

MINUTES

Homes for Good Housing Agency

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BOARD OF COMMISSIONERS

Wednesday, January 25th, 2023, at 1:30 p.m.

Homes for Good conducted the January 25th, 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 comment, and listen to the call.

CALL TO ORDER

Board Members Present:

Char Reavis

Heather Buch

Michelle Thurston

Justin Sandoval

Pat Farr

Kirk Strohman

Larissa Ennis

Chloe Tirabasso

Joel Iboa

Board Members Absent:

None

Quorum Met

1. PUBLIC HEARING

Homes for Good Housing Agency (Agency) will hold a joint public hearing of the Board and the Public Contract Review Board regarding the amendment of the Public and State contracting rules for Homes for Good.

Executive Director, Jacob Fox Presenting

2. ORDER 23-25-01-01H

In the Matter of the Joint Order of Board of Commissioners & Local Contract Review Board Amending Federal & State Public Contracting Rules for Homes for Good Housing Agency

Executive Director, Jacob Fox Presenting

Both Federal and State Public Contracting Policies have been revised and reviewed by Homes for Good's attorney for all contracting matters. The most noticeable changes are:

- Micro Procurement Threshold: **Originally:** \$3,000 **Now:** \$10,000.
- Small Procurement Threshold: **Originally:** \$150,000 **Now:** \$250,000.

- Public Hearings are no longer required for Construction Manager/General Contractor (CM/GC) alternative contracting methods unless specifically requested. The notice of intent to use an alternative contracting method is still required.

The reflected changes are to the procurement thresholds only. The Executive Director approval threshold for expenditures and contracts will remain at \$150,000.

The new thresholds will allow increased opportunities and flexibility to engaged with minority-owned, women-owned, and emerging small businesses (MWESB).

Discussion Themes

- Frequency of Public Housing Authority Board of Commissioners dually performing as Local Contract Review Board
- Expectation of the Local Contract Review Board
- Request to indicate in the Analysis of a Board Memo if substance has been vetted by legal counsel
- Importance of lower thresholds lowering barriers for historically underutilized businesses in the community

Vote Tabulations

Motion: **Pat Farr**

Second: **Kirk Strohman**

Discussion: *None*

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

Abstain: *None*

Absent: **Joel Iboa**

Board Order 23-25-01-01H was passed [8/0/1]

3. PUBLIC COMMENT

None

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

Char Reavis

During COVID those receiving food stamps based on their income were given the maximum allowance possible based on household size. This will no longer be the case in the next few months. Additionally, those who have received a cost-of-living increase will receive less food stamps. Many individuals and families will begin receiving less food stamps than they were even prior to COVID.

There are currently some food programs, but the disparity could be more noticeable in the coming months especially with limited access to these programs in rural areas.

Discussion Themes

- Current community programs that serve Lane County (Food for Lane County, Trillium Produce Plus, etc.)
- Lowering barriers to increase resident access to food programs directly

5. ADJUSTMENTS TO THE AGENDA

None

6. COMMISSIONERS' BUSINESS

The purpose of a consent agenda is to group routine, procedural, informational and/or self-explanatory non-controversial items of the agenda under one vote tabulation. Details of the consent agenda are provided prior to the Board meeting but won't be discussed during Board proceedings.

If a Commissioner would like to remove an item from the consent agenda to further discuss during the Board meeting they can email the Homes for Good Executive staff prior to this meeting or they can declare the change in Commissioners' Business.

7. EMERGENCY BUSINESS

None

8. ADMINISTRATION

A. Executive Director Report

Executive Director, Jacob Fox

The Agency needs a software change. An all-day demo of Yardi was held for applicable staff. Yardi is in the process of providing a quote at which time Homes for Good will come to the Board for approval of the software purchase.

The Executive Director visited Lindeborg Place, a property in Junction City to enjoy coffee and doughnuts with residents. Currently, an individual experiencing homelessness is utilizing the laundry room at Lindeborg Place to sleep. At this time, they are not posing a threat. The community room needs cosmetic upkeep, such as painting. Supportive Housing Division Director, **Wakan Alferes** is aware and has prioritized this project with the capital projects team.

The Moss Adams Finance Department assessment has been received and reviewed. In total there were 14 recommendations, including the need for financial reporting and a cash management briefing for the Board.

On January 12th, 2023, the Resident Advisory Board was held. It was an opportunity for the Executive Director to receive feedback, discuss capital projects and engage directly with residents.

The HOME selection committee and Eugene City Council approved Homes for Good's proposal for the Naval Reserve Site. Homes for Good requested \$3 million in gap financing from the City of Eugene and received \$1.2 million.

Discussion Themes

- Board volunteer opportunities for property upkeep, resident engagement, and staff engagement
- Capacity of Homes for Good staff to facilitate Board member involvement in events in a non-performative way.
- Open invitation for Board members to attend Resident Advisory Board meetings

B. Employee of the Year Award

Rent Assistance Division Director, Beth Ochs, introduced Latoya Davis the recipient of the 2022 Employee of the Year Award and shared why Latoya received this award.

