



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)



**HOMES FOR GOOD HOUSING AGENCY**  
**BOARD OF COMMISSIONERS MEETING**  
**WEDNESDAY May 19th, 2021**

**TABLE OF CONTENTS**

(CLICK ON EACH AGENDA ITEM TO NAVIGATE TO THAT SECTION)

AGENDA	Page 2
EXECUTIVE DIRECTOR REPORT	Page 4
4/21/21 MINUTES	Page 6
ORDER 21-19-05-01H — In the Matter of Appointing the Members of the Homes for Good Foundation Board of Directors	Page 17
ORDER 21-19-05-02H — In the Matter of Accepting a Bid and Awarding Contract #21-C-0010 for the Asset Exterior Paint Project	Page 42
WORK SESSION — Governance	Page 47

# 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, May 19<sup>th</sup>, 2021 at 1:30pm**

To prevent the spread of COVID-19 Homes for Good will be conducting the May 19th, 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/85302515210>

Meeting ID: 853 0251 5210

#### One tap mobile

+13462487799,,85302515210# US (Houston)

+16699006833,,85302515210# US (San Jose)

#### Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 853 0251 5210

### **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 4/21/21 Board Meeting Minutes

- C. **ORDER 21-19-05-01H** — In the Matter of Appointing the Members of the Homes for Good Foundation Board of Directors (Ela Kubok, Communications Director) (Estimated Time 5 Minutes)
- D. **ORDER 21-19-05-02H** — In the Matter of Accepting a Bid and Awarding Contract #21-C-0010 for the Asset Exterior Paint Project. (Steve Ochs, Development Director) (Estimated Time 5 Minutes)
- E. **WORK SESSION** — Governance (Jacob Fox, Executive Director) (Estimated 30 Minutes)

**7. OTHER BUSINESS**  
Adjourn.

---

**UPCOMING AGENDA ITEMS**

**June 23<sup>rd</sup>**

- BO: Parkview Terrace Exterior Paint Contract
- WS: Rural Development Strategies
- WS: Equity Strategy Team + The Strategic Equity Plan
- PH + BO: Annual Plan

**July 21<sup>st</sup>**

- BO: Cap Fund 5 Year Plan
- WS: Wait Lists + Intake Processes
- WS: Budget process
- Presentation: Q2 Awards

**August 25<sup>th</sup>**

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

**September 29<sup>th</sup>**

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

**October 20<sup>th</sup>**

- Presentation: Q3 Awards

**December**

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

"It's like when you play a game of tag as a kid and the safe spot is the best. I'm really excited to actually have a base" This touching quote is from a resident at The Commons on MLK. We are excited to report that we have provided a home to 37 formally homeless individuals who were also frequent users of emergency services. Construction is moving rapidly on The Keystone, which will provide a home for 15 families experiencing homelessness, and we anticipate moving families into this PSH apartment community in October of this year. On Friday, May 15th we officially closed on the financing for The Nel, which will provide a home for 45 individuals experiencing homelessness, and we anticipate that this PSH apartment community will be complete in June of 2021. While overall The Commons on MLK is supporting residents in a thoughtful and deliberate manner we anticipated challenging behavior with residents and challenges coordinating between property management and supportive services functions. The effort to address these challenges is a top priority for Homes for Good and Lane County in coordination with ShelterCare and Quantum Property Management. We recently decided to assign a full time Homes for Good Resident Services Coordinator to be on the site working to solve the challenges that we are navigating. We know that our experience bringing The Commons on MLK up to full capacity will help us learn and prepare for The Keystone and The Nel.

## The Commons on MLK

"I had a consumer yesterday describe the feeling of getting housing like this:

— — —

"It's like when you play a game of tag as a kid and the safe spot is the base. I'm really excited to actually have a base."

-MLK Team Lead



Being in service to people displaced by the Holiday Farm wildfire and Lane County as the primary jurisdiction responding to wildfire related efforts has been a top organizational priority. Bridges on Broadway is the new name for the lodging facility formally known as the Red Lion hotel subject to final approval by the Lane County Board of Commissioners. The genesis of this name was input from the people displaced by the wildfire who are living at this facility. Bridges on Broadway is fully occupied and Tara Ralph, from the State of Oregon, with support from Laural O'Rourke, from Lane County, have worked tirelessly to help people through the application process for Sarang and Hayden Bridge Landing in an effort to secure permanent affordable housing. The great news is that over 20 families who were displaced by the wildfire are working to transition to Sarang and Hayden Bridge Landing. The bulk of the debris clean up on Lazy Days has been complete by the Oregon Department of Transportation. We received support from the Business Oregon to complete an initial assessment of the water system and indications are that the entire system will need to be replaced at a cost of over \$200,000. We are in coordination with the Eugene Water and Electric Board to secure their support on assessing and possibly replacing the septic system. Once these assessments are completed we will work with the Lane County Land Use and Building Permit teams to determine how many units can be replaced on the site then we will start to array the funding needed to rebuild Lazy Days.



In addition to the \$25,000,000 that is already committed from OHCS and Lane County on May 10th we were notified by HUD of a new award of Emergency Housing Vouchers (EHV). This 18 month program includes an initial award of \$1,190,000 to serve 178 households who are experiencing homelessness or domestic violence. As a result of these new funding awards we continue to expand Full Time Equivalency (FTE) positions at Homes for Good. In the 6 weeks we have hired 10 new staff members that are client facing and we are analyzing what internally facing support positions we will need to support the new funding we have received. At this time we know that we need additional FTE focused on accounting/finance, human resources and information technology. We also are planning to increase the FTE capacity of our Real Estate Development Division. The Homes for Good Board of Commissioners will have an opportunity to be briefed, and provide input on, our FTE growth during our FY22 budget process this Summer.



BY EILEEN HINCKLE

"Eileen Hinckle has been working as an artist for the past eight years, with murals being her principal medium. In addition to a psychology degree from Northwestern University, she pursued an art education through classes at art schools in Chicago, Chile, and Peru, extensive independent study, and in 2020 she completed a degree in Creative Illustration and Visual Communication Techniques from EINA University of Design and Art Barcelona in Spain. Hinckle grew up in the Willamette Valley and graduated from Marist High School in Eugene. She is currently an Artist in Residence at The Arts Center of Corvallis."



"THREE FRIENDS" BY KARI JOHNSON

"I feel inspired when I'm making art for the community! I particularly care about promoting harmony between humans and our plant and animal relations. My art invites individuals to belong to the place, and to help shape our collective story."



