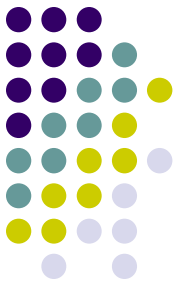


**For \$250,000**

# Which of the following are Board Members responsibilities?



- A. Strategic planning, policy development & agency oversight
- B. Agency vision, leadership, & fiduciary governance
- c. Solely engage in agency contract negotiation, policy development & strategic planning
- D. Promise votes, fiduciary governance & strategic planning
- e. Both a and b
- f. Both c and d

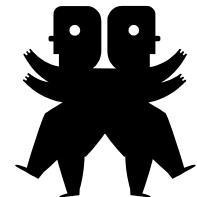


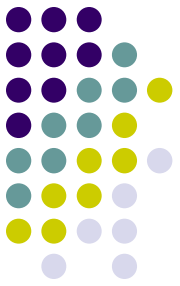
**For \$250,000**

# What methods can resolve a potential conflict of interest?



- A. Abstain from involvement.
- B. Report the potential conflict to the media.
- C. Seek assistance from the local Ethics Commission or Agency counsel.
- D. Keep it a secret.





# Who is ready to be a Board Member?

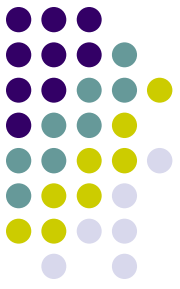


# CASE STUDY: GENEROSITY THAT KNOWS NO BOUNDS



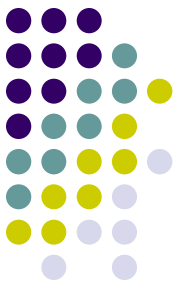
- Casper, the owner of a popular seafood restaurant and many other commercial properties in Small Town, has enjoyed a lot of success this past year. Casper is feeling very grateful for his good fortune, and he wants to show his appreciation by helping out his community.
- “Many people appreciate the value of living in Small Town,” Casper said, “even though Small Town has a small budget.”

# CASE STUDY: GENEROSITY THAT KNOWS NO BOUNDS

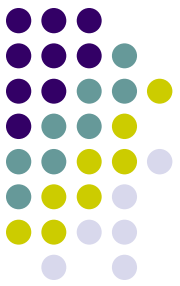


- Consequently, Casper has **donated money to Small Town to fund various activities and events**. For example, Casper paid for the Small Town Commissioners to attend this year's "Dade Days" in Tallahassee, where they had an opportunity to speak with legislators about budget matters. In addition, Casper **donates money so that elected officials can attend Miami-Dade County League of Cities monthly dinner meetings**.
- Most recently, he **donated \$16,000.00 for the establishment of a youth summer camp for both residents and nonresidents so that the city would not have to charge summer camp fees to city residents**. Although, Casper owns substantial property in the city, he has never been before the Small Town City Commission on any official matter.

# QUESTION: Is it appropriate for the Small Town City Commissioners to accept Casper's donations?

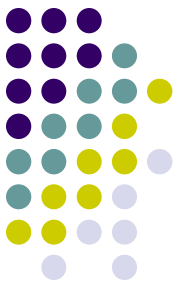


- Small Town **may accept the monetary donations made by Casper for specific city projects.** Casper's donations fall within the exceptions to giving gifts to county employees **because the donations are used for city purposes and allocated for specific city projects.**
- However, due to Casper's substantial property interest in the City, he may have a matter that will require official action or require a legal duty to be performed by the Commission in the future. *This possibility could create the appearance of a conflict problem should the City Commission take some official action in favor of Casper.*



## CASE STUDY: (con't.)

- The Ethics Commission **recommended implementing the following guidelines** to ensure that solicitation, acceptance, and use of private funds are governed with the highest standard of ethics, disclosure, and accountability.
- Apprise city officials, employees, and potential donors of the **gift rules** as outlined in the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.
- **Establish** auditable records, subject to public inspection, that account for all donated monetary contributions for the specific city project/program.

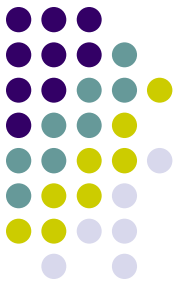


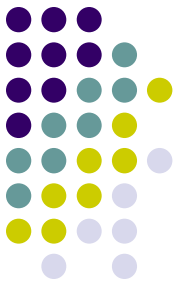
## CASE STUDY: (con't.)

- **Produce a report**, identifying all donors, dates of contribution, the specific city projects/programs to which they contributed, the amount/value/type of contribution, and an accounting of how the funds were expended.
- **Ensure** that monies are going to the general city fund and not to elected officials.
- **Consider** establishing a nonprofit arm or separate community fund with citizen oversight to manage and administer the donations.

# Discussion/Comments

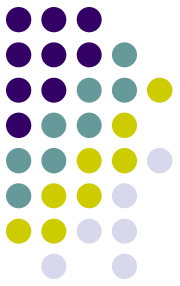
- Questions
- Other examples





# Sources of Information

- Housing Finance Authority of Miami-Dade County  
[www.miamidade.gov/hfa](http://www.miamidade.gov/hfa)
- State Association of Local Housing Finance Authorities  
[www.flalhfa.com](http://www.flalhfa.com)
- National Association of Local Housing Finance Authorities  
[www.nalhfa.org](http://www.nalhfa.org)
- Non-Profit Board Development Resources  
[www.idealists.org](http://www.idealists.org)  
[www.mapnp.nonprofitoffice.com](http://www.mapnp.nonprofitoffice.com)  
[www.help4nonprofits.com](http://www.help4nonprofits.com)



# Summary

- It's Your Board, embrace it!
- Informed Board Members are happy Board Members.

*"Destiny is no matter of **chance**.*

*It is a matter of **choice**.*

*It is not a thing to be waited for,*

*it is a thing to be **achieved**".*

*William Jennings Bryan (1860-1925)*