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HOMES FOR GOOD HOUSING AGENCY

BOARD OF COMMISSIONERS MEETING WEDNESDAY March 17th, 2021

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- VIII. ORDER 21-17-03-03H — In the Matter of Adoption of Process, Format & Timeline for the Executive Director Performance Evaluation

Agenda

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

This meeting will be conducted via public video call and conference line (see details below).



Wednesday, March 17th, 2021 at 1:30pm

To prevent the spread of COVID-19 Homes for Good will be conducting the March 17th, 2021 meeting via a public video call with dial-in capacity. The public will be able to join the call, give public comment, and listen to the call:

Join Zoom Meeting

<https://us02web.zoom.us/j/83361516910>

Meeting ID: 833 6151 6910

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Meeting ID: 833 6151 6910

PUBLIC COMMENTS – 20 Minutes

(Maximum time 20 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.)

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)

3. ADJUSTMENTS TO THE AGENDA

4. COMMISSIONERS' BUSINESS

5. EMERGENCY BUSINESS

6. ADMINISTRATION

A. Executive Director Report (Estimated 10 minutes)

B. Approval of 2/10/21 Board Meeting Minutes

C. Approval of 2/24/21 Board Meeting Minutes

D. **ORDER 21-17-03-01H** — In the Matter of Updating the Rent Assistance Administrative Plan, Tenant Based Vouchers, Local Preferences (Beth Ochs, Rent Assistance Division Director) (Estimated Time 10 Minutes)

E. **ORDER 21-17-03-02H** — In the Matter of Updating the Administrative Plan, Subsidy Standards (Beth Ochs, Rent Assistance Division Director) (Estimated Time 10 Minutes)

F. **WORK SESSION** — Employee Performance Evaluation Reboot (Bailey McEuen, Human Resources Director) (Estimated 30 Minutes)

G. **ORDER 21-17-03-03H** — In the Matter of Adoption of Process, Format & Timeline for the Executive Director Performance Evaluation (Bailey McEuen, Human Resources Director) (Estimated 10 Minutes)

7. OTHER BUSINESS

Adjourn.

UPCOMING AGENDA ITEMS

April 21st

- WS: Governance
- Presentation: Q1 Awards

May 19th

- WS: EST + Strategic Equity Plan

June 23rd

- BO: Parkview Terrace Exterior Paint Contract
- WS: Rural Development Strategies
- BO: Annual Plan

July 21st

- BO: Cap Fund 5 Year Plan
- WS: Wait Lists + Intake Processes
- WS: Budget process

- Presentation: Q2 Awards

August 25th

- WS: Landlord Engagement
- BO: Appointed Commissioner Recruitment Process

September 29th

- BO: Lindeborg Bathroom Remodel Contract
- BO: Budget FY 2022

October 20th

- Presentation: Q3 Awards

December

- WS: Resident Services and FSS
- BO: Appointed Commissioner Confirmation

Homes for Good has been actively participating in the Holiday Farm Fire Human Services and Housing Task Force that is now being facilitated by Matt McRea from Lane County. Our focus is currently on support housing placement for people with a Housing Choice Voucher who were displaced by the wildfire. As of March 3rd 4 out of 11 displaced households have found replacement housing. Our resident services team are supporting the remaining 7 households by sending listings of available rental units, coordinating transportation to view units and assisting with completion of applications. On February 26th Lane County's purchased the Red Lion hotel, which will serve as a lodging facility for people displaced by the wildfire, and Homes for Good will operate the building. Between March 1st and March 7th Homes for Good staff and contractors prepared the building for occupancy and on March 8th 12 households displaced by the Holiday Farm wildfire moved into the building. The Supportive Housing Division staff worked hard to allow people displaced by the wildfire by March 8th and we are very grateful for their hard work and dedication to be in service to the people who needed lodging as quickly as possible. Our vision for the Lazy Days Mobile Home Park is that once the current owner has completed hazard mitigation on the property we will purchase the property and we intend to put temporary housing on the existing pads, increase temporary housing beyond the current pads if possible, and then focus on the long term housing plan for the property.



We continue to monitor the financial impacts from the COVID-19 pandemic diligently. The bottom line is that Homes for Good has secured federal and state funding to offset additional costs and non-payment of rent due to the pandemic. In consultation with the Homes for Good Chair and Vice-Chair we decided to not continue including detailed financial information in the ED Board Report every month. What we will include in future reports is any new financial impact that isn't offset by federal or state funding or any other financial impacts that were not anticipated by staff members.

On February 24th the Homes for Good Board of Directors by Board Order gave approval authority for the Executive Director to sign all Intergovernmental Agreements (IGA) with Lane County and the Oregon Housing and Community Services. Per a request from Commissioner Trieger below is a table with all current IGA's listed.

Jurisdiction	Services	Amount of IGA	If we pay or if we get paid	Term of IGA	One time or regular
Lane County	Weatherization	\$2,500,000	We get paid	7/1/2020- 6/30/2021	Regular
OHCS	State Rent Compensation Application Processing	\$18,759,000	We get paid	July 31, 2021	TBD
Lane Council of Governments (LCOG)	Telecom (phone) services	10,670.00	We pay	12 months	Regular
Lane County	Server colocation, network services	11,040.48	We pay	12 months	Regular

The Commons on MLK continues to be a top priority for our organization, ShelterCare and Lane County. I'm delighted to report that as of March 8th we have moved 16 people who were formally experiencing chronic homeless into their new home and community. Our work to develop PSH units in support of Lane County and the City of Eugene's goals to reduce homelessness in our community. The Keystone, which will provide a home to 15 families experiencing homelessness, is under construction and walls are currently being erected. The Nel, which will provide a home to 45 individuals experiencing homelessness, will close on financing and start construction in May. We are excited about our continued efforts to deliver PSH for the community.

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

This meeting was conducted via public video call and conference line.



Wednesday, February 10th, 2021 at 1:30pm

To prevent the spread of COVID-19 Homes for Good conducted the February 10th, 2021 meeting 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.