"PICTURES FOR HOME" BY NINA VICHAYAPAI

"These fabric portraits were made in collaboration with residents at Market District Commons who generously shared the photographs which these portraits are based upon. Thank you Brian, Charlie, Colton, Dean, PJ, and Scott, for lending your memories to this project."



"SUNSET HUMMINGBIRD" BY PATTRICK PRICE

Patrick Price was born and raised in Southeast Alaska where his life has been culturally enriched. His style of art reflects that as a painter, muralist, and native American story teller. Price moved to Eugene Oregon in 2017 and has since then exploded on to the art scene. As a current resident artist for the Ritz Sauna and Showers at the Oregon Country Fair, Patrick has completed paintings on over 35' of wooden beams, 7 different and unique art installations, and a 18' proscenium arch above the stage."



# 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, April 21<sup>st</sup>, 2021 at 1:30pm**

To prevent the spread of COVID-19 Homes for Good conducted the April 21st, 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)**

*No Response to Public Comment and/or other issues and remonstrance*

#### **3. ADJUSTMENTS TO THE AGENDA**

**Pat Farr** has a conflict at the end of the meeting

**Joe Berney** has a conflict on the first and third Wednesdays of every month and **leaves at 2:52pm.**

#### **4. COMMISSIONERS' BUSINESS**

**Joe Berney** asks about the potential of numbering the pages in the board packet for easier access of materials.

**Jordyn Shaw:** Yes we can definitely add page numbers moving forward, but the Table of Contents in the Board Packet is currently hyperlinked so that if you click on a particular item, it will take you directly to that item in the packet.

**Joe Berney:** Great thank you.

#### **5. EMERGENCY BUSINESS**

#### **6. ADMINISTRATION**

A. Executive Director Report (Estimated 10 minutes)

**Jacob Fox:** Talks about plans for the Lazy Days Mobile Home Park. The Governor's office forwarded a proposal to Peter DeFazio's office that would secure a Federal earmark for the property. That request

went from OHCS, to the Governor's office, which they decided to forward onto Peter DeFazio's office. Jacob then talks briefly about the funding levels in earmarks.

Jacob talks about the lodging facility previously known as the Red Lion, and that Homes for Good is close to having a name for the property that was selected by residents.

Jacob talks about the Equity Strategy Team (EST), and the Strategic Equity Plan that they are working on, and using a document from King County as a framework. He talks about the process in which the EST will bring draft of this document to the board for input in the coming months.

Jacob talks about the Real Estate Development Virtual Affordable Housing Town Hall Presentation that will occur on April 29<sup>th</sup>. The first will be focusing on Metro development, and later ones will be scheduled to talk about Rural Development.

Jacob talks about the Patrician and working with CASA of Oregon.

Jacob talks about the Homes for Good Foundation and awarding a scholarship for 2021, as well as talking about the new board members for the Foundation Board that the Homes for Good board will need to approve next month.

Talks about Springfield Economic Development Agency (SEDA) board meeting and the status update of the Glenwood site.

**Laurie Trieger:** Asks for more information about the town halls and how to spread the message.

**Ela Kubok:** We are doing them on zoom, we sent out invitations through our regular channels—the way we normally invite folks to our ground breakings or events relating to Real Estate Development Activity. We will also have information on our social media regarding the town halls. So what we will do, is forward you all the invitation so that you all can see it again, so that will be helpful and then you can share it with folks who have approached you about housing or Real Estate Development. We decided to do two in order to accommodate those who might have family obligations. We will be doing one at noon, and one at 6pm, and they are happening next Thursday.

**Laurie Trieger:** Do people need to pre-register, or are they also going to be live-streamed on your social media? I would love to share it.

**Ela Kubok:** There is no pre-registration, it is just a zoom meeting link. We will be doing a short presentation, and then we want to do something a little different and interactive—we want to do small groups where folks who are super interest in let's say Tiny Homes, gets to talk to some staff about projects we have done with tiny homes. So, because we want to do those breakout groups, it won't be live streamed, it will be recorded, so if someone is not available to join, they can view them at a later date. In order to keep them interactive they will be a zoom link.

**Char Reavis:** I just wanted to clarify, is there a special invitation from the board? And if there are going to be more than 4 members, do we need to do something special?

**Ela Kubok:** We will make sure to appropriately notice the meeting so that if a quorum attends that there will be no official business at the meeting. This will be similar to the notices we do for groundbreaking events.

**Joe Berney:** Talks about the two proposals that the SEDA board are discussing for Glenwood. Each proposal would be the largest for profit development in Lane County. Each of the proposals are about 3 million dollars will all private money. Both of the proposals talked about having Homes for Good as a partner.

**Char Reavis:** I just think this would be a great topic to discuss more at the next Board meeting because I think it is so interesting and I would love to dive deeper into it.

**Jacob Fox:** Thanks Char, let's just stay in communication with Joe and whether it should be before the SEDA board makes a decision or after, and have Courtney from the City of Springfield present on the proposals. I will connect with Joe between meetings to see what makes sense.

B. Approval of 3/17/21 Board Meeting Minutes

Motion: **Pat Farr**

Second: **Heather Buch**

**The minutes are passed unanimously 7/0.**

C. **ORDER 21-21-04-01H** — In the Matter of Authorizing the Financing and Development of The Nel in Eugene, Oregon (Nora Cronin, Project Development Manager) (Estimated Time 15 Minutes)

**Nora Cronin:** This is the property that we still have an option agreement with the opportunity to purchase the property at 1100 Charnelton and develop it as Permanent Supportive Housing, 45 units, largely modeled after The Commons on MLK.

Closing is targeted for May 12<sup>th</sup>. This is the final board order to get the financing and close on the financing to start construction.

Nora talks about the different loans and funding sources for the project.

The board order identifies the authorized representatives to negotiate the documents and sign.

The project will receive Project Based Vouchers for all of the units.

***Todd Boyle asking a question in the Chat Box:*** Does ownership of the Nel revert to private ownership like so many other HUD/LIH after 15 years?

**Nora Cronin:** This project is owned by a limited partnership for the purpose of the tax credits. Homes for Good has the right of First Refusal on the sale of this, so when the Limited Partner goes to exit at year 15, Homes for Good would become owner of the project. This may be under the same name as the Limited Partnership, but it would be 100% fully owned by Homes for Good.

**Jacob Fox:** Just to add to that, normally that is done at no cost, sometimes investors want money from reserve accounts, but in our experience is they convey ownership to us for a dollar.

**Pat Farr:** I am intrigued by the comparison to The Commons on MLK, we have all toured that building, and I am curious how similar it will look. Are the floors and services set up the same?

