



Louisville Metro Government

# AFFORDABLE HOUSING TRUST FUND BOARD

## BOARD DETAILS


**OVERVIEW**

- SIZE** 13 Seats
- TERM LENGTH** 3 Years
- TERM LIMIT**

Receive and disburse monies to organizations dedicated to addressing affordable housing needs of individuals and families of low- and moderate-income households by promoting, preserving and producing long-terms affordable housing and providing housing-related services.

**CONTACT**

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 <b>DETAILS</b>	<b>ENACTING RESOLUTION WEBSITE</b>	
	<b>ENACTING RESOLUTION</b>	
	<b>STATUTORY AUTHORITY</b>	None
	<b>ORDINANCE AUTHORITY<sup>1</sup></b>	LMCO 40.40 – 40.45
	<b>POWERS</b>	<ol style="list-style-type: none"> <li>1. Establish and maintain an independent, professionally managed, fiscally accountable fund</li> <li>2. Establish policies and procedures for Trust operations including disbursement of funds</li> <li>3. Establish procedures for monitoring and evaluating the Trust's activities</li> <li>4. Develop responsibilities for reporting to the public and elected officials by producing an annual report to the community and Metro Council including audited financial reports</li> <li>5. Identify and pursue sources of revenue and financing for the AHTE, leveraging local, state and federal funds w ith private sector investment</li> <li>6. Coordinate the Trust activities w ith communityw ide approaches to meeting affordable housing needs</li> <li>7. Seek additional funds, both private and public, to support Trust activities</li> <li>8. Ensure a timely disbursement of funds subject to a timeframe to be determined by the governing board</li> <li>9. The Board may issue a public Request for Proposals to solicit bids from agencies or businesses to administer the Trust.</li> <li>10. The Board may enter into a contractual arrangement w ith an agency selected by RFP to provide administrative support and additional resources, expertise, and benefits to the Trust and its staff.</li> </ol>
	<b>REMOVAL</b>	Not stated

<b>BONDING AUTHORITY?</b>	No
<b>MEETING</b>	Meet annually in January for the election of officers and may hold such other meetings as needed.
<b>INCORPORATED?</b>	Yes
<b>OPEN RECORDS INFO RECEIPT REQUIRED UNDER KRS 65.055?</b>	Yes
<b>OATH OF OFFICE REQUIRED?</b>	No
<b>SUBJECT TO OPEN MEETINGS LAW?</b>	Yes
<b>BOND REQUIREMENT FOR MEMBERS?</b>	No
<b>OFFICERS</b>	Members elect a chair
<b>FISCAL AGENT AGREEMENT WITH METRO?</b>	No
<b>HOW IS THE DIRECTOR OR EXECUTIVE DIRECTOR APPOINTED/HIRED?</b>	The Board shall employ staff, including an executive director of the trust, to direct the daily activities and fulfill the purpose of the Trust.
<b>RECORDS &amp; REPORTS</b>	Annual Report
<b>AUTOMATIC REAPPOINTMENT UNDER KRS 65.008(2)?</b>	Yes
<b>VACANCY APPOINTMENT</b>	5
<b>COUNCIL APPROVAL OF APPOINTMENT?</b>	No
<b>EX OFFICIO MEMBERS</b>	Executive Director