PUBLIC COMMENTS – 20 Minutes

(Maximum time 20 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.)

No Public Comment Given

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)

None

3. ADJUSTMENTS TO THE AGENDA

None

4. COMMISSIONERS' BUSINESS

Joe Berney is dismissed from the meeting at 2:54pm

5. EMERGENCY BUSINESS

None

6. ADMINISTRATION

A. Executive Director Report (Estimated 10 minutes)

Jacob Fox: Talks about the Commons on MLK Grand Opening event that happened within the last month. Jacob thanks staff for their work in developing the building and organizing the coordinating supportive services for the building and residents.

Pat Farr: I would just like to echo what you have stated, so many boots on the ground to get this created, and people marching together.

Laurie Trieger: The other commissioners, myself, and Eugene City Council, just got out of a joint Elected Officials meeting, and we were just talking about how the public doesn't see all the good things that are going on, they just see the unsheltered people on the street. We talked about The Commons on MLK specifically, and how do we make the work more visible, and I brought up social media. I have to say that when I posted a few pictures of my tour, the number of responses, and the depth of the feedback and the questions that were being asked, just showed me that we were right that we need to make these projects more visible. I just think there is tremendous opportunity to showcase that projects.

Joe Berney: I think there is another community in using that community as an example: and that is the banking, investing community. I think a flow chart or someway to visualize that would be really helpful for people like me to talk to that community to get funding for similar future projects.

Char Reavis: This is a perfect example of how we can help our unsheltered community, and I am just proud all of the people who went down this road together, because it talks a lot of people.

Heather Buch: You mentioned that this is really a showcase project, especially for Homes for Good as you develop a larger and larger development team and have a lot of projects in the pipeline. That every project is special, but it is really important to celebrate those showcase projects, and show the state or even the nation, that we can do things here that are really challenging. I don't know if we will do another Housing First project exactly like this in our community: it took years and years of planning and coordination. But I think we have shown that there is a need, and I am really proud of all of the people involved.

Michelle Thurston: I don't think I can say anything that hasn't already been said, but I especially liked the tour. I loved the care that was put into every little thing. At first, I thought it was going to be institutional, but no, it was a place that people could call home and have a new start. From a resident perspective that was so heartwarming.

Jacob Fox: Gives an update of Homes for Good's efforts in supporting victims of the wildfires. Homes for good has officially entered into a purchase and sales agreement for the Lazy Days Mobile Home Park in Blue River which will allow Homes for Good to start six months of due diligence on the property. He also talks about the local preferences at both Hayden Bridge Landing and Sarang which will both be opening in May. Jacob also talks about the McKinney-Vento local preference for Sarang, working with the Bethel School District to help Homeless Families within the education system.

In the next week or two, we will sign an Inter-governmental Agreement (IGA) with the state of Oregon to distribute the Landlord Compensation Fund, and we have also committed to the County to distribute another 4 million dollars of rent assistance. We are staffing up for both of these programs.

Jacob then talks about Allie Gay, a Resident Services Specialist, who received the Employee of the Year Award for 2020.

B. Approval of 1/13/21 Board Meeting Minutes

Motion: **Pat Farr**

Second: **Joe Berney**

The minutes are approved unanimously 7/0.

C. PRESENTATION — Moss Adams Audit Entrance — Communication for Those Charged with Governance (Kevin Mullerleile, Moss Adams) (Estimated 20 Minutes)

Kevin Mullerleile: We are Starting the audit earlier this year in order to meeting the filing deadline and not have to file an extension.

Alise Horsley: Introduces the audit team: Amanda McCleary-Moore, and Kevin Mullerleile.

Amanda McCleary-Moore: Talks about the required communications between the Auditors and the Board. She also talks about generally accepted auditing standards and principles that the auditors will follow in the possess. She also talks about the reports that will come out of the audit.

Kevin Mullerleile: Talks about transaction testing. Talks about financial statements, and that another CPA firm is helping Homes for Good draft the statements this year, which will help in capacity to have the audit done before the need for an extension this year. Talks about difference compliance area, and that the Section 8 HCV program will be the one program to be audited this year for the Single Audit. He mentions that CARES Act funding will probably be audited next year.

Alise Horsley: Talks about the audit timeline and the progress so far.

Kevin Mullerleile: Talks about the plan of issuing the audit by March 31st, and then coming to the board in either April or May to talk to the Board Again.

Jacob Fox: Talks about the state 6-month audit deadline extensions in the past that Homes for Good has gotten, and the work to meet the 6-month deadline this year.

D. ORDER 21-10-02-01H — Updating the Housing Choice Voucher Administrative Plan, Organization of the Waiting List (Rental Assistance Demonstration (RAD) Project Based Vouchers (PBV) and Selection from the Waiting List. (Beth Ochs, Rent Assistance Division Director) (Estimated Time 10 Minutes)

Beth Ochs: I am coming before the board to get approval for the Local Preference that Jacob mentioned in his executive director report for Sarang and Hayden. What this does is allows persons who were displaced by the wildfires to have a preference on the wait list for both Sarang ad Hayden Bridge Landing, and for families who are working with the McKinney Vento program through the Bethel School district to get preference at Sarang. It is also worth noting that the occupancy for both of those complexes will be filled from those moving from Public Housing, and then these two preferences, and then the general wait list.

Char Reavis: Did you mean the RAD people moving out of public housing?

Beth Ochs: Yes, those residents who have been affected by the removal of the RAD units from the Public Housing portfolio will get preference above all, then the local preferences, then those from the waitlist that we just closed.

Motion: Heather Buch

Second: **Char Reavis**

This motion has passed unanimously 7/0.