**Nora Cronin:** Yes, we are using the same architect, and the general design of the units and the services will be the same. It is a 4-story building and the units will be on the upper three floors, same as The Commons on MLK. All of the studio apartments will be furnished, and the ground floor will be used for services, a property management office, a community room, laundry room, bike storage, etc. So the set up is very similar.

**Joe Berney:** Congratulations, this is a big deal. I just have a few questions: What is the dollar amount for the systems charge waivers for the City of Eugene?

**Nora Cronin:** Roughly \$198,000.

**Joe Berney:** Did you say that the development fee that is being waived, is this part of the financing?

**Nora Cronin:** We consider it part of the financing when we put it in our budget as sources and uses. But when we go to pay permits and fees the money doesn't actually change hands, it is just a journal entry in the City of Eugene. But we do consider it a project source.

**Joe Berney:** How much would the development fee for Homes for Good normally be in this type of development? And how much will it be.

**Nora Cronin:** In our budget we have a 1.5 million dollar development fee, of which we are deferring \$375,000 to be paid back during operations.

**Joe Berney:** So, the development fee for a project for Homes for Good is usually 11%?

**Nora Cronin:** Yes, this one is just shy of 12%.

**Joe Berney:** I have been advocating on this board to adopt a similar plan to Lane County's for Community Benefits Agreements, probably to the point of exhaustion.

Is it too late to do Community Benefits Agreements on this project? And when will we start incorporating that into our bidding?

**Nora Cronin:** I will answer the part about whether or not it is too late for this project and then I will kick it over to Steve or Jacob. Yes, it is too late for this project, we have already executed our contracts, the Essex contract has been secured for a while now, and everything is ready for us to start construction in 3-4 weeks.

**Joe Berney:** Essex actually won a contract from the County using this bidding process. So that company actually as a result of the County's bidding process, is providing full employer paid health insurance for every employee, which is huge.

**Steve Ochs:** I did reach out to Shawn and he provided a lot of the documents that Lane County is using. There are some differences we will need to navigate through and then bring it back to the Board. One of the things is that the County doesn't use the CMGC model for bidding, but Lane Community College does, so we are getting in contact with them to see how that is working. The other part is the federal dollars we are using, it is less related to our Affordable Housing projects, but more of our Capital Projects, when that team gets HUD money, we will have to work with our attorney to see how we can get them to work together.

The other thing we will have to think about is that when we go to apply for Tax Credits from the state, there is a per unit cap that they put on their funding. It is not a hard cap, but if you go over the cap you need to explain why, so in the past if we have had prevailing wage projects, or if it is lumber, we have to write that in.

**Jacob Fox:** Certainly, philosophically we fully support recycling money into our community, living wage jobs, paying healthcare for all family members for workers. When I start to think about developing in rural Lane County, the contractor profile is very different, and I just haven't wrapped my head around what smaller contractors doing smaller jobs in rural Lane County could look like.

**Pat Farr:** Clarifies the SDC fees being waved v being paid by the city.

**Nora Cronin:** They waive them for us, they pay them internally from one department to another in the City of Eugene.

Motion: **Heather Buch**

Second: **Laurie Trieger**

**The motion has passed unanimously 7/0.**

**D. PRESENTATION — Quarter 1 Excellence Awards (Bailey McEuen, Human Resources Director) (Estimated 5 Minutes)**

**Jacob Fox:** Explains the quarterly excellence award process.

**Jeff Bridgens:** Introduces Susie Obie as one of the excellence awards winners.

Susie Obie's skills and experience helps Homes for Good consistently every day. Her work is always balanced, supported, documented and as with any true accounting professional, accurate to the penny! I appreciate Susie's practical working knowledge of the Agency. She is dedicated, consistent and helpful when called upon. What started as a high school job has in fact turned into 41 years of service! Thank you Susie Obie for all you do!

**Beth Ochs:** Introduces Anna Collins as the second excellence awards. Anna is a Housing Specialist which means she runs a caseload of about 500 participants and does all of their annual reviews and interims.



But what really sets Anna apart is that she has become mentor extraordinaire, she in the past has mentored two Housing Specialists, but with the new growth of the organization with Federal funding, is mentoring four new Housing Specialists at once. She has set up a classroom style zoom. She gets a lot of great feedback from the new staff we are hiring. We quickly had to adjust to a telework environment and we have hired multiple new staff that we haven't met in person, and Anna has been able to make them feel super welcome, and has been able to get them onboarded and successful so that we can be of better service to the community. It is really great to see an employee go above and beyond their normal caseload.

**Anna Collins:** Thank you I really appreciate it and I love working with everyone here, it is an amazing agency and I love what we do for the community.

E. **WORK SESSION** — Governance (Jacob Fox, Executive Director) (Estimated 30 Minutes)

**Jacob Fox:** Greg Rikhoff is on the call today and I will let him chime in as the slides go on.

Jacob goes through the governance slides, talking about current structure, HUD rules relating to governance, and Oregon Revised Statutes related to Housing Authorities.

Jacob recommends a seven-member board with two Lane County Commissioners with a balance of urban and rural represented with at least two resident appointed commissioners.

Jacob recommends a recruitment and implementation timeline that would start recruitment in October of 2021 and election in January 2022.

**Jay Bozievich:** My greatest concern is that this is an Agency that spends public funds. This board distributes millions of dollars of public funds and reducing the amount of elected officials on the board is a non-starter for me. I strongly agree that we need to keep all five Lane County Commissioners on the Board, and I am happy to expand the total number to nine members to add some extra people so that we have more sub committees. I have an extreme problem with Lane Transit District, they even have taxation authority, but it is a completely appointed board, and is not responsive to the local community. How do you hold them accountable? That is my "anti-model" of how a board should be. So, if you are planning on reducing the amount of commissioners, that is a non-starter for me.

**Pat Farr:** I have been proposing a change in governance probably since before you started as Executive Director Jacob, and I am excited about looking at a new model. For an expansion of expertise, but also because the Board of County Commissioners clearly is a governing body of it, and even if we expanded to 9 members with 4 appointed, the Lane County Commissioners would still have the majority. That has been the concern for me. I am on a number of committees, that work with Affordable housing and Public Housing, and I think Lane County is a little bit exclusive as having all of the Commissioners as members of the Board of the Housing Authority. Usually a completely private board is running the Housing Authority and the County Board just has peripheral oversight. So for me spreading out the expertise and the membership, giving some more power and oversight to the non-elected officials is close to what other counties are doing.

