



The Minnesota Higher Education Facilities Authority (the “Authority” or “MHEFA”) convened a regular Board meeting at 2:20 pm Central Time, Wednesday, May 18, 2022.

The Board is conducting this meeting subject to the Open Meeting Law by in-person, telephone, and interactive technology as allowed by Minnesota Statutes. Members participating in the meeting can hear each other and all discussion; members of the public can hear all discussion and votes; and all votes are conducted by a roll call. The board has made provision for the public to monitor the meeting electronically from a remote location. The board has provided notice of the meeting location, the fact that some members may participate by interactive technology, and of the public’s right to monitor the meeting electronically from a remote location. Authority Chair Benson determined that an in-person meeting was not practical or prudent because of the health pandemic as defined according to current guidance from the Minnesota Department of Health, the Centers for Disease Control and Prevention, and the U.S. Department of Homeland Security.

The Authority Board meeting was held in the Conference Room at the Authority office, 380 Jackson St, Suite 450, St. Paul, MN 55101. Executive Director Fick, Authority Chair Benson was physically present, although not required due to the pandemic environment. Mr. Fick and Mr. Benson comply with the state’s requirement for COVID-19 safety through vaccination. The location and time of the meeting was duly published and posted on the Authority website and the door of the Authority office.

The public was able to monitor the meeting by calling a toll-free number and able to connect using the video link.

Board members participated in the meeting using a video link. The meeting link was sent to Board members prior to the meeting. The use of a video link as an allowable way to hold the Board meeting was confirmed by the State of Minnesota’s Data Practices Office staff prior to the meeting, following Minnesota Statute 13D.015.

Executive Summary – Minnesota Higher Education Facilities Authority

Meeting on May 18, 2022

Board Actions Taken:

Motions:	Result:	Vote:
Approval of Meeting Minutes of April 20, 2022	Passed	Unanimous
Approval of Meeting Minutes of April 27, 2022	Passed	Unanimous
Approval of FY22 Budget Update Report (Budget Reallocations)	Passed	Unanimous
Approval of FY23 Board Meeting Schedule	Passed	Unanimous
Approval of Election of FY23 Board Officers	Passed	Unanimous

Resolutions	Result:	Vote:
Approve the Resolution Relating to the FY22 Achievement Award Grant	Passed	Unanimous

The official meeting began with a roll call to determine who was attending the meeting. The following board members or their designees were participating and attending by video link (“V”) or telephone (“T”):

Board Members: Gary Benson – In-Person
 Bonnie Anderson Rons – V
 David Rowland – T
 Mary Yang Thao – V
 Mikeya Griffin - V
 Paul Cerkenik, Minnesota Private College Council, ex officio w/o vote – V

Absent: Mary Ives
 Nancy Sampair
 Ray VinZant
 Poawit Yang

Public Attendees: None
Also Present: Barry W. Fick Executive Director MHEFA – In-person
Amanda Lee, Operations Manager, MHEFA – V

Gary Benson, Chair, called the meeting order at 2:20 pm CT. Executive Director Fick confirmed that a quorum was present.

Agenda Item I – Minutes of the April 20, 2022 Board meeting.

The first item on the agenda is the review and consideration of the minutes of the April 20, 2022 Authority Board meeting.

Board members noted a punctuation change to the April 20, 2022 minutes. That change was noted and made on the final version of the April 20, 2022 minutes.

A motion was made by David Rowland to approve the amended April 20, 2022 minutes. The motion was seconded by Bonnie Anderson Rons. Chair Benson asked if there were any questions, discussion, or further changes to the minutes of the April 20, 2022 Board meeting. There were no further questions or proposed changes to the minutes from Board members.

Chair Benson called for a vote regarding the approval of the amended minutes. A roll call vote was conducted, and the Board members voted as follows:

Board Members:	Gary Benson	Yes
	Bonnie Anderson Rons	Yes
	David Rowland	Yes
	Mikeya Griffin	Yes
	Mary Yang Thao	Yes

There were no votes against the motion and the Minutes of the April 20, 2022 MHEFA Board meetings were approved.

Agenda Item II – Minutes of the April 27, 2022 Board meeting.

The first item on the agenda is the review and consideration of the minutes of the April 27, 2022 Authority Board Special meeting.

Board members noted no changes.