- E. **ORDER 21-10-02-02H** — In the Matter of Authorizing the Formation of a Special Purpose Entity for the 1100 Charnelton, Project, "The Nel" in Eugene, Oregon (Supplemental). (Aisha McCoy, Project Developer) (Estimated Time 10 Minutes)

Aisha McCoy: Talks about the differences between an LLC (Limited Liability Company) and a LP (Limited Partnership). Homes for Good received legal council to form an LP stating:

"We recommend that you utilize a limited partnership rather than a limited liability company because there are some provisions under the Internal Revenue Code that raise questions about how a limited liability company wholly owned by a housing authority (governmental entity) is to be characterized for federal tax purposes. There is a question of whether it could be deemed to be a corporation for federal tax purposes. If that was the case, that would jeopardize the credits being allocated to the limited partner because the entity (for federal tax purposes) cannot begin as a corporation and then become a partnership (again, for federal tax purposes). For federal tax purposes, the LIHTC owner must be a partnership. If the LIHTC owner entity is created from day one as a limited partnership under state law, it removes any question with respect to the characterization (for federal tax purposes) of the LIHTC owner entity."

Laurie Trieger: This sounds like a housekeeping measure, not in relationship to the bottom line or how we run the program, correct?

Aisha McCoy: Yes.

Char Reavis: I thought that we were not going to do the "HFG" and we were always going to use "Homes for Good" according to branding.

Nora Cronin: Usually when we pick the name for the ownership entity, we try to pick the name of the project, the LLC or LP. In this case "The Nel, LP" was already taken. We did this a few months ago with The Keystone as well. In this case writing out "Homes for Good Nel Limited Partnership" might be too much, so this is kind just where we landed. We needed a name so that if someone were to search Limited Partnerships with "Nel" in them that they would have some sort of indication that this one belonged to us.

Motion: **Joe Berney**

Second: **Heather Buch**

This order passes unanimously 7/0

- F. **WORK SESSION** — Continuity of Operations (COOP) Base Plan and High Consequence Infectious Disease (HCID) Annex Review (Wakan Alferes, Supportive Housing Director) (Estimated 30 Minutes)

Wakan Alferes, Jacob Fox, and Ela Kubok introduce the Continuity of Operations Plan (COOP), going through a slide presentation. They talk about the parts of the plans: the COOP Base Plan, and the Highly Contagious Infectious Disease (HCID) Annex which outlines COVID-19 protocols, and other annexes which will be added in the future. The presentation includes: Continuity Phases, Succession Planning, Delegations of Authority, Leadership Team Continuity of Operations Chart, Incident Command Continuity Operations Chart, Communication Pathways, The Recovery Process, HCID Annex/Infection Control Plan, The Oregon OSHA COVID-19 Temporary Rule, Face Covering & PPE, Flood & Fire Evacuation Annex, Centering Preparedness, and Next Steps.

Laurie Trieger: I “teleleading” part of the succession plan? If someone isn’t able to be somewhere in person does the succession plan kick in, or are they able to lead via telework?

Jacob Fox: It definitely has been part of our discussion. I personally live in rural Lane county where I only have satellite internet, which is not great for teleworking, but I hope to in a couple months have high speed internet. When we had the snow event two years ago, I had about 100 trees across the road between me and where I could make a cellphone call. So me being in a more remote area, I am more likely to be unavailable compared to other members of the leadership team.

Char Reavis: Asks about Tsunami planning for Florence.

Wakan Alferes: As we go into the Hazard Vulnerability Assessment, we asked them to focus on Springfield/Eugene, Florence and Cottage Grove, and they will assess those physical locations for hazards. Our hope is once we get the initial assessments that we will be able to take those to our residents and get their help in developing the plans.

Pat Farr: Thank you Jacob and Staff for the attention to detail in this planning, it is very timely.

Joe Berney is dismissed from the meeting at 2:54pm

7. OTHER BUSINESS

Jacob Fox: Talks about the potential need for a special board meeting, potentially two weeks from now.

I haven’t gotten an answer from our attorney of whether I need board approval to sign an IGA with the state, but that would be an item of approval for a special meeting.

Jacob talks about fire damage unit at Wilakenzie Townhouses and the insurance claim for the unit, and a contract that would need to be approved by the Board. He then talks about siding project bid for Pengra Court that is being finalized and that needed clarification before materials could be published.

Could we get 30 minutes of your time in two weeks to have a short meeting?

Commissioners who are present agree to a special 30-minute meeting on February 24th, 2021.

Adjourn.

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

This meeting will be conducted via public video call and conference line (see details below).



Wednesday, February 24th, 2021 at 1:30pm

To prevent the spread of COVID-19 Homes for Good conducted the February 24th, 2021 Special Board Meeting 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:

1. PUBLIC COMMENTS

(Maximum time 20 minutes: Speakers will be taken in the order in which they sign up and will be limited to 3-minutes per public comments. If the number wishing to testify exceeds 10 speakers, then additional speakers may be allowed if the chair determines that time permits or may be taken at a later time.)

No Public Comment

2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE (2 min. limit per commissioner)

None

3. ADJUSTMENTS TO THE AGENDA

None

4. COMMISSIONERS' BUSINESS

Commissioner Joe Berney was excused from the meeting and did not attend.

5. EMERGENCY BUSINESS

None

6. ADMINISTRATION

- A. **ORDER 21-24-02-01H** — In the Matter of Accepting a Bid and Awarding Contract #21-C-0011 for the Willakenzie Fire Rehab Project. (Steve Ochs, Real Estate Development Director)
(Estimated 5 Minutes)

Steve Ochs: We are bringing this to the board because of the time-sensitivity of this issue. We had an electrical fire at one of the units at Wilakenzie Townhouses, where one side of a duplex was completely destroyed. We brought the repair out to bid under emergency procurement protocols. We reached out to three folks, and got two bids back. One of the reasons we want to move quickly on this, is because

the family living there is temporarily displaced, as well as since the unit generates tax credits, OHCS is very keen on getting the unit back into services so that it generates credits and is in compliance.

Char Reavis: I just want to know about the electrical fire, was it in the walls, or was it caused by the resident? Is it a potential that it will happen in other units in the same complex?