I think other communities look to Lane County as a model for housing issues, and I think part of that is because of the close association that the Commissioners has with this board. As you mentioned this model, the County Commissioners would have appointing authority to appoint all of the members to this board, which keeps the County Commissioners in a fairly controlling position in making sure that the partnership between the government and the Housing Authority stays close.

I will say this also, that eight years ago, this Housing Authority Board was almost completely inactive. Commissioner Bozievich was at every single meeting, I was at every single meeting, most commissioners were not, so I am looking forward to the discussion from the other members, specifically the appointed board members.

**Char Reavis:** I really appreciate all of the comments so far.

She talks about the history of the board.

I firmly believe that we should always have at least 2 Lane County Commissioners on the board.

**Heather Buch:** I feel like this has been coming on for us from whenever I started in 2019. There has been a huge uptick in activity—in construction, and project activity, in real estate development which takes a great deal of expertise, and a great deal of oversight to make sure those projects go well and that every dollar is accounted for, and that we are abiding by the mission of the organization. There are several organizations around town that don't require them to have elected officials on them, even though they aren't required to because they are important to the community. I do feel like we need more voices, and different kinds of voices, and that would be a value to Homes for Good. I support a change, and I support the proposals that you brought forward for us today. I do want to take extra consideration with our appointed commissioners because they feel and interact with the agency on a daily basis. I would even support adding another Appointed Commissioner if there are folks that are interested.

Commissioner Buch talks about the perspective that appointed commissioners have and how valuable that is.

**Joe Berney:** This to me has been the 500lb elephant in the room since Jacob met with me about 2 years ago when Jacob met with me about why he wanted to do this.

I tend to agree with Commissioner Bozievich, and that if you don't have elected officials, you tend not to have the accountability. Point 2, in your PowerPoint presentation, the last thing you said is that there is public confusion, can you share what that confusion is and how that has affected the success of Homes for Good.

**Jacob Fox:** People confuse us as a division of Lane County, does that effect our business? Probably not, but it doesn't make it clear that we are a separate governmental entity.

**Char Reavis:** One thing that comes up for residents is that they feel like they have to go to their commissioner in their district instead of being able to go to this board because they don't realize that they are different entities.

**Joe Berney:** To me that is a messaging issue.

I don't see why we can't go with our same structure: 5 County Commissioners, 2 Appointed Resident Commissioners, and then add 2 more Appointed commissioners and expand the board to nine to expand the expertise.

Joe talks about expanding engagement through standing committees.

**Laurie Trieger:** As the newest member I think I have a little less grounding, but also less attachment to any particular model, and a set of fresh eyes.

Commissioner Trieger talks about keeping the end in mind: and the goal and the role of the board.

Commissioner Trieger touches on Jacob Fox's earlier point about funding and having certain funding sources tied to the diversity of the Board of Commissioners, which she points out as something to consider.

I think adding two more appointed Commissioners to the Board would be a minimum of what we should do. I may be in support of taking the bold visionary step in restructuring the board overall. I do have, depending where we land, some operational questions and concerns of how we would seek out those two additional seats. I heard a mix of urban and rural, but we are districted in such a way that that might provide certain limitations.

**Michelle Thurston:** Char and I interact with a lot of different Housing Authority board through different trainings, conference, and committees we participate in. Homes for Good is the only board that I am aware of that is majority-lead by elected officials. I know that Char has already spoken on this, but we run into it a lot that people think that this is an organization run by the county, even as residents. With the name change it has gotten better, but I think there is that perception that this is a Lane County run organization because our Board is primarily run by elected officials.

**Jay Bozievich:** I appreciate the concern about confusion, I get emails all the time about Lane Transit District and LRAPA because they start with "Lane." People get confused about levels of government.

What is important to me is the accountability aspect of having the full Lane County Board of Commissioners on the Homes for Good Board. Yes, other places don't have that, we are unique that way. But I think that is a good thing, it has made us strong. I would like to go to the maximum amount: Nine, if we could go to eleven I would say go to eleven where we aren't a majority of the board. But we can not remove the public official oversight of spending public funds. Elected officials bring their own level of expertise.

Commissioner Bozievich talks about elected official support for accountability in the County's discussion of redistricting, but not here.

Commissioner Bozievich talks about other board in Lane County that have a majority of elected officials on them that spend public funds: LRAPA, LCOG, etc.

Commissioner Bozievich talks about the other issues that arise if only two county commissioners are on the board: like how are those two selected from the five.

Commissioner Bozievich states that HUD and the state made these statutes for a reason to make sure there was accountability.

**Heather Buch:** I would just like to point out that there are a lot of different non-profit agencies that funnel a lot of public funds that don't have any requirement of having County Commissioners, and definitely not all of them, on their boards even though it may involve county funds. I don't see any reason to why we all have to be on the Board, it almost seems like a little bit of a power play that's not necessary, because there are a lot of qualified people in our county that can adequately serve on and represent the people on that Board. I don't feel like we have to keep control by being on both boards. It is clear that things will come to the County Commissioners regarding Homes for Good and its governance no matter what. The whole point of making sure we have all the Commissioners on here just because we have public funds doesn't make sense to me when you see all the other agencies in our area that have no county commissioners on their boards with vast sums of public money serving through them. That argument just doesn't make sense to me.

**Laurie Triege:** Commissioner Buch made most of the points that I wanted to make that county dollars, state dollars, federal dollars, flow through organizations of all manners and structures. I appreciate Commissioner Bozievich pointing out that HUD set the rules up this way for a reason, but HUD did not set it up that all of the County Commissioners have to be on the board, but that there has to be representation, and oversight, and there is nothing in this presentation that doesn't agree with that stipulation. I think the comparison about the redistricting is irrelevant.

Commissioner Triege talks more about the redistricting for Lane County.

**Joe Berney:** I do feel that there are other options here, I agree with all the points that have been brought up, even opposing ones. Ultimately on an issue like this, I would defer to staff, and the reason I would is because they are giving their lives and careers and professions to making low income housing in Lane County.

### **Commissioner Berney Leaves at 2:52pm**

**Jacob Fox:** I presented one option; we have discussed other options. I put out what my preference was, and I am not asking for a decision today. The board has been fantastic quite frankly, and the partnership is strong. Lane County Commissioners are always going to appoint the board, and they will also have the ability to remove board members. I just need more investment of time from the board members, or if we want to talk about advisory bodies or proxies.

I have been hesitant to ask for 10-15 hours of the Board Members time each month, because I don't think the County Commissioners have the time to give. So as an Executive Director that has worked with other organizations that have perfectly healthy and functioning boards that are appointed, I know that they work. I haven't dealt with malfeasants or dysfunctional boards from boards that were appointed by County Commissioners.

