

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Wednesday, December 20th, 2023, at 1:30 p.m.

Homes for Good conducted the December 20th, 2023, meeting in person at the Homes for Good administrative building and via a public video call with dial-in capacity. The public was able to join the call, give public comments, and listen to the call.

CALL TO ORDER

Board Members Present:

Heather Buch

Michelle Thurston

Justin Sandoval

Kirk Strohman

Chloe Chapman

Larissa Ennis

Joel Iboa

Pat Farr

Board Members Absent:

None

QUORUM MET

1. PUBLIC COMMENT

None

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE

None

3. ADJUSTMENTS TO THE AGENDA

Commissioner Chapman & Commissioner Strohman need to leave early. To ensure all board input is received ORDER 23-20-12-05H: In the Matter of Approving the Homes for Good Commissioner Iboa Term Extension Recommendation and the Appointment of Destinee Thompson to the Homes for Good Board of Commissioners will be discussed after the consent agenda.

4. COMMISSIONERS' BUSINESS

None

5. EMERGENCY BUSINESS

None

6. EXECUTIVE SESSION

On December 20th, 2023, the Homes for Good Board will hold an Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the job performance of a chief executive officer, other officers, and employees, and staff, if the person whose performance is being reviewed and evaluated does not request an "open hearing"

7. ADMINISTRATION

A. Executive Director Report

Jacob Fox discussed the December 11th, 2023, Board Finance Subcommittee meeting. The topics primarily focused on the ongoing bank reconciliations and the anticipated timeline for the upcoming fiscal year 2023 audit. Additionally, former Homes for Good Real Estate Development Director, Betsy Hunter has been hired to complete a portfolio repositioning analysis with the goal of having a recommendation for the Homes for Good Board in the February board work session.

Homes for Good received 45 completed applications for the vacant resident/participant Board position. **Isabelle Le, Jordyn Shaw, and Jasmine Leary Mixon** assisted in the preparation and review of applications. Six (6) applicants were selected to be interviewed by the interview panel consisting of: **Heather Buch, Michelle Thurston, Steve Adams** (Lane County Policy Director), **Jacob Fox** and **Jasmine Leary Mixon**. The nominated applicant **Destinee Thompson** will be presented at this December 20th, 2023, board meeting. And if approved, **Jacob** and **Steve** will go to the Lane County Board of County Commissioners for final approval.

Homes for Good has received several new funding commitments:

- The Coleman: \$750,000 [Federal Home Loan Bank]
- Bridges on Broadway:
 - \$1,000,000 [Federal Homes Loan Bank]
 - \$750,000 [Trillium Coordinated Care Organization]

- Lazy Days Modular Homes: \$1.83 million [Oregon Housing & Community Services]
- The Commons on MLK & The Nel: \$1,238,000 [Trillium]

As a result of continued financial growth and the departure of the previous Finance Director, the need for a Deputy Director became apparent. When the Board approved the non-represented classification and compensation study a Deputy Director position was included. **Ela Kubok** is now the new Deputy Director of Homes for Good. **Ela** has supported the Finance Division, the leadership as a whole, and other duties that are typically aligned with a Deputy Director position. With this new role the Finance Division will now be a part of the Shared Services Division which includes Executive, IT, Communications and Human Resources. This change will create a cohesive hub of the administrative support functions of the Agency.

Over the last several months, Resident Services Manager, **Emily Yates** has created and distributed internally a list of volunteer opportunities that Homes for Good non-client facing employees could sign-up for. The activities provided opportunities to engage with residents such as distributing items from Food for Lane County, decorating holiday cookies and creating wreaths.

Discussion Themes

None

B. Q4 Employee Excellence Award & Employee of the Year Award

- Rent Assistance Supervisor **Nat Dybens** presented Housing Inspector **LaTasha Welch** the Q4 Employee Excellence Award. Congratulations!
- Rent Assistance Supervisor **Beth Ochs** presented Housing Specialist **Sandy Young** the 2023 Employee of the Year Award. Congratulations!