Steve Ochs: The fire marshal could not conclude the cause of the fire. They looked at whether it was negligence or caused by the resident, but they were unable to reach a conclusion. There was a lot of stuff in the unit- someone had moved a friend's storage unit, so there were a lot of items in the unit at the time. The fire marshal didn't say that it was the cause, but it did lead to the severity of the fire. There are also fireproof walls in the unit, and it was amazing that the attached unit did not suffer any severe damage. There was a little bit of smoke smell and damage, but the unit next to it was habitable in about a week which is amazing with the amount of damage on the other side.

Motion: **Pat Farr**

Second: **Jay Bozievich**

This motion passes unanimously 6/0 with Joe Berney excused.

- B. **ORDER 21-24-02-02H** — In the Matter of Accepting a Bid and Awarding Contract #20-C-0048 for the Pengra Court Exterior Improvements Project. (Steve Ochs, Real Estate Development Director) (Estimated 5 Minutes)

Steve Ochs: This is for a capital project working on Pengra court in Springfield. Pengra Court is a Public Housing apartment complex that was built in 1981. We are very excited about this project, because the complex has been providing affordable housing to the community for many years, and it is definitely time for it to get a face-lift. The project came up, and we bid it out, and we got a pretty good turn out with bids.

Kurt VonDerEhe: We have been excited for this project for years. We put it out to bid a couple of years ago and all the bids came in way over budget, so we had to wait and "save up" so to speak, and were finally able to put it out to bid and get it in budget. We are really excited to get it off the ground.

Jacob Fox: I just want to quickly add since we have a relatively new commissioner, Laurie, that Pengra Court is a Public Housing complex. Public Housing was capitally funded by the Federal Government until the 1980s and then they stopped doing that. Then what Kurt gets, is about 1.5 million dollars a year to do capital projects on our Public Housing, and since I started here and Kurt moved into a management position, is getting roofs and envelopes done on all of our Public Housing properties and we have almost been able to do that across the entire portfolio. Which then will allow us to start thinking about how to make improvements inside the residential units where people are living in the housing. So from a more macro perspective, that will be a shift we are making to move into the inside of the buildings to improve them for the people living there.

Motion: **Pat Farr**

Second: **Char Reavis**

This motion passes unanimously 6/0 with Joe Berney excused.

C. **ORDER 21-24-02-03H** —In the Matter of Approving the Executive Director to Sign Funding Agreements for Landlord Compensation Funding and Rent Assistance Funding (Jacob Fox, Executive Director) (Estimated 10 Minutes)

Jacob Fox: Talks about historical uses of IGAs of the agency including those for Weatherization. He talks about not having great historical documentation to see if staff went to the board to get approval for IGAs and all future IGAs or not.

When this IGA came up, it is for almost 19 million dollars, and it gave me pause, both because it is an IGA with a new governmental entity, but also because of the large amount of the IGA. In going over the by-laws and the IGA language with our lawyers, it is quite frankly kind of gray of whether or not I can sign it without board approval, so they advised me to err on the side of caution and take it to the board. We are going to start a more intentional discussion about governance in April with a work session, and we know that we need to do a pretty comprehensive update to the bylaws.

This order will give me authority to sign the IGA, as well as any future IGAs with Lane County. I am very comfortable with that since whenever we have a new IGA both our lawyers and Lane County's lawyers look over it. Then the second thing this does, is allow me to sign the new IGA with OHCS, and since I am expecting other time-sensitive IGAs to sign in the future regarding Landlord Compensation and Rent Assistance, it give me authority to sign them in the future.

Then if there are any new IGAs with other entities, and if the by-laws are not changed to where I have clear authority, I would just bring those back to the board for authorization to make sure you are aware of what the IGA is, and approve signing an IGA with a new entity.

Pat Farr: To be clear, you are asking for authority to sign any IGA with Lane County or OHCS, and then if another entity asks to sign an IGA, it would trigger you to bring that to the board for the board to access the new entity.

Jacob Fox: Yes, so I have clear contracting and signature authority up to \$150,000. What is not clear to me is what is called my "approval authority" which is not codified anywhere in our by-laws clearly. So what this will do is allow me to sign any IGA from Lane County or OHCS going forward.

Pat Farr: So, you have made it clear that a backstop for that is both entities legal teams, so that if there is anything extraordinary, it would be flagged through that process. I am comfortable with that, thank you Jacob.

Laurie Trieger: I agree with Commissioner Farr with the backstops of reviews, and that there is not a dollar amount attached to this order, it is just a thumbs up or thumbs down approval.

Jacob Fox: Yes, just because I do anticipate more stimulus. And for example, with this, they did want us to sign this on Monday when they gave us the final IGA. So we really can't wait on this, which is why we got it on the agenda. That said, when we discuss modifying the by-laws, we may want to roll that back. I am fine with that, it is just the funding is so variable at this time.

Laurie Trieger: And we would get some sort of notification that something was being signed, we would just not need to give prior authorization?

Jacob Fox: That is definitely something I can do, I think the best vehicle to go about that is the monthly executive director report. Next month I can list all IGAs in next ED report, then place them there going forward.

Motion: **Pat Farr**

Second: **Heather Buch**

This motion passes unanimously 6/0 with Joe Berney excused.

7. OTHER BUSINESS

Pat Farr: 19 million dollars is a lot of money, but I do want to commend Homes for Good for stepping up to the plate, and being able to help both the County and the State in the equitable distribution of these funds. Thank you Jacob for getting this money, and getting it out to the people who need it as quick as you possibly can.

Adjourn.



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 03/17/2021

Updating the Rent Assistance Administrative Plan, Tenant Based Vouchers,
Local Preferences

DEPARTMENT: Rent Assistance Division

CONTACT : Beth Ochs

EXT: 2547

PRESENTER: Beth Ochs

EXT: 2547

ESTIMATED TIME : 10min

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 3/9/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners
FROM: Beth Ochs, Rent Assistance Division Director
AGENDA ITEM TITLE: Order 21-17-03-01H/ In the matter of updating the Rent Assistance Administrative plan, Tenant Based Vouchers, Local Preferences
AGENDA DATE: March 17, 2021

I MOTION

It is move that the Board adopt this Order to amend the Housing Choice Voucher Administrative Plan, Tenant Based Vouchers, Local Preferences Language and Organization of the Waiting List language.