**Pat Farr:** As I said earlier I have worked with a lot of other Housing Agencies around the state, and with the acceptance of the Multnomah board, all other counties look to Lane County for their relationship with their non-profits, with their Housing Authorities, and Municipalities.

The relationship that has been built, however, I don't accredit to having all five county commissioners on the board, it has been because of the outreach from the executive director, offering ways to engage in partnership that have produced results.

Commissioner Farr talks about his past experience with the Board.

For me having two LC Commissioners on the board would still give the Commissioners oversight, and will not diminish the partnership, or stop the envy that has come from 32 other counties in the state of Oregon.

Things have changed since I first proposed a governance structure, however, the need for a greater representation on this board is still there.

**Jay Bozievich:** Talks about the difference of non-profits getting money through contracts already being voted on by LC instead of Homes for Good who gets direct money from HUD that is not voted on.

Talks about how having the whole LC board on the HFG Board has strengthened the county's stance and buy-in on housing issues and weaving it into the County's strategic plan.

I think we should go with a member board nine, I wish we could go to eleven, but that is statutorily restricted.

I have a strong belief that we need to keep all five Lane County Commissioners on the Board.

**Greg Rikhoff:** These are good days with remarkable engagement, and we know that the County Commissioners knowledge, experience, and accountability is tremendous. And I think in the past there has been time that those have been lacking. The thinking we had in supporting Jacob and Homes for Good is that the time to look at repairing the roof is when it is dry—when things are going good, when you have the team you want, the Executive Director you want, when you have strong board engagement. I think as we think about capacity issues for the board, I know that you are all very committed, but it is a conversation worth having.

**Heather Buch:** I just want to note that although there is one very impassioned plea to keep all elected officials, it does look like there is strong support from this board to move forward. The vote and solution might not be unanimous, and I am happy to have more conversations, but that we could move forward.

**Char Reavis:** Talks about resident experience, and conversations with other residents who would like to come to the board with questions or concerns that they have had issues trying to get residents to bring them to the board, but how many of them are intimidated by the board because of the number of elected officials.

**Jacob Fox:** If this is going to move forward, this conversation would need to shift from the Homes for Good Board to the Lane County Board who would ultimately make the decision. I do think it would be healthy to have one or two more discussions as the Homes for Good Board and talk about some different structure options.

**Char Reavis:** I just wanted to take this opportunity to point out that right now our by-laws only have a removal procedure for appointed commissioners, and no way to remove County Commissioners from the board. That has always bothered me, and that there should be accountability all around. I just feel that it is unfair that the appointed commissioners have to live under a set of rules that others don't. I think this is actually a ORS rule that Michelle and I will need to go to the state about to change as well.

**Jacob Fox:** Even if the structure stays the same, we will need to revise our by-laws, they are very generic and they need a pretty comprehensive change.

**Jay Bozievich:** Talks about the recall election process which can occur at any time, and how elected officials can be removed every four years.

## **7. OTHER BUSINESS**

Adjourn.

---





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 05/19/2021

**AGENDA TITLE:** ORDER In the Matter of Electing Members of the Homes for Good Foundation Board of Directors.

**DEPARTMENT:** Executive

**CONTACT :** Ela Kubok

**EXT:** 2506

**PRESENTER:** Ela Kubok

**EXT:** 2506

**ESTIMATED TIME :** 5 minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

A handwritten signature in black ink, appearing to be "JAF", is written over a horizontal line.

**DATE:** 5/11/21

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**

## MEMORANDUM

**TO:** Homes for Good Board of Commissioners

**FROM:** Ela Kubok,

**AGENDA ITEM TITLE:** ORDER 21-19-05-01H// In the Matter of Appointing the Members of the Homes for Good Foundation Board of Directors

**AGENDA DATE:** May 19, 2021

### I MOTION

It is moved that the Homes for Good Foundation Board of Directors shall be appointed.

### II ISSUE

Homes for Good Housing Agency Board of Commissioners approval is necessary for the appointment of members of the Homes for Good Foundation Board of Directors.

### III DISCUSSION

#### A. Background

The Foundation has changed substantially since our last update to the Homes for Good Board of Commissioners in November 2016. Perhaps most significant, in 2019, the name was formally changed from HousingPlus to the Homes for Good Foundation. Other notable developments include:

- Hosting 6 paid interns from the University of Oregon since 2016
- Expansion of the reading program to a second location in 2017
- Increasing the scholarship from \$500 to \$750 in 2018
- Increasing the scholarship from \$750 to \$1,000 in 2019
- Updating bylaws in 2020

The board of directors have also changed. Bill Starbuck, Larry Abel, and Mike White chose not to continue their service as directors upon the completion of their terms in 2018. Subsequently, Elizabeth Younger, the Board Secretary, did not attend any meetings in 2020 and has not responded when contacted. These vacancies have left Karen Sax and Darcy Phillips as the only active directors on the board.

#### B. Analysis

In Accordance ORS 65.307 Number of directors. (1) A board of directors must consist of one or more individuals for a mutual benefit or religious corporation and three or more individuals for a

public benefit corporation, with the number specified or fixed in accordance with the articles of incorporation or bylaws.

In Accordance with Article II, Section 5, Selection of Directors of the Homes for Good Foundation Bylaws, Directors shall serve only until the next annual election of Directors after the expiration of their terms, when Directors may be re-elected and any new Directors will be elected by the Board of Commissioners of Homes for Good Housing Agency at an annual meeting held for that purpose during the first quarter of the calendar year.

In Accordance with Article II, Section 6, Filling Vacancies Homes for Good Foundation Bylaws, the Board of Directors, by a majority vote of all of the Directors in office, may elect new directors to fill any vacancies on the Board, including vacancies created by the passage of a resolution increasing the total number of Board member positions. A director elected to fill a vacancy will serve the remainder of the term normally associated with that position.

On April 13, 2021, the directors in office, Karen Sax and Darcy Phillips, committed to serve another term on the board and recommended three new directors; Amber Garrett, Natalie Dybens, and Nicole Tarricone.

C. Recommendation

Approval of the proposed motion.

#### **IV IMPLEMENTATION/FOLLOW-UP**

Upon approval of the Order, the members of the Homes for Good Foundation Board of Directors are appointed for a two-year term.