A motion was made by David Rowland to approve the April 27, 2022 minutes. The motion was seconded by Bonnie Anderson Rons. Chair Benson asked if there were any questions, discussion, or further changes to the minutes of the April 27, 2022 Special Board meeting. There were no further questions or proposed changes to the minutes from Board members.

Chair Benson called for a vote regarding the approval of the minutes of the Special Board Meeting. A roll call vote was conducted, and the Board members voted as follows:

Board Members:	Gary Benson	Yes
	Bonnie Anderson Rons	Yes
	David Rowland	Yes
	Mikeya Griffin	Yes
	Mary Yang Thao	Yes

There were no votes against the motion and the Minutes of the April 27, 2022 MHEFA Special Board meeting were approved.

Agenda Item III – FY2022 Administrative Items MHEFA Budget Update/Revised Allocation and Projection

Chair Benson called on Operations Manager Amanda Lee to present to the Board the FY2022 Proposed Adjusted/Updated Authority Budget. Ms. Lee noted that the adopted FY2022 Budget was conservative and when compared to 11-month results, revenue is higher than budgeted and expenses are lower than budgeted. The result is that operations are better than projected and budgeted. As the Authority has done in prior years, the approved budget has been updated to show reallocations of expenses to reflect actual projected financial results for the fiscal year.

The FY2022 adjustments are presented in two options, a “low” and a “high” result. The difference between the two options is the timing of expenses related to the MHEFA office relocation. The low option defers relocation expenses to FY23. The high option includes relocation expenses in FY22.

The projected timing of the office relocation remains undetermined. The original estimate for relocation was June 1, 2022, but the likely time for relocation is mid-July 2022.

Regardless of the actual timing of office relocation, the additional revenues received in FY22 will result in a small surplus (low result) or a small deficit (high result) for FY22. Both options present stronger financial results than projected in the adopted FY22 budget.

Chair Benson asked if Board members had any questions about the FY22 Budget update/revised allocation and Projection. Board members inquired if staff was proposing a new budget for FY22. Staff explained that this budget review and reallocation is an annual process done each May where staff provides an updated budget forecast to the Board, including reallocation of expenses. Throughout the fiscal year, staff attempts to mitigate any overages in one area with savings in another to stay within the approved overall original budget. Each May, staff presents the updated projections and accounting reallocations based on 10-month actual and estimated ending financial results for approval by the board at the May Board meeting. In addition, the auditors annually inquire about communication to the Board from staff about financial results and this 11-month update provides assurance to the auditors that financial projections are provided to the Board and acknowledged by the Board.

Chair Benson asked if there were any other questions for staff regarding the updated financial performance numbers. There were none and Chair Benson asked for a motion to accept and approve the FY2022 Proposed Adjusted/Updated Revised Budget and Allocation.

A motion was made by David Rowland to approve the FY22 Updated Budget Report and Reallocation. The motion was seconded by Mary Yang Thao. Chair Benson asked if there were any questions, discussion, or further changes to the motion. There were no further questions or proposed changes from Board members.

Chair Benson called for a vote regarding the approval of the FY2022 Proposed Adjusted/Updated Revised Budget and Allocation. A roll call vote was conducted, and the Board members voted as follows:

Board Members:	Gary Benson	Yes
	Bonnie Anderson Rons	Yes
	David Rowland	Yes

Mikeya Griffin	Yes
Mary Yang Thao	Yes

There were no votes against the motion and the motion was approved.

Agenda Item III – FY2022 Administrative Items Continued FY2022 Plan of Action Results/Achievement Award Resolution

Board Chair Benson asked Mr. Barry Fick to review the FY2022 Plan of Action and the results for compliance with the FY2022 Plan of Action. Mr. Fick reviewed a number of the 18 Action Steps staff worked to comply with during the year. Mr. Fick noted that the Authority staff were able to meet all 18 action steps and expect to continue to meet them in FY2023.

Mr. Fick and Mr. Benson asked if there were questions from the Board about the FY2022 Action steps and about staff's meeting the action steps. There were no questions from Board members. Board members expressed pleasure with the staff's ability to meet and comply with the Action Steps in a 2nd year of a Pandemic.