II ISSUE

Public Housing Agencies are permitted to establish local preferences, and to give priority to serving families that meet those criteria.

III DISCUSSION

In April 2021 Homes for Good will receive a new allocation of 75 Mainstream Vouchers. This brings Homes for Goods total allocation of Mainstream Vouchers to 151. Per HUD, Mainstream Vouchers are required to serve non-elderly and disabled persons.

Non-elderly is defined as:

at least 18 years of age old and not yet 62 years old at the effective date of the initial Housing Assistance Payment Contract.

Disabled is defined as:

Has a disability, as defined in 42 U.S.C. 423;
Is determined, pursuant to HUD regulations, to have a physical, mental or emotional impairment that:
Is expected to be of long-continued and indefinite duration;
Substantially impedes his or her ability to live independently, and
Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
Has a developmental disability as defined in 42 U.S.C. 6001.

Prior to this new allocation, Homes for Good had two community partners it was working with to serve Mainstream Vouchers; Laurel Hill and Sponsors. In addition to the required criteria of non-elderly and

disabled, the preference also required that applicants be transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Adding this additional aspect provided higher points on the funding NOFA for the Mainstream Vouchers in CY18.

Mainstream utilization rates for CY2020 were at 67%.

With this new allocation, Homes for Good wants to ensure all vouchers are utilized. Full utilization provides more housing resources for our community and poises Homes for Good to potentially receive more vouchers when/if HUD issues them.

In order to achieve full utilization Homes for Good is proposing to expand the use of Mainstream vouchers to all applicants currently on the Housing Choice Voucher waitlist.

Updated language from HUD under PIH Notice 2020-01 provided guidance for the PHA to create an admissions preference:

An admissions preference affects the order applicants appear on the waiting list. Preferences apply to all vouchers on the waiting list, not only Mainstream Vouchers. If your PHA claimed points for a preference in a Notice of Funding Availability (NOFA) application, your PHA must adopt a preference for at least one of the targeted groups in the NOFA. Adopting an admissions preference does not necessarily mean that every person that receives assistance will meet the preference criteria.

Homes for Good will continue to meet the above guidance by having Laurel Hill and Sponsors retain their local preference status and preference language under the Non-Elderly Person with Disabilities Status, including the language of: applicants to be transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. This language pertains to the "targeted groups" noted above.

Homes for Good will vet applicants for non-elderly and disability status. Those meeting the required criteria will be offered a Mainstream Voucher. Besides the requirement for non-elderly and disability status, Mainstream Vouchers work just like a Section 8 voucher out in the community.

Homes for Good is requesting to update its Administrative Plan regarding the use of Mainstream Vouchers.

Currently the local preference for Non-Elderly persons with disabilities policy states:

Non-Elderly Person with Disabilities Preference

This preference applies to non-elderly persons with disabilities who are referred from a Homes for Good approved entity, who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless.

Homes for Good is requesting to update the local preference for Non-Elderly persons with disabilities policy to state:

Non-Elderly Person with Disabilities Preference

This preference applies to non-elderly persons with disabilities who are referred from a Homes for Good approved entity, who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless.

Non-Elderly Person with Disabilities Preference (limited to 151 issued Mainstream Vouchers)

This preference applies to non-elderly persons with disabilities who are on the Homes for Good tenant-based voucher waitlist.

Currently the Organization of the Waiting List for Tenant Based Vouchers states:

Under this policy selected is defined as the date in which the voucher was issued. Permanent Housed Family Preference will be given priority above other local preferences. First Priority - Permanent Housed Family Preference referrals. Referrals received under this preference will be prioritized by date and time of referral. Second priority - Referrals from Sponsors (a current Homes for Good approved entity) under the Transitional Homeless Family Preference. Referrals received under this preference will be prioritized by date and time of referral. All other local preference referrals will be prioritized by date and time of referral.

Homes for Good is requesting to amend the Organization of the Waiting List to state:

Under this policy selected is defined as the date in which the voucher was issued. Permanent Housed Family Preference will be given priority above other local preferences. First Priority - Permanent Housed Family Preference referrals. Referrals received under this preference will be prioritized by date and time of referral. Second priority - Referrals from Sponsors (a current Homes for Good approved entity) under the Transitional Homeless Family Preference. Referrals received under this preference will be prioritized by date and time of referral. All other local preference referrals will be prioritized by date and time of referral.

Access to a Mainstream Voucher will be issued based on the preference order noted above. Applicants without preference via referral will be given preference to a Mainstream Voucher in order of their assigned random selection number. All Mainstream preference applicants must meet eligibility criteria. If no Mainstream Voucher is available or applicant does not qualify for Mainstream Voucher, the applicant will retain their current placement on the waiting list.

IV IMPLEMENTATION/FOLLOW-UP

Upon approval of the Order, the Housing Choice Voucher Administrative Plan will be updated accordingly.

V ATTACHMENTS

None

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 21-17-03-01H

In the Matter of Updating the Rent Assistance
Administrative Plan, Tenant Based Vouchers,
Local Preferences.

WHEREAS, Homes for Good is permitted to establish local preferences, and to give priority to serving families that meet those criteria under 24 CFR 982.207.

WHEREAS, Homes for Good proposes to provide preference to non-elderly/disabled persons to receive a Mainstream Voucher.

NOW IT IS THEREFORE ORDERED THAT:

The Rent Assistance Administrative Plan for Fiscal Year 2021 shall be revised as follows:

Page 4-15 is amended to state under Local Preferences,

Non-Elderly Person with Disabilities Preference (limited to 151 issued Mainstream Vouchers)

This preference applies to non-elderly persons with disabilities who are on the Homes for Good tenant-based voucher waitlist.