<b>COMPENSATION</b>	None
<b>TERM OF APPOINTMENT DETAILS</b>	3 years; initial appointments – 4 for 1 year term, 4 for 2 year term
<b>VACANCY APPOINTMENT DETAILS</b>	Filled by the Mayor and approved by the Metro Council for the unexpired portion of the term
<b>QUORUM</b>	None Stated
<b>HOW APPOINTED</b>	By Mayor and approved by Metro Council
<b>QUALIFICATION OF MEMBERS</b>	<p>7 shall reside west of I65          6 shall reside east of I65          1 from banking community          1 at large          1 eligible or current affordable housing consumer, either owner or renter          1 low income housing advocate          1 Metro Council member appointed by Council President          1 neighborhood association representative          1 member from Metro Gov't directly reporting to Mayor with housing expertise          1 representative of a non-profit developer, such as New Directions, Habitat for Humanity, or The Housing Partnership          1 social service provider          1 member from Homebuilders Association of Louisville          1 member from Apartment Association of Louisville          1 representative of homeless individuals          1 member from Greater Louisville Association of Realtors</p> <p>The Mayor, upon submitting a written statement to the Council that appointments to the AHTF possessing these qualifications cannot be located within a required geographic area as set forth in the ordinance, may appoint others with similar qualifications from such area.</p>
<b>PURPOSE</b>	<p>The Louisville Affordable Housing Trust Fund (LAHTF) was created in 2008 as the way for Metro Council to invest public funds in the kind of housing our community needs: for people on fixed incomes like seniors and people with serious disabilities; for young families starting out; for veterans; and for working people whose wages are not enough to live in Metro Louisville. The Housing Trust Fund is founded on the principle that a place to call home opens the door to opportunity, and that the whole community does better when everyone has a decent place to call home.</p>
<b>ETHICS/CONFLICT OF INTEREST PROVISION</b>	<p>LOUISVILLE AFFORDABLE HOUSING TRUST FUND BOARD          CODE OF ETHICS          adopted ___12/13/11_</p> <p>The Board of Directors has adopted the following ethics policy for its board members and committees. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.</p> <p>A. BOARD RESPONSIBILITIES</p> <p>The general duties for directors are to enforce the organization's governing documents, collect and preserve the organization's financial resources and to insure the organization's assets against loss. To fulfill that responsibility, directors must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> regularly attend board meetings,</li> <li><input type="checkbox"/> review material provided in preparation for board meetings,</li> <li><input type="checkbox"/> review the organization's financial reports,</li> </ul>

- make reasonable inquiry before making decisions, and
- respond to member inquiries

#### B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors/clients and employees with honesty and fairness, and safeguard information that belongs to the organization.

1. Private Gain. Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives. "Relatives" include a person's

spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law, grand-parents, nieces, nephews and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item

of value. Accordingly, no director or committee member may:

- solicit or receive any compensation from the organization for serving on the board or any committee,

- make promises to vendors/clients unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of

value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the organization,

- seek preferential treatment for themselves or their relatives,

- use organization property, services, equipment or business for the gain or benefit of

themselves or their relatives, except as is provided for all members of the organization.

2. Confidential Information. Directors and committee members are responsible for protecting the organization's confidential information. As such they may not use confidential

information for the benefit of themselves or their relatives. Except when disclosure is duly

authorized or legally mandated, no director or committee member may disclose confidential

information. Confidential information includes, without limitation:

- private personal information of fellow directors and committee members,

- private personnel information of the organization's employees,

- disciplinary actions against members of the organization,

- legal disputes in which the organization is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the

organization's general counsel. Failure to follow these restrictions could constitute a

breach of the attorney-client privilege and result in the loss of confidential information.

3. Accuracy of Information. Directors and committee members may not knowingly misrepresent facts. All organization data, records and reports must be accurate and truthful

and prepared in a proper manner

4. Interaction with Employees. To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management

and provide direction on day to day matters.

- Except for the president, committee members and directors may not give direction to

management, employees or vendors.

- If directors or committee members are contacted by employees with complaints, the

employees shall be instructed to contact management or the board as a whole.

- No director may threaten or retaliate against an employee who brings information to

the board regarding improper actions of a director or committee member.

- Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally,

physically or otherwise.

5. Professional Behavior. Directors and committee members are obligated to act with

proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors and committee members must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the organization. Directors shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

**C. WHEN CONFLICTS ARISE**

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board will seek guidance from the organization's legal counsel.

1. Disclosure & Abstain. Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.

2. Violations of Policy. Directors and committee members who violate the organization's ethics policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action,

including, but not limited to:

- censure,
- removal from committees,
- removal as an officer of the board,
- request for resignation from the board,
- legal proceedings.

Prior to taking any of the actions described above, the board shall appoint a committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with the organization's legal counsel if appropriate, and present its findings and recommendations to the board for appropriate action. The board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.

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**SOCIAL MEDIA WEBSITE**

<https://www.facebook.com/louisvillehousingtrust> or <http://www.twitter.com/lahtf> or <http://vimeo.com/98135339>

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**SUBCOMMITTEES**

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**OFFICERS TERM OF OFFICE**

Not stated

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**ADDRESS**

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**WEBSITE**

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**COUNCIL APPROVAL DETAILS**

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**OFFICERS TERM OF OFFICE**

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**BOARD REQUIREMENT DETAILS**

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