Mr. Fick and Mr. Benson noted that the Action Plan is the general basis for the Board to use in determining if the Staff merit a discretionary Achievement Award. The discretionary Achievement Award authorizes the distribution of up to \$2,600 to Authority Staff if, in the opinion of the Board, staff met or exceeded the goals set forth in the Plan of Action. The amount allowed to be awarded may be allocated to staff members as the Board approves.

The Executive Director recommended the FY2022 Achievement Award be allocated ½ to the Executive Director and ½ to the Operations Manager. Board members agreed with the recommendation for the award and the distribution of the award to each Authority staff person.

At the time of the Board meeting, the 2021-2023 Managerial Plan had not yet been approved by the legislature, and per the direction of Human Resources at the State of Minnesota, the 2019-2021 Managerial Plan remains in effect until a new plan is approved. Staff were directed to use the 2019-2021 Managerial Plan to award any Achievement Awards until the new plan is approved.

Mr. Benson, as Board Chair, asked for a motion to adopt Resolution No. 05-2022-01 Under Managerial Plan 2019-2021 for Achievement Awards 2021-2022. A motion to approve the Resolution was made by Gary Benson. The motion was seconded by Bonnie Anderson Rons.

Chair Benson called for a Roll Call vote regarding the approval and acceptance of the Resolution No. 05-2022-01 Under Managerial Plan 2019-2021 For Achievement Awards 2020-2021. A Roll Call vote was conducted, and the Board members voted as follows:

Board Members:	Gary Benson	Yes
	David Rowland	Yes
	Bonnie Anderson Rons	Yes
	Mary Yang Thao	Yes
	Mikeya Griffin	Yes

There were no votes against the motion and Resolution No. 05-2022-01 Under Managerial Plan 2019-2021 For Achievement Awards 2021-2022 was approved.

Agenda Item IV – FY2023 Administrative Items

FY2023 Board Meeting Schedule

Chair Benson next asked Operations Manager Amanda Lee to present the proposed FY2023 Board meeting schedule. Ms. Lee noted that the meetings are scheduled for the 3rd Wednesday of each month, beginning at 2:00 pm Central Time. She noted that this schedule results in the December 2022 meeting being right before Christmas weekend. She noted that the December meeting is often cancelled. The options available to the Board are to leave the December meeting as scheduled or move it forward 1 week to December 14.

The Board discussed the timing of the FY2023 meetings and opted to leave all meetings on the 3rd Wednesday of the month, reserving the option to cancel or move the December 2022 meeting at a later date.

Mr. Benson, as Board Chair, asked for a motion to adopt the FY2023 Board Meeting Schedule. A motion to approve the schedule was made by Bonnie Anderson Rons. The motion was seconded by Mary Yang Thao.

Chair Benson called for a Roll Call vote regarding the approval of the FY2023 Meeting Schedule. A Roll Call vote was conducted, and the Board members voted as follows:

Board Members:	Gary Benson	Yes
	David Rowland	Yes
	Bonnie Anderson Rons	Yes
	Mary Yang Thao	Yes
	Mikeya Griffin	Yes

There were no votes against the motion and the FY2023 Meeting Schedule was approved.

Agenda Item IV – FY2023 Administrative Items Continued FY2023 Board Officer Election

Chair Benson asked Executive Director Fick to explain the status of Board Officer Election for FY2023. Executive Director Fick thanked the current Board Officers for their year of service and added that all three officers have served a one-year term and are eligible to continue service in their current Officer roles for one more year. All three current Officers have graciously volunteered to serve another year in their current roles. Executive Director Fick opened the floor to nominations for other Officers and noted there were no new nominations.

Chair Benson called for a motion to approve the reelection of the current Board Officers as follows:

Chair: Gary Benson

Secretary: David Rowland

Vice-Chair: Bonnie Anderson Rons

A motion to approve the reelection of the current Board Officers was made by Mary Yang Thao and seconded by Bonnie Anderson Rons.

Chair Benson called for a Roll Call vote regarding the approval of the FY2023 Board Officers. A Roll Call vote was conducted, and the Board members voted as follows:

Board Members:	Gary Benson	Yes
	David Rowland	Yes

Bonnie Anderson Rons	Yes
Mary Yang Thao	Yes
Mikeya Griffin	Yes

There were no votes against the motion and the FY2023 Board Officer Elections were approved.