Under this policy selected is defined as the date in which the voucher was issued. Permanent Housed Family Preference will be given priority above other local preferences. First Priority - Permanent Housed Family Preference referrals. Referrals received under this preference will be prioritized by date and time of referral. Second priority - Referrals from Sponsors (a current Homes for Good approved entity) under the Transitional Homeless Family Preference. Referrals received under this preference will be prioritized by date and time of referral. All other local preference referrals will be prioritized by date and time of referral.

Access to a Mainstream Voucher will be issued based on the preference order noted above. Applicants without preference via referral will be given preference to a Mainstream Voucher in order of their assigned random selection number. All Mainstream preference applicants must meet eligibility criteria. If no Mainstream Voucher is available or applicant does not qualify for Mainstream Voucher, the applicant will retain their current placement on the waiting list.

DATED this _____ day of _____, 2021

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 03/17/2021

AGENDA TITLE: Updating the Administrative Plan, Subsidy Standards

DEPARTMENT: Rent Assistance Division

CONTACT : Beth Ochs

EXT: 2547

PRESENTER: Beth Ochs

EXT: 2547

ESTIMATED TIME : 10 min

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 3/9/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners
FROM: Beth Ochs, Rent Assistance Division Director
AGENDA ITEM TITLE: Order 21-17-03-02H/In the matter of updating the Administrative Plan, Subsidy Standards
AGENDA DATE: March 17th, 2021

I MOTION

It is moved that the Board adopt this Order to amend the Housing Choice Voucher Administrative Plan, Subsidy Standards

II ISSUE

Public Housing Agencies must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and composition.

III DISCUSSION

Homes for Good is currently engaged in a Rental Demonstration Act (RAD). This process entails disposing of Public Housing units and creating replacement housing. In this instance, the replacement housing is Sarang and Hayden Bridge Landing.

Public Housing families who Public Housing unit has been removed as a result of RAD, are defined as "Existing Tenants" within the Administrative Plan. Existing Tenants who wish to move to Hayden Bridge Landing or Sarang are provided a RAD Project Based Voucher. RAD PBV vouchers are governed by the Administrative Plan.

Currently, regarding subsidy standards the Administrative Plan policy states:

*The head of household, including the spouse or co-head, will be allocated one bedroom.
All other household members will be based on two (2) persons per bedroom, without regard to gender or age.
Live-in aides will be allocated a separate bedroom. Family members of a live-in aide will not be considered when determining family unit size.
Single person families will be allocated one bedroom.*

Existing Tenants are obligated under HUD to have replacement housing that mirrors what they had in Public Housing. When developing Sarang and Hayden Bridge Landing Homes for Good was obligated to build units with bedroom sizes that mirrored what was being disposed of. For example, a 2-

bedroom unit being disposed of within Public Housing needed to be created at either Sarang or Hayden Bridge Landing.

However, the subsidy standards of the Administrative Plan during the onset of RAD did not coincide with the subsidy standards of the Admissions and Continued Occupancy Policy (ACOP), which is the plan that governs Public Housing.

The policy in the ACOP for subsidy standards stated:

Homes for Good occupancy standards are as follows:

Homes for Good will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses, and children under age 5) will not be required to share a bedroom.

Persons of different generations will not be required to share a bedroom. Different generation is defined as a difference of 8 years or more.

Minors age 16 or more will be assigned their own bedroom.

Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.

Single person families will be allocated a zero or one bedroom.

Children related to a household member by birth, adoption, or court awarded custody will be considered when determining unit size.

Foster children will be included in determining unit size. The family may add foster children to the household as long as it does not overcrowd the unit based on Homes for Good's occupancy standards.

Children away at school, but for whom the unit is considered the primary residence, and children temporarily placed outside the home, will be considered when determining unit size.

Children in the process of being adopted will be considered when determining unit size.

Children who will live in the unit less than 50 percent of the time will not be considered when determining unit size.

The subsidy standards between the ACOP and Administrative Plan not matching presented an issue. Are Existing Tenants who wanted to obtain a unit at Hayden Bridge Landing or Sarang to adhere to the Occupancy Standards of the Administrative Plan or the ACOP?

Homes for Good sought guidance from our local HUD field office in Portland, OR and National Headquarters in Washington D.C. The guidance provided, was to allow Existing Tenants from Public Housing to qualify for units under the occupancy standards that were in place at the time of RAD approval.

This will allow Existing Tenants from Public Housing to obtain units at Sarang and Hayden Landing that mirror what was allocated to them under the prior ACOP Subsidy Standard policy.

As a result of this allowance, Homes for Good is requesting to update its Administrative Plan Subsidy Standards policy to:

The head of household, including the spouse or co-head, will be allocated one bedroom. All other household members will be based on two (2) persons per bedroom, without regard to gender or age.

Live-in aides will be allocated a separate bedroom. Family members of a live-in aide will not be considered when determining family unit size.

Single person families will be allocated one bedroom.

Existing tenants at the RAD developments of Sarang and Hayden Landing will retain their allocated Occupancy Standard issued by Public Housing's 2019 Admissions and Continued Occupancy Policy (ACOP). Upon turnover of the unit, Occupancy Standards of the Administrative Plan will apply.

In order to effectively move forward in the RAD process Homes for Good enacted the change to the Administrative Plan prior to approval from the board. The ability to make an Administrative Plan change prior to board approval is a permissible activity under PIH Notice 2020-05, COVID-19 Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher, Indian Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program.

The notice states, in part:

the statute and regulations further provide that a significant amendment or modification to the Annual Plan may not be adopted until the PHA has duly called a meeting of its board of directors (or similar governing body) and the meeting, at which the amendment or modification is adopted, is open to the public, and that notification of the amendment or modification is provided to and approved by HUD.

HUD is waiving these requirements and establishing an alternative requirement that any change to a PHA policy, except for changes related to Section 18, Section 22, or the Rental Assistance Demonstration (RAD), that would normally trigger significant amendment requirements of the PHA Plan, may be effectuated without completing the significant amendment process.