#### **V ATTACHMENTS**

Updated Homes for Good Foundation Bylaws  
2020 Financial Report  
Director Applications  
Minutes from the April 13, 2021 Board of Directors' Meeting

**BYLAWS**

**OF**



**Adopted:**

**(Date)**

## **TABLE OF CONTENTS**

### **ARTICLE I. PURPOSE**

Section 1. Purpose

### **ARTICLE II. BOARD OF DIRECTORS**

Section 1. Duties of the Board  
Section 2. Qualifications of Directors  
Section 3. Number of Directors  
Section 4. Terms of Directors  
Section 5. Selection of Directors  
Section 6. Filling Vacancies  
Section 7. Removal of Directors  
Section 8. Resignation of Directors  
Section 9. Election of Officers  
Section 10. Conduct of Directors  
Section 11. Quorum  
Section 12. Decision-Making and Voting  
Section 13. No Proxy Voting  
Section 14. Meetings  
Section 15. Executive Session Meetings  
Section 16. Telephonic Meetings  
Section 17. Decisions by Mail or Email  
Section 18. Notice of Meetings  
Section 19. Waiver of Notice  
Section 20. Authority of Directors

### **ARTICLE III. OFFICERS AND STAFF**

Section 1. Officers  
Section 2. Election and Term of Office  
Section 3. Removal  
Section 4. Vacancies  
Section 5. President  
Section 6. Vice President/President Elect  
Section 7. Secretary  
Section 8. Treasurer  
Section 9. Chair  
Section 10. Executive Director and Staff

## **ARTICLE IV. COMMITTEES**

- Section 1. Establishment
- Section 2. Board Committees
- Section 3. Non-Board Committees
- Section 4. Committee Members
- Section 5. Chair
- Section 6. Committee Procedures
- Section 7. Limitation on Powers

## **ARTICLE V. MISCELLANEOUS PROVISIONS**

- Section 1. Compensation of Officers and Directors
- Section 2. Conflicts of Interest
- Section 3. Tax Year
- Section 4. Financial Controls
- Section 5. Annual Financial Assessment
- Section 6. No Discrimination
- Section 7. Written Documents

## **ARTICLE VI. AMENDMENTS**

- Section 1. Articles of Incorporation and Bylaws

NOTE: The Oregon Nonprofit Corporation Act (ORS Chapter 65) both establishes and limits the powers and procedures available to nonprofit corporations. Where any questions arise about the meaning of these bylaws, or where these bylaws are silent on an issue, the Oregon Nonprofit Corporation Act should be consulted. If you would like assistance in updating, amending, or interpreting these bylaws, contact David Atkin, Attorney.



## **BYLAWS OF THE HOMES FOR GOOD FOUNDATION**

### **ARTICLE I. PURPOSE**

Section 1. Purpose. The purposes of the Homes for Good Foundation are exclusively those allowed for organizations defined under §501(c)(3) of the Internal Revenue Code. Within these limits, the purposes of the Homes for Good Foundation include the following:

**To improve the living conditions and quality of life of low-income Lane County residents.**

### **ARTICLE II. BOARD OF DIRECTORS**

Section 1. Duties of the Board. The Board of Directors must establish the corporation's policies and review and change them as necessary, oversee its programs, appoint or employ and supervise its staff director, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property.

The Board must also ensure that the corporation properly employs the necessary corporate formalities to make its decisions, that it prepares and submits all required state and federal reports, and that it operates in compliance with relevant state and federal laws. Board members must diligently prepare for, attend, and participate in the meetings of the Board of Directors and any Board committees as needed, in order to carry out these tasks.

The Board shall strive to meet at least four times per year, and shall strive to do this by meeting at least once each quarter of the year. The role of the Board does not include direct management or conduct of the daily operations of the organization, or the supervision of staff members other than the staff's executive director.

Section 2. Qualifications of Directors. Nominees for positions on the Board of Directors must have exhibited an interest in and commitment to the purposes of the Homes for Good Foundation, and must have expertise in areas relevant to the needs of the organization.

Section 3. Number of Directors. The Board of Directors will consist of no fewer than three and no more than fifteen members for the first year. The Secretary shall ensure that the Corporation maintains a current formal record of the names, contact information, and status of Directors. The contact information of Directors must be in the form of a street address, mailing address, or electronic address at which the Director elects to receive notices and other messages from the Corporation.

Section 4. Terms of Directors. Directors will serve two year terms. However, unless they formally resign or are removed from office, directors will remain in office until their successors are properly elected, designated, or appointed. There is no limit to the number of terms, successive or otherwise, a director may serve.

Section 5. Selection of Directors. Directors shall serve only until the next annual election of Directors after the expiration of their terms, when Directors may be re-elected and any new Directors will be elected by the Board of Commissioners of Homes for Good Housing Agency at an annual meeting held for that purpose during the first quarter of the calendar year. Nominations for new Board members may be made by the Board of Directors, by individual Board members, or by a Nominating Committee.

Section 6. Filling Vacancies. The Board of Directors, by a majority vote of all of the Directors in office, may elect new directors to fill any vacancies on the Board, including vacancies created by the passage of a resolution increasing the total number of Board member positions. A director elected to fill a vacancy will serve the remainder of the term normally associated with that position.

Section 7. Removal of Directors. A director may be removed for the causes stated in these bylaws by a majority of the Board of Commissioners of Homes for Good Housing Agency. A director may be removed only for the following cause: breach of a Director's fiduciary responsibility.

Section 8. Resignation of Directors. A director may resign at any time. The resignation of a director must be in writing and be delivered to the Board of Directors, its presiding officer, the president, or the secretary. Once delivered, a notice of resignation is irrevocable.

Section 9. Election of Officers. As soon as possible following each annual election of directors, the Board of Directors must elect officers of the corporation.

Section 10. Conduct of Directors. Directors must discharge their duty of loyalty and their duty of diligence in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the director reasonably believes to be in the best interest of the corporation.

Section 11. Quorum. At all meetings of the Board of Directors, the presence or participation of a quorum, which is at least a fifty-one percent (51%) majority of the number of Directors in office immediately before the meeting begins, is necessary to allow the transaction of corporate business or the making of corporate decisions.

Section 12. Decision-Making and Voting. The affirmative vote of at least a fifty-one percent (51%) majority of all of the Directors in office is necessary and sufficient to make a decision of the Board of Directors of the Homes for Good Foundation unless a

greater proportion is required by law or by these bylaws. An abstention counts as part of the total number of votes cast, and does not reduce the number of affirmative votes required to pass a motion.

All decisions require a clearly stated motion, a second, and a vote that must be recorded in the written minutes. Each member of the Board of Directors will have one vote. At the request of any director, the names will be recorded in the minutes of each director who voted for, voted against, or abstained on a particular motion.