8. CONSENT AGENDA

A. Approval of 10/25/2023 Board Meeting Minutes

Vote Tabulations

Motion: **Chloe Chapman**

Second: **Michelle Thurston**

Discussion: Edit to adjust the attendance record of board members

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

The 10/25/2023 Consent Agenda was approved [8/0/0]

9. ORDER 23-20-12-01H: In the Matter of Approving Contract 24-C-011 (Construction Management/General Contractor Services) for Ollie Court Construction at 1520 W. 13th Ave. in Eugene, Oregon

Project Developer, Matt Salazar Presenting

Overview

Homes for Good is developing a new 81-unit multifamily housing community that will include an early learning center in the Jefferson Westside neighborhood in Eugene, Oregon. Construction will begin Summer 2024. Design/build subcontractors need to be brought in at this time to plan and design the community.

The location of this development is where the former Naval Reserve site was. The City of Eugene released a Request for Proposals (RFP) with the intent to develop the land as affordable housing.

Homes for Good released an RFP for a Construction Management/General Contractor (CMGC) in December 2022. Chambers Construction was selected by the evaluation committee, based criteria score and other key factors such as:

- Lower fee proposal
- Organization of project approach
- Firm capacity

Discussion Themes

- Standard timeline of design build and bringing in CM/GC's early in the development process.
- When the design build approach is not used.
- The required use of mechanical cooling in housing.
- Targeting building performance with architect and CM/GC teams with the use of an energy modeling contract.
- Building length of life.
- Clarification on the fixed fee and guaranteed maximum price.

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Chloe Chapman**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

ORDER 23-20-12-01H was approved [8/0/0]

10. ORDER 23-20-12-02H: In the Matter of Authorizing the Executive Director to Approve Contract 24-C-0006 for the Manufacturing, Delivery, and Installation of Modular Homes at Lazy Days Mobile Home Park

Real Estate Development Director, Steve Ochs & Project Developer Spencer McCoy Presenting

Overview

Homes for Good is working to rebuild the Lazy Days Mobile Home and RV Park located two (2) miles east of Blue River, Oregon that was destroyed in the Holiday Farm fire. Through the securing of funds through Oregon Housing and Community Services (OHCS), 20 modular homes will be placed at the site.

If passed ORDER 23-20-12-02H will authorize the Executive Director (or Authorized Designee) to execute Contract 24-C-0006 with Ideabox. Ideabox will manufacture, deliver, and install the modular homes at the Lazy Days Mobile Home Park.

Homes for Good released an RFP for manufacture, delivery, and installation of modular homes in September 2023. Ideabox was selected by the evaluation committee based on criteria score and experience.

The amount requested for the Executive Director (or Assigned Designee) to authorize is \$4,500,000. This will allow for flexibility in contract negotiations, unforeseen circumstances and avoid delays in the construction schedule.

Discussion Themes

- OHCS maximum contribution and having the declaration of gap financing writing along with existing Intergovernmental Agreement (IGA).
- OHCS was the original provider of manufactured homes and due to deterioration of the units, they are supplying funding for Homes for Good to facilitate the purchase, manufacture, and installation of the new modular homes.
- Architect assisting with design options to offer residents.
- Storage of Ideabox modular homes.
- Contractors are local.
- Modular versus manufactured.

Vote Tabulations

Motion: **Larissa Ennis**

Second: **Michelle Thurston**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

ORDER 23-20-12-02H was approved [8/0/0]

11. ORDER 23-20-12-03H: In the Matter Updating the Housing Choice Voucher Administrative Plan & Admissions and Continued Occupancy (ACOP), Removal of Earned Income Disallowance (EID)

Rent Assistance Division Director, Beth Ochs Presenting

Overview

Under the HUD Housing Opportunity Through Modernization Action (HOTMA), Homes for Good is required to update the Administrative Plan and Admissions and Continued Occupancy (ACOP) to discontinue the use of Earned Income Disallowance (EID) for new applicants effective January 1st, 2024.

The purpose of EID was to encourage individuals with disabilities to enter the workforce by not including the full value of increased in earned income for a period of two years. The removal of EID could discourage a family from pursuing employment opportunities, because they cannot divert the EID savings to other necessary life expenses.

Homes for Good has a policy option to:

- (1). Count income as soon as the family starts receiving it
- (2). Count income at the family's next annual income review and therefore retain income for up to 12 months.
- (3). Explore the possibility of an MTW waiver to retain EID

Homes for Good's current policy is to count income at the family's next annual review for all family's served, not just those that qualify for EID.