It is worth noting that beginning with the 2020 ACOP the subsidy standards between the ACOP and Administrative Plan now align.

IV IMPLEMENTATION/FOLLOW-UP

Upon approval of the Order, the Housing Choice Voucher Administrative Plan will be updated accordingly.

V ATTACHMENTS

None

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 21-17-03-02

In the Matter of Updating the Administrative
Plan, Subsidy Standards

WHEREAS, Homes for Good is permitted to establish subsidy standards that determine the number of bedrooms needed for families of different sizes and composition.

WHEREAS, Homes for Good proposes to provide Public Housing families who were displaced as a result of the Rental Demonstration Act and who choose to reside at Sarang or Hayden Bridge Landing to have a subsidy standard in accordance with the Admissions and Continued Occupancy 2019 Policy.

NOW IT IS THEREFORE ORDERED THAT:

The Administrative Plan for Fiscal Year 2021 shall be revised as follows:

Page 5-11 is amended to state under Determining (Voucher) Family Unit Size,

The head of household, including the spouse or co-head, will be allocated one bedroom. All other household members will be based on two (2) persons per bedroom, without regard to gender or age.

Live-in aides will be allocated a separate bedroom. Family members of a live-in aide will not be considered when determining family unit size.

Single person families will be allocated one bedroom.

Existing tenants at the RAD developments of Sarang and Hayden Landing will retain their allocated Occupancy Standard issued by Public Housing's 2019 Admissions and Continued Occupancy Policy (ACOP). Upon turnover of the unit, Occupancy Standards of the Administrative Plan will apply.

DATED this _____ day of _____, 2021

Chair, Homes for Good Board of Commissioners



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 03/17/2021

AGENDA TITLE: Employee Performance Evaluation Reboot

DEPARTMENT: Human Resources

CONTACT : Bailey McEuen

EXT: 2520

PRESENTER: Bailey McEuen

EXT: 2520

ESTIMATED TIME : 30 Minutes

- ☐ ORDER/RESOLUTION
- ☐ PUBLIC HEARING/ORDINANCE
- ☒ DISCUSSION OR PRESENTATION (NO ACTION)
- ☐ APPOINTMENTS
- ☐ REPORT
- ☐ PUBLIC COMMENT ANTICIPATED

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 3/9/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 03/17/2021

AGENDA TITLE: In the Matter of Adoption of Process, Format & Timeline for the Executive Director Performance Evaluation

DEPARTMENT: Human Resources

CONTACT : Bailey McEuen

EXT: 2520

PRESENTER: Bailey McEuen

EXT: 2520

ESTIMATED TIME : 10 Minutes

- ☒ **ORDER/RESOLUTION**
- ☐ **PUBLIC HEARING/ORDINANCE**
- ☐ **DISCUSSION OR PRESENTATION (NO ACTION)**
- ☐ **APPOINTMENTS**
- ☐ **REPORT**
- ☐ **PUBLIC COMMENT ANTICIPATED**

Approval Signature

EXECUTIVE DIRECTOR:

DATE: 3/9/21

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners
FROM: Bailey McEuen, Human Resources Director
AGENDA ITEM TITLE: ORDER/In the Matter of Adoption of Process, Format & Timeline for the Executive Director Performance Evaluation
AGENDA DATE: March 17, 2021

I MOTION

IT IS MOVED TO APPROVE ORDER IN THE MATTER OF ADOPTING A PROCESS, FORMAT & TIMELINE FOR THE EXECUTIVE DIRECTOR PERFORMANCE EVALUATION.

II ISSUE

Homes for Good Board is being asked to adopt a process, format and timeline for the annual Executive Director Performance Evaluation.

III DISCUSSION

Mr. Fox was employed as Homes for Good Housing Agency (at the time HACSA) Deputy Director in August 2013. On July 1, 2015 he started his tenure as Homes for Good Executive Director.

Mr. Fox's employment agreement contains a provision regarding how performance evaluations and merit increases may occur. The provision states that "the board may conduct a performance evaluation for Mr. Fox each year...If an evaluation is conducted, it will be conducted using a process and in a format determined by the board after receiving input on the format from Mr. Fox."

Regarding merit increases, Mr. Fox's employment agreement states "the Board agrees to consider a merit increase following Mr. Fox's performance evaluation. The range for the merit increase shall be between 0 and 5 percent of gross salary. A merit increase, if any shall be within the exclusive discretion of Board."

Mr. Fox's employment agreement contains a clause stating that the agreement shall not be terminated except under limited circumstances, including "written notice from one party to the other party prior to April 1st of any year the other party does not wish to continue the agreement."

Performance Evaluation Process

For the past few years, the Executive Director performance evaluation process has been exclusively a 360-feedback survey sent to staff members, Board commissioners and community partners.

Historically, the Executive Director evaluation has been performed sporadically and with no intentional timeframe or process.

In August of 2020 Homes for Good Human Resources redesigned the Agency's performance management program to reflect proven best practices, moving away from the traditional top-down scorecard format. The "Performance Reboot" was developed to align individual goals with Agency goals and leverage individual employee performance to drive our overall organizational performance.

Goals of the Performance Management Program

Generally, the goals of an effective performance management program include:

1. Develop People
2. Reward them Equitably
3. Drive Organizational Performance

Goal #1 – Develop People

An effective performance management program that truly develops people should:

- Provide real time, in-the-moment feedback
- Does not stockpile feedback for the performance meeting
- Be forward looking – Performance Preview
- Allow employees to seek suggestions and absorb the suggestions without feeling threatened
- Include a self-assessment
- Provide tools, resources and ideas to support the employee's unique goals
- Engage and empower employees to take ownership of their career decisions

Goal #2 – Equitable Rewards

An effective performance management program should:

- Consider total rewards – merit increases, COLAs, healthcare package, retirement, PTO
- Recognize that extrinsic rewards are not successful long-term motivators. When there is a perception of inequity, they are the most effective demotivators.
- Focus on intrinsic rewards – connection to training & development opportunities and connection to our mission

Goal #3 – Drive Organizational Performance

How can we improve our performance as an Agency by leveraging employee performance?