Section 13. No Proxy Voting. No voting by proxy is allowed at any meeting of the Board of Directors or as part of reaching any decision of the Board.

Section 14. Meetings. The Board must meet at least four times per year, and shall strive to do this by meeting at least once each quarter of the year. Meetings of the Board of Directors may be called by the president, the chair of the Board, or 50% of the directors in office. Roberts Rules of Order may be consulted for guidance but shall not be binding.

Section 15. Executive Session Meetings. The Board President or the Board by a majority vote of the Directors present may at any time decide to go into an Executive Session meeting. Executive Session shall be used when the Board deems it is necessary to protect the confidentiality of the matters that will be considered there.

Executive Session meetings may be attended only by members of the Board of Directors, and any guests the Board invites to join the meeting, which may include the Executive Director, other staff, or any other person the Board wishes to invite. A Director may also be excluded from any portion of Executive Session meetings in which matters will be considered that present a conflict of interest for that Director.

Minutes shall be properly recorded, but shall only be read or approved at a subsequent Executive Session if there is a need to continue to insure the confidentiality of the matters contained in the minutes. The Secretary shall take care to record in the minutes only the motions passed and information essential to comply with the law, in order to protect the confidential nature of Executive Sessions.

Section 16. Telephonic Meetings. Meetings may be held by telephone, video conferencing, internet-based communication or other method, as long as all participating directors may simultaneously hear and speak with each other. A director participating in such a meeting is deemed present for purposes of a quorum.

Section 17. Decisions by Mail or Email.

(A) Voting by Mail. Any decision that the Board of Directors may make at a meeting may be made without a meeting if the decision is approved by the affirmative vote of all

of the Directors of the Board. A clearly stated motion must be sent to all of the Directors on the Board by mail or fax, with clear instructions that this process requires one hundred percent (100%) of the Directors to vote "yes" for the motion to pass. Motions are adopted and effective on the date that all Directors in office have responded with an affirmative "yes" vote. If any Director votes "no," abstains, or fails to vote, then the motion fails to pass. A printed record of each Director's vote must be kept in the corporate records.

(B) Voting by Email. Voting by email may be authorized by the Board of Directors. Unless prohibited or limited by the Articles of Incorporation or these Bylaws, any action which may be taken at any annual, regular, or special meeting of the Board of Directors may be taken without a meeting by email if: (1) The Corporation has a record of all Directors email addresses; and (2) The Corporation maintains a copy of the announcement and record of the Director's votes in the corporate minutes.

The announcement shall be sent to each Director at the email address stored in the corporate records and shall include: (1) A description of the action to be taken; (2) A deadline to respond with a vote which may not be less than forty-eight (48) hours; (3) A statement that a Director may change their vote any time prior to the deadline; and (4) An effective date if the action is intended to be effective at a date which is later than the deadline date.

The affirmative vote of a majority of all Directors in office is an act of the Board of Directors if the action is taken pursuant to this section, unless a greater number of affirmative votes for the proposed action is required by law, the Articles of Incorporation, or these Bylaws.

Section 18. Notice of Meetings. Notice must be given of every meeting of the Board, stating the date, time, and location of the meeting, and the purpose of the meeting if so required by law or these bylaws. The notice must be given not less than forty eight (48) hours in advance of the meeting if delivered by telephone conversation or in person, and not less than seven (7) days in advance if delivered by first class mail, email, or fax to an address provided by the individual director.

Regular meetings: After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place, no further separate notice is required for each of those regular meetings. Notice must state the time, date, and location of the meeting. The Board may by resolution establish or change the dates of regularly scheduled meetings, with proper notice given to all directors.

Section 19. Waiver of Notice. Any director may waive the right to receive full advance notice of any meeting. Waivers of notice must be in writing, signed by the person entitled to notice, and given to the secretary to be placed in the corporate records. Waivers may be signed before or after the meeting has taken place. The attendance of

a director at any meeting without specific objection to the notice constitutes a waiver of the right to receive full notice of that meeting.

Section 20. Authority of Directors. The President and the Executive Director shall be the official spokespersons for the organization, and may represent the organization and its positions whenever appropriate. No member of the Board of Directors other than the President may officially represent the positions of the organization or speak or act on behalf of the organization without specific approval by the Board to do so.

### ARTICLE III. OFFICERS AND STAFF

Section 1. Officers. The officers of Homes for Good Foundation must carry out the policies and decisions of the Board of Directors as directed by the Board. Officers must include a president, secretary, and treasurer, and may also include a vice president/president elect, a chairperson and any other officers the Board may desire. The same person may not hold the offices of president and secretary at the same time, but the same person may hold any other two offices. Officers do not have to serve simultaneously as members of the Board of Directors. Officers who are not members of the Board have no right to vote on Board decisions.

Section 2. Election and Term of Office. The officers of Homes for Good Foundation will be elected for a one year term by the Board of Directors. Election of officers must be done as soon as possible following the annual election of directors. However, unless they formally resign or are removed from office, officers will remain in office until their successors are properly elected, designated or appointed. There is no limit to the number of terms, successive or otherwise, an officer may serve.

Section 3. Removal. Any officer elected by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the interests of the corporation would be best served by such removal. The person being considered for removal has no vote in the process of removal.

Section 4. Vacancies. If any office of the corporation becomes vacant by death, resignation, retirement, removal, disqualification, or any other cause, the remaining directors still in office, although less than a quorum, may elect or appoint an officer to fill such a vacancy. The elected officer will hold office for the unexpired portion of the term of that office.

Section 5. President. The president is the principal officer of the corporation and will, in general, supervise or oversee the supervision of all of the affairs of the corporation. The president generally will preside at all meetings of the Board of Directors unless the Board selects another person to preside. The president must also perform other duties

as may be assigned by the Board of Directors. The president may serve as an ex-officio member of any committee.

Section 6. Vice-President/President Elect. In the absence of the president or in the event of the president's inability to act, the vice-president performs the duties of the president. The vice-president, when acting as president, has all the powers of and is subject to all the restrictions on the president. The vice-president must also perform other duties assigned by the Board of Directors. More than one position of vice-president may be created and their duties clarified in an ordinary resolution of the Board.

Section 7. Secretary. The secretary must perform or oversee the performance of the following duties: a) record and keep the minutes of the meetings of the members and of the Board of Directors or any Board committees, b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; c) be custodian of the corporate records; d) keep a register of each member's mailing address provided by such member; e) ensure that all required state and federal reports are prepared and filed in a timely fashion; and f) perform or oversee all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors. The Secretary may delegate some or all of these tasks but remains responsible for their proper completion.

