

Syracuse Housing Strategies Corporation

One Park Place
300 South State St., Suite 700
Syracuse, New York 13202

MINUTES

Board of Directors Meeting
August 4, 2025
10:00 a.m.

A regular meeting of the Syracuse Housing Strategies Corporation (the “***Corporation***”) was convened in public session on August 4, 2025, at 1:00 p.m. in the Mayor's Conference Room, Syracuse City Hall, 233 East Washington Street, Syracuse, New York.

Board Members Present: Hon. Benjamin Walsh, Karen Schroeder, Pat Hogan, Katelyn Wright, Don Radke

Excused Members: Hon. Helen Hudson, Rasheada Caldwell, Patrona Jones-Rowser, Robert Simpson

Staff Present: Michelle Sczpanski

Others Present: Hannah Garty, Manila Southammavong, Cimone Jordan, George Lynch, Mike Cannizzaro, Connor Rourke, Meghan Ryan.

I. CALL MEETING TO ORDER

Mayor Walsh called the meeting to order at 10:00 a.m.

II. ROLL CALL

Mayor Walsh acknowledged the board members present and noted the excused absence of members Hudson, Caldwell, Jones-Rowser, and Simpson.

III. PROOF OF NOTICE

Mayor Walsh acknowledged that notice of the meeting had been duly and properly provided.

IV. MINUTES

Mayor Walsh noted the June 23, 2025 board meeting minutes. Ms. Garty noted that they were not ready. Mayor Walsh moved on.

Mayor Walsh noted the July 10, 2025 Governance Committee Meeting minutes. There being no questions or comments. Mayor Walsh asked for a motion to approve the July 10, 2025. Member Radke made the motion. Member Schroeder second the motion. **ALL OTHER BOARD**

MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO APPROVE THE JULY 10, 2025 GOVERNANCE COMMITTEE MEETING MINUTES.

V. NEW BUSINESS

1. Resolution to Enter Agreement with Syracuse Urban Renewal Agency for the Administration of the Block Challenge Grant (BCG)

Ms. Sczpanski noted to amend the agreement or implement a secondary agreement under the total \$2.5 million in funding. Ms. Ryan noted that there is some flexibility around working out the terms as it is a different type of agreement, but that SURA will need to have some oversight into the activities to ensure alignments with the Second Urban Renewable Plan.

Ms. Ryan has drafted a SURA resolution for the board to consider that it would be subject to any amendments approved by both bodies.

Member Wright asked if every time we want a new program, does it have to go through SURA for permission and Ms. Sczpanski answered that it is the current agreement and SURA and the Housing Strategy Board would need to review to confirm the terms.

Member Wright asked if there was any language about SURA and the disbursement of funds and Ms. Ryan stated that she did not believe so and that she needed clarity on that as well.

Member Wright asked if the RFP for the Housing Strategies Corporation language is finalized, Ms. Sczpanski answered that it is finalized and will be going out immediately.

Mayor Walsh asked how to ensure questions and concerns are properly addressed with the resolution and Ms. Ryan answered to document in final form with Counsel.

There being no further discussion, Mayor Walsh asked for a motion to approve the Resolution to Enter Agreement with Syracuse Urban Renewal Agency for the Administration of the Block Challenge Grant (BCG).

Member Wright made the motion. Member Radke seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO ENTER AGREEMENT WITH SYRACUSE URBAN RENEWAL AGENCY FOR THE ADMINISTRATION OF THE BLOCK CHALLENGE GRANT (BCG).**

2. Resolution to Waive the RFP Process and Enter into a Memorandum of Understanding (“MOU”) with Home Headquarters for Administration of Block Challenge Grant Program Funds.

Ms. Sczpanski notes for Block Challenge eligibility, it is tied to the full amount that has been authorized for the BCP within the fiscal year of the organization, over \$70,000, and it allows for a 10% administrative fee towards Home Headquarters. The length of the agreement is until that amount has been authorized is fully sent down, otherwise be amended. Ms. Sczpanski notes that in the event there is an influx of applications, more than anticipated, there would need an amended budget and amendment for scope of agreement. The purpose of this is to launch programming this

year.

Ms. Sczpanski states NBD will be handling the front end of interfacing with applicants and there is no need for Home Headquarters to do any additional qualifications there. But, when a project is complete and ready for reimbursement, Home Headquarters will be the entity cutting the checks.

Member Hogan asks if the specific neighborhoods the program is concentrating on will be released publicly and Ms. Sczpanski answers that there will be maps with all application materials but planning to open the program to the entire scope of the neighborhoods, if they meet the eligibility terms. Ms. Sczpanski anticipates that when larger homeowner renovation programs begin, tighter geographies will be implemented.

Mayor Walsh asked how it was settled on \$74,000 and Ms. Sczpanski answered that it is 10% of \$70,000, discussed at the June Board meeting, but it can be further fine-tuned based on later participation rates. Ms. Sczpanski states, according to czb, there are few communities where individuals spend the full \$2,500, typically around \$500.

Member Wright asked if we are reimbursing Home Headquarters after giving the check to the homeowners or if we are advancing, Member Schroeder answered that we are helping with advancing.

There being no further discussion, Mayor Walsh asked for a motion to approve the Resolution to Waive the RFP Process and Enter into a Memorandum of Understanding (“MOU”) with Home Headquarters for Administration of Block Challenge Grant Program Funds.

Member Radke made the motion. Member Wright seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A RESOLUTION TO WAIVE THE RFP PROCESS AND ENTER INTO A MEMORANDUM OF UNDERSTANDING (“MOU”) WITH HOME HEADQUARTERS FOR ADMINISTRATION OF BLOCK CHALLENGE GRANT PROGRAM FUNDS.**

VI. OTHER BUSINESS

Procurement of General Liability Insurance – Ms. Sczpanski notes the attached quote in provided packet and based on the terms of the organization’s procurement policy it does not require Board approval. Ms. Sczpanski states that it is comparable compared to other municipal corporations.

Member Wright asked if one can find coverage on this for D&O before publishing and Ms. Sczpanski answered no, 30 days from the point of entering into an agreement.

Block Challenge Grant Program Launch – Ms. Sczpanski states they are aiming to open applications according to the August 15th timeline following large neighborhood events. There main need to be some blanket adjustments for the first applications, implementing a grace period regarding the 90-day turnaround time.

Ms. Sczpanski states the phone call intake process will be between herself, Cimone Jordan, and Hannah Garty, and designated neighborhood planners will also work with applicants, ensuring

attentive and streamlined communication. Assigned case managers may be appointed later on.

VII. ADJOURNMENT

There being no further business to discuss, Mayor Walsh asked for a motion to adjourn the meeting. Member Radke made a motion. Member Wright seconded the motion. ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 2:27 p.m.