

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE
Minutes of the February 14, 2018 Meeting

1. Roll Call.

Vincent Brown for State Treasurer John Chiang chaired the meeting of the Tax Credit Allocation Committee (TCAC). Mr. Brown called the meeting to order at 1:30pm. Also present: Alan LoFaso for State Controller Betty Yee; Jacqueline Wong-Hernandez for Department of Finance Director Michael Cohen; Carr Kunze for California Housing Finance Agency (CalHFA) Executive Director Tia Boatman-Patterson; and City Representative Ray Mueller.

Lisa Bates for Department of Housing and Community Development (HCD) Director Ben Metcalf and County Representative Santos Kreimann were absent.

2. Discussion and Consideration of a Resolution Authorizing the Executive Director of the California Tax Credit Allocation Committee to Enter into a contract, pending finalization of the procurement process, with Spectrum Enterprises, Inc. for an initial period of up to three years, not to exceed \$268,200, with the option to extend for one year, for an additional amount not to exceed \$89,400, to provide professional tenant demographic data collection services related to compliance with the Housing and Urban Development (HUD) program requirements as required under the Housing and Economic Recovery Act of 2008.

Anthony Zeto stated that TCAC is seeking committee approval of a resolution to allow the Executive Director to enter into a contract on behalf of the Committee with Spectrum Enterprises, Inc. Mr. Zeto also stated that the contract relates to meeting HUD program requirements, required from the Housing and Economic Recovery Act of 2008. He noted that Spectrum Enterprises, Inc. will provide professional tenant demographic data collection services. Mr. Zeto also noted that TCAC had entered into previous contracts with Spectrum Enterprises Inc. to provide these same services. Mr. Zeto stated that the contact is for an initial period of up to three years not to exceed \$268,200, with an option to extend for one additional year not to exceed \$89,400.

Mr. Brown asked if this is standard operating procedure for contracts of this size since he does not usually chair these meetings.

TCAC Executive Director Mark Stivers stated that TCAC brings contracts of this dollar amount before the committee. Mr. Stivers also noted that he does have authority to enter into contracts of up to \$250,000 in aggregate for the year. Mr. Stivers explained that since this contract exceeds the \$250,000 limit, it was brought before the committee for approval.

MOTION: Ms. Wong-Hernandez moved the approval of the resolution. Mr. LoFaso seconded and the motion passed unanimously by a roll call vote.

3. Public Comment.

None.

4. Adjournment.

Mr. Brown asked if there were any other business to come before the committee.

Mr. Stivers stated that there was no more business to come before the committee and thanked the committee for their indulgence in this special meeting. He also noted that they needed to get Spectrum Enterprises Inc. on board to begin collecting the data. Mr. Stivers explained that waiting another month would be a hindrance and thanked the committee.

The meeting adjourned at 1:34pm.