9. CONSENT AGENDA

- A. Approval of December 14th, 2022, Board Meeting Minutes

Vote Tabulations

Motion: **Pat Farr**

Second: **Michelle Thurston**

Discussion: None

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

Abstain: **Joel Iboa**

Absent: None

The Consent Agenda was passed [8/1/0]

ORDERS:

10. ORDER 23-25-01-02H: In the Matter of Authorizing the Executive Director to Obtain Financing from Community Lending Works for the Bus Barn Property

Real Estate Development Director, Steve Ochs Presenting

The request is for a \$3000,000 loan from Community Lending Works for renovations of Bus Barn property. The property consists of Oak Street Child Development Center and a vacant two-story building called Oak Court. Oak Street Child Development Center is interested in expanding their space to include the ground floor of Oak Court.

An assessment was conducted, and it is estimated renovations would cost \$120,000. At this time the intent to build housing is delayed until it is determined how much of the space will be leased. If the space is not fully utilized an alternative would be to tear down the Oak Court structure and develop a new housing property.

The Board is welcome to tour the property to provide additional context to the project as a whole.

Community Lending Works Loan Proposal

- Fixed rate 5.75%
- No interest for the first 10 months
- Quarterly interest-only payments after the first 10 months
- Lump sum

Alternative Option

- Fiscal year budgeted amount: \$90,000
- Line of Credit (7.5%) for remaining amount

Discussion Themes

- Alternative of Construction to Permanent Loan
- Drawn down vs. lump sum loan

- Methods for seeking tenants
- Child Development Center funding
- Long term vision for the Bus Barn property

Board Order 23-25-01-02H was TABLED

11. ORDER 23-25-01-03H: In the Matter of Updating the Administrative Plan – Housing Assistance Payment Abatement

Rent Assistance Division Director, Beth Ochs Presenting

Units are regularly inspected based on Housing Quality Standards (HQS). If a unit does not pass the inspection the responsibility either falls on the landlord or the tenant. If the landlord is found responsible for an uninhabitable unit a timeline and deadline are set in place to complete the necessary repairs. If a tenant is found responsible for the uninhabitability of a unit the result is either: (1) The landlord will evict the tenant or (2) Homes for Good will terminate the assistance to the tenant. The occurrence of these situations is rare, but there has been an increase of uninhabitable units Permanent Supportive Housing (PSH) properties.

If a PSH unit is found uninhabitable, historically, the Rent Assistance Division doesn't take action to stop the assistance, nor does the owner take action to evict. Additional supportive services are provided for the tenant as a solution. Current policies aren't written to address these specific circumstances. After speaking with the HUD Portland field office, who also connected with HUD headquarters in Washington D.C., they determined that Homes for Good could continue housing assistance payment, but a timeline would need to be standardized for these specific situations and written into policy. The standard timeline is 30 days to rectify the situation with the possibility of a 30-day extension totaling 60 days to make the unit habitable. This specific policy outlined needs to be added to the Administrative Plan.

Discussion Themes

- Positive impact of additional supportive services for PSH residents
- Difference to private market landlord situations versus PSH landlord situations
- Bridge housing program

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Larissa Ennis**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

Board Order 23-25-01-03H was [9/0/0]

PRESENTATIONS:

12. PRESENTATION: In the Matter of Coordinating Consulting Services Presenting the Homes for Good Continuity of Operations Plan Profile

Executive Director, Jacob Fox, and Coordinated Consulting Services, Sarah Nuttbrock Presenting

Early in the pandemic, Homes for Good realized the need to have plans put in place to respond to the various disasters that could occur. This includes preparedness at an organizational level (the Agency) and an individual level (residents).

[Please refer to the presentation for further information]

Discussion Themes

- Importance of staff and resident educational preparedness
- Inclusion of resident perspective for implementation purposes

No action needed.

13. PRESENTATION: In the Matter of Presenting the Strategic Equity Plan Overview & Quarterly Progress Report

Executive Director, Jacob Fox Presenting

The Equity Strategy Team (EST) at Homes for Good tracks the progress of the Strategic Equity Plan (SEP) on a quarterly basis.

Accomplishments

- Focus Groups (Housing Choice Voucher Program participants, Family Self-Sufficiency participants)
- Review accessible unit study
- Improvement projects as an opportunity for staff that don't regularly engage with clients to volunteer
- Naval Reserve site as an opportunity to improve educational achievement for youth that are served by Homes for Good properties and programs

Pipeline

- Create a plan to address issues of accessibility at residential sites and develop future properties with the intent to exceed minimum ADA standards

[Please refer to the presentation for further information]

Discussion Themes

- Determine the need for ADA units with a data-driven approach
- External engagement with the SEP

No action needed.

14. PRESENTATION: In the Matter of Follow-Up Discussion Regarding Government Leadership Solutions Board Workshop

Executive Director, Jacob Fox Presenting

A Board workshop was held by Government Leadership Solutions. Prior to the next Board workshop in March two ad hoc committees will need to:

- Begin review of Bylaws
- Begin review of SEP

The overall feedback from the Board workshop in January was a need for clarity on the purpose of the training, provide all materials in advance and a detailed agenda.

Discussion Themes

- Include guidelines/procedures on how Board makes decisions
- Job descriptions for Board members

No action needed.

15. Other Business

None

Meeting adjourned at 4:00 p.m.

Minutes Taken By: Jasmine Leary