Agenda Item V – Old Business

Chair Benson asked Executive Director Fick to provide an update on St. Thomas' Series 2022A and Series 2022B Bonds. Mr. Fick reported that the sale was successful in a challenging market. The designation of the 2022A Bonds as Green Bonds proved to be a good decision. Investor demand was strong for the Green Bonds, and they were oversubscribed early in the order period. This allowed the underwriter to direct investors to the non-Green Bonds. At the conclusion of the order period, nearly all the bonds were sold, and the underwriter was able to reduce the yield on a number of maturities.

Chair Benson asked Executive Director Fick to provide an update on expansion legislation. Mr. Fick noted that there is progress in moving the legislation forward and that hearings before multiple committees have been held. In addition, Mr. Fick has met with a number of legislators to explain the proposed legislation and answer questions. The legislature must conclude their regular session by May 23, so we will have a decision then or by the conclusion of a possible special session.

Chair Benson asked Authority Executive Director Barry Fick and Operations Manager Amanda Lee to update the Board on the new office space. Authority Staff explained that construction has begun on configuring the space. Operations Manager Lee noted that the construction manager has reported that the delay will be in obtaining office door frames. It is anticipated that the renovations will be completed by the end of June or early July.

There was no other Old Business for consideration.

Agenda Item VI – New Business

Chair Benson asked if there were any New Business items from Board members for discussion. There were no other New Business items from Board members for discussion.

Agenda Item VII – Other Business

Chair Benson called upon Executive Director Fick to discuss Other Business. Mr. Fick presented his Executive Director's report. It included the following items regarding staff and Authority activity and events and personnel changes at the schools.

Borrower Assistance and Financing Application Update

- We have completed the University of St. Thomas Series 2022A (Green) and Series 2022B financing
 - First Green Bond sold by the Authority
 - Much data and insight gained during the sale process on demand for Green bonds
- We continue to engage in preliminary discussions with a number of schools about financing projects in the next one to two years
- We are working with multiple schools on Moody's rating updates
- We continue to support schools in their compliance with Continuing Disclosure obligations

Borrower Staffing Update

Vacancies exist for the CFO position at St. Scholastica, Bethel, Hamline, and MCAD. Presidential search is underway at University of St. Thomas.

Various Items of Interest

Executive Director Fick attended the NAHEFFA Conference in late April. He is now the incoming President of NAHEFFA for a two-year term. He also moderated a session at the Conference. In June, he will be attending the GFOA National Convention. He is a panel member on Bond Structuring at that Conference.

There were no other items from the Board. A motion to adjourn the regular MHEFA Board meeting was made by Bonnie Anderson Rons with a second provided by Gary Benson. The Board acted by voice vote to adjourn the meeting at 3:07 pm, Central Time.

Upon adjournment of the regular MHEFA Board meeting, the Board reconvened in Closed Session to conduct a performance review of Executive Director Fick. The Board asked Mr. Fick to excuse himself from the Closed Session.

During the Executive Session, the Board discussed Mr. Fick's self-assessment, added performance feedback, and approved submission of Mr. Fick's performance review with a rating of outstanding. After their discussion, the Board asked Mr. Fick to return to the meeting. Chair Benson spoke for the Board and noted that the Board agreed with Mr. Fick's self-assessment. The Board rated his performance "outstanding."

Chair Benson asked if there was any other business to come before the closed session. There was none.

A motion to adjourn the closed session of the MHEFA Board was made by David Rowland with a second provided by Bonnie Anderson Rons. The Board acted by voice vote to close the closed session and adjourn the meeting at 3:42 pm, Central Time.

Respectfully submitted,



Assistant Secretary


7- Minutes for 18 May 2022 FINAL

Final Audit Report

2022-06-23

Created:	2022-06-23
By:	Amanda Lee (agl@mnhefa.org)
Status:	Signed
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"7- Minutes for 18 May 2022 FINAL" History

-  Document created by Amanda Lee (agl@mnhefa.org)
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-  Document emailed to Barry Fick (bwf@mnhefa.org) for signature
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-  Email viewed by Barry Fick (bwf@mnhefa.org)
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-  Document e-signed by Barry Fick (bwf@mnhefa.org)
Signature Date: 2022-06-23 - 8:27:41 PM GMT - Time Source: server- IP address: 71.82.135.37
-  Agreement completed.
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