Discussion Themes

- Use of MTW Waiver
- Communication to Residents

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Chloe Chapman**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

ORDER 23-20-12-03H was approved [##/##/##]

12. ORDER 23-20-12-04H: In the Matter of the Homes for Good Energy Services Division and Geomic Developments INC. Ground Source Heat Pump Pilot Program Discussion and Approval

ASA-2 Energy Services Financial Specialist, Sam Simonett Presenting

Overview

Homes for Good has partnered with Northwest Natural and Geomic Developments, Inc. to identify and address the need for energy assistance for low-income households with the installation of a ground source heat pump (GSHP). The qualifications for the program are:

- Low-income household
- Gas heated
- Has not received a high efficiency furnace from the Energy Services weatherization program

Homes for Good, Northwest Natural and Geomic Developments, Inc. each play a key role in the GSHP pilot project. Homes for Good is the fiscal monitor and administrative facilitator. Northwest Natural will provide the funding for the project. And Geomic Developments, Inc. provides the service and materials to the qualifying households.

Discussion Themes

- Qualification process for installation.
- Drilling process.
- Responsibility of Homes for Good to address issues in the first year.
- Preventative maintenance process.
- Northwest Natural funding source for the contract.
- Administrative burden to Energy Services staff.

Vote Tabulations

Motion: **Chloe Chapman**

Second: **Kirk Strohman**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

ORDER 23-20-12-04H was approved [8/0/1]

13. ORDER 23-20-12-05H: In the Matter of Approving the Homes for Good Commissioner Iboa Term Extension Recommendation and the Appointment of Destinee Thompson to the Homes for Good Board of Commissioners

Executive Director, Jacob Fox Presenting

Overview

Commissioner Iboa's term is set to expire December 31st, 2023. It is recommended his term be renewed for an additional four (4) years. Commissioner Iboa's initial term was for one year to ensure an annually staggered renewal process for the Board.

A recruitment was solicited for applications to fill the vacant resident/program participant seat on the Homes for Good Board. Of the 45 applications received, six (6) interviews were held. Based on the interview process and applicant scores, Destinee Thompson has been nominated by the selection committee to fill the vacant Board seat.

Destinee Thompson works with Community Supportive Shelters. Through her work and personal life, she is passionate about providing stability and housing for everyone.

Discussion Themes

- **Commissioner Thurston** expressed excitement to have Destinee as a fellow board member.
- **Commissioner Buch** echoed the sentiments by stating Destinee will be a great addition.
- **Commissioner Chapman** expressed appreciation for the work Commissioner Iboa has done and excitement to work with Destinee.

Vote Tabulations

Motion: **Michelle Thurston**

Second: **Chloe Chapman**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

ORDER 23-20-12-05H was approved [8/0/0]

14. ORDER 23-20-12-06H: In the Matter of the Executive Director Performance Evaluation Report

Human Resources Director, Bailey McEuen Presenting

Overview

On an annual basis the Executive Director of Homes for Good, Jacob Fox undergoes a 360-degree feedback survey and provides a self-assessment. The feedback request is sent to internal and external parties on even years while on the odd years, the feedback request remains internal.

The request for feedback was distributed to the following parties:

- Homes for Good Board
- Homes for Good Leadership Team
- Equity Strategy Team
- AFSCME Local 3267 Leadership
- A selection of Homes for Good Supervisors and Middle Managers

Feedback was received from 21 out of the 35 recipients representing a 60% response rate, which was an increase from the 43% response rate in 2022.

Discussion Themes

- **Commissioner Chapman** indicated how impressive **Jacob Fox's** leadership is.
- **Commissioner Strohman** acknowledges **Jacob Fox's** skill for identifying issues and posing realistic solutions.
- **Commissioner Farr** appreciates **Jacob Fox's** willingness to serve and say "yes" with empathy.
- **Commissioner Buch** expressed praise for the job **Jacob Fox** does.
- **Commissioner Iboa** commented that the decision to continue on the board is in part by the work **Jacob Fox** does as a leader.
- **Commissioner Ennis** called attention to the work in the community that Jacob Fox does outside of the Executive Director role for Homes for Good.

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Michelle Thurston**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

ORDER 23-20-12-06H was approved [8/0/0]

15. OTHER BUSINESS

None

Meeting adjourned at 3:07 p.m.

Minutes Taken By: Jasmine Leary Mixon