Section 8. Treasurer. The treasurer must perform or oversee the performance of the following duties: a) be responsible for the proper management and control of all funds of the corporation; b) prepare full and accurate financial records on a timely basis of all of the income, expenses, and assets of the corporation; c) present reports at Board meetings on the financial affairs of the corporation; and d) provide financial information necessary to prepare and file the required reports to state and federal government agencies, showing the income, disbursements, and assets of the corporation. The Treasurer may delegate some or all of these tasks but remains responsible for their proper completion.

Section 9. Chair. The Board may elect a chair and determine their duties.

Section 10. Executive Director and Staff. The Board may appoint or employ an executive director or other staff, whether paid or unpaid, to perform and conduct the programs and activities of the organization. The Board of Directors shall evaluate the performance of the Executive Director on an annual basis. Unless the Board determines otherwise, the executive director will have the power, subject to the approval of the Board of Directors, to hire staff, establish staff duties and performance standards, evaluate the performance of staff, and when necessary terminate the employment of staff of the corporation. The Executive Director shall receive notice of all Board meetings and Executive Committee meetings, and shall ordinarily attend all Board

meetings, except when the Board goes into Executive Session to meet without the Executive Director present.

#### ARTICLE IV. COMMITTEES

Section 1. Establishment. The Board may establish any committee, including standing committees or temporary committees, by a resolution of the Board. Such resolutions must name the committee and the purpose of the committee, must state whether it is a "Board" committee or a "non-Board" committee, as defined below.

Section 2. Board Committees. The Board may establish "Board" committees to which are delegated part of the power of the whole Board to authorize expenditures, approve amendments to budgets, set policies, and authorize programs or activities. Such committees must be established by the affirmative vote of at least a majority of all directors then in office. Board Committees must consist of two or more directors, and they must not have any members who are not members of the Board of Directors. Board Committees must follow all of the meeting requirements that the Board of Directors itself must follow, including the requirements for proper notice, for having a quorum to conduct votes, the passage of motions, the writing of minutes, and the subsequent approval and permanent storage of Board Committee minutes. The Board may require further procedures that Board Committees must follow as well. For all Board committees, the Board must pass a resolution that clearly states what powers, authority, and duties have been delegated to the committee, who is the chair of the committee, and who are the members of the committee.

Section 3. Non-Board Committees.

A. The Board may establish "non-Board" committees, including working committees or advisory committees, which do not have the power to authorize expenditures, adopt budgets, set policy, establish programs, or make decisions for the corporation. Such committees are established through a resolution adopted by the directors present at a properly called meeting. Any person may be a member of such a committee, whether or not that person is a member of the Board of Directors.

B. Financial Oversight Committee. There shall be a committee responsible for financial oversight of the organization's income and expenses, which shall be named the Finance and Audit Committee or the Financial Oversight Committee. The committee must consist of two or more persons, including at least one person with some financial experience or experience with bookkeeping, who are not the organization's check signers or bookkeepers. The committee shall be responsible for overseeing the organization's financial transactions and the implementation of the organization's financial policies. As part of its mission, the committee shall review on a monthly basis, or oversee a monthly review of, the organization's expenditures, financial transactions, bank statements, returned checks, and credit card statements. The committee shall

report any questions or concerns about the organization's finances to the Board. The committee shall also make the necessary arrangements for and oversee the organization's annual audit or annual financial review, which is described in these bylaws.

Section 4. Committee Members. The Board must appoint the members of every Board committee. The Board may appoint the members of Non-Board Committees, or delegate this task to the President or the Committee Chair. The term of office of a member of a committee will continue until their successor is appointed unless the committee is terminated, the member resigns or is removed from the committee, or the member ceases to qualify as a member of the committee.

Section 5. Chair. One member of each committee will be selected or appointed chair by the Board, or if the Board wishes, it may delegate that power to the president or the members of the committee.

Section 6. Committee Procedures. Unless otherwise specified, Board Committee meetings will operate with the same quorum and voting requirements as the full Board, and as far as possible will operate according to the procedures of the Board as stated in these bylaws. If any formal decisions or resolutions are voted on at a committee meeting, then the votes and the resolutions so adopted must be recorded in the form of corporate minutes and filed with the secretary.

Section 7. Limitation on Powers. No committee may a) elect, appoint, or remove any officer, member of the Board of Directors, or member of a Board committee; b) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; c) authorize the dissolution of the corporation or revoke proceedings therefore; d) amend, alter, or repeal the Articles, the bylaws, or any resolution of the Board of Directors; or e) authorize the payment of a dividend or any part of the income or profit of the corporation to its directors or officers.

## ARTICLE V. MISCELLANEOUS PROVISIONS

Section 1. Compensation of Officers and Directors. No officer or member of the Board of Directors will receive any compensation for fulfilling the responsibilities of a member of the Board or of an officer as defined in these bylaws. However, the corporation may pay compensation to officers and members of the Board of Directors for other services performed as employees or independent contractors as long as the required rules for conflicts of interest are followed. Board members and their relatives who receive regular compensation from the corporation must always constitute less than a majority of the Board. Officers and members of the Board of Directors may receive reimbursement for actual expenses they incur in the course of fulfilling their responsibilities.



Section 2. Conflicts of Interest. A conflict of interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to an officer or member of the Board or to a member of a director's or officer's family. All transactions involving conflicts of interest must be approved using the following procedures: 1) Conflict of interest transactions must be approved by the full Board of Directors; they cannot be approved by the President, Executive Committee, Executive Director or other staff. 2) Directors and officers who have a conflict of interest in any matter must a) declare the existence of any direct or indirect conflict of interest, b) disclose the details of the proposed transaction on the record, c) abstain from voting on that matter and d) leave the room where the vote is to take place, until the votes have been counted. The minutes must record this to show that it was done. 3) The rest of the Board must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board, and its source, must be recorded in the minutes. 4) All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all of the members of the Board of Directors who do not have a conflict of interest involved in that issue, as long as no less than two disinterested directors vote to approve the transaction.

Section 3. Tax Year. The tax year of the corporation is October 1 - September 30.

Section 4. Financial Controls. The Board of Directors shall adopt formal Board policies that provide a system of financial controls that are adequate to prevent the misuse, embezzlement or theft of the organization's funds and assets, and that would discover it if those problems or crimes were to occur. Those financial policies shall require that there must be three separate levels of financial operations, and that those operations shall be performed by different people: 1) those with the authority to spend the organization's money; 2) those who are the bookkeeper(s) who record and track the income and expenditures; and 3