- Align individual and team goals with Agency goals
- Recognize how our shared goals contributed to our mission
- Recognize how the work of individual employees contributes to the achievement of broader Agency goals
- Recognize that most people want to feel like the work they're doing is important and purposeful

Performance Previews

Traditional performance management programs are fundamentally flawed. Originating in the late 1950s, the individual scorecard/rating method was created as a cookie-cutter, fear based, top-down approach to managing performance that emphasizes negatives over positive and stifles healthy career conversations. It's never been proven to motivate employees to fulfill their potential or drive organizational performance forward.

In order to foster an agile, involved and dedicated workforce, we must shift how we've been taught to look at our people, and our people must shift their own habits and views on the role they play in their own career development.

Based on industry best practices, the performance evaluation process for all Homes for Good employees was redesigned with the three goals in mind. The "Performance Reboot" includes a simple

performance review from a supervisor and a “Performance Preview” completed by the employee.

The Performance Preview is designed to shift focus from what employees did or didn’t do in the past to what they are capable of achieving in the future. The preview format creates space for discussions between employees and their supervisors about their connection to our mission, how they can drive our mission forward, how they can align their individual goals to team goals and high level Agency goals, and how we can support them as leaders to accomplish those goals.

The Performance Reboot also included a goal setting exercise, requiring employees to set 3- 5 goals aligned with the Agency wide goals to:

- Expand access to affordable housing throughout Lane County.
- Ingrain Diversity, Equity & Inclusion (DEI) into our organizational DNA.
- Foster an environment of collaboration with cross functional teams.

All employees must set at least one DEI related goal.

IV ANALYSIS

360 degree feedback survey is an important component to the Executive Director evaluation process. Although it is not a component of the Performance Reboot Agency-wide, research supports that the aggregate average of several raters consistently provides an accurate gauge of leadership skills and is considered best practice for executive level roles in public entities and community organizations.

The 360 feedback survey participant list contains approximately 60 recipients throughout the Agency, Board and community partners. Asking each recipient to complete a survey each year may be superfluous, as it requires a considerable time commitment from each recipient. A possible alternative could require that the survey is sent to the full list of stakeholders every other year, while limiting the survey participants to Homes for Good staff (including direct reports) and board members for other years.

In addition to the 360 degree feedback survey, incorporating the Performance Preview and goals setting exercise into the Executive Director Performance Evaluation Process will align the ED to the process that other Agency employees complete while keeping the process forward looking and focusing on capabilities and professional development.

In terms of timeframe, the evaluation process would be most appropriate after the beginning of the fiscal year, but at least 60 days prior to the April 1st contract termination notification.

In creating the Executive Director Performance Evaluation process, information was gathered about the evaluation process from Lane County and surrounding county governments and the City of Eugene.

- Two Counties do not have a review process for their employees who report to their board.
- One County outlines a process that mirrors what they use for their employees with goal setting at the start of the year and periodic check-ins on progress toward goals throughout the year. a 360 assessment is used for developmental purposes and not tied to the performance rating. There is an annual discussion in the Executive Session about performance. The salary review utilizes this information, but it does not occur at the same time.
- Lane County has a process for board employee including a 360 evaluation, self-evaluation and goal setting exercise. The timeline for Lane County’s board employees is clearly laid out to ensure the review process is completed to allow at least 60 days between the final review and the end of the employee’s contract.

- City of Eugene uses a self-assessment and 360 feedback for the City Manager. All results are assembled by Human Resources into a binder for their City Council members to review. City Counselors each provide individual feedback and ratings for the City Manager.
- EWEB's board employee review process asks the Board of Commissioners to rate the General Manager on a number of leadership competencies using a scale from "underperforming" to "exceptional."

V RECCOMENDATION

Based on best practice and comparable public entities, the following is recommended in the adoption of the Executive Director Performance Evaluation process and format:

- Establish a timeline beginning on October 15th of each year, with results to be presented at the subsequent December board meeting. Please see attached timeline.
- Include a 360 feedback survey each year; including the full list of internal and external stakeholders every other year.
- Require a Performance Preview each year to remain in alignment with other Homes for Good employee performance practices and to practice the continual connection to our mission.
- Require a goal setting exercise, where individual goals are aligned with larger Agency goals and initiatives; at least one goal must be related to DEI.

VI IMPLEMENTATION/FOLLOW-UP

If approved, the recommended process and format for the Executive Director performance evaluation will be adopted.

VII ATTACHMENTS

[Executive Director Performance Evaluation 360 Feedback Survey](#)

[Executive Director Self-Evaluation & Performance Preview](#)

[Executive Director Performance Evaluation Timeline](#)

IN THE BOARD OF COMMISSIONERS OF THE
HOMES FOR GOOD HOUSING AGENCY, OF LANE COUNTY OREGON

ORDER 21-17-03-03H

In the Matter of Adoption of Process, Format
& Timeline for the Executive Director
Performance Evaluation

WHEREAS, Homes for Good believes that its employees are the organization's most valuable assets; and

WHEREAS, Homes for Good believes that all employees deserve to have a balanced and meaningful performance evaluation; and

WHEREAS, Homes for Good believes that the performance evaluation process is necessary to drive organizational performance; and

WHEREAS, it is the role of the Human Resources Director to oversee the Performance Evaluation process for all Homes for Good employees; and

WHEREAS, the Executive Director is required to be provided an annual performance evaluation from the board as outlined in their employment agreement;

NOW THEREFORE, the Board of Commissioners of Homes for Good Housing Agency ORDERS the adoption of the performance evaluation process for the Executive Director as outlined in the Board Packet.

DATED this _____ day of _____, 2021

Chair, Homes for Good Board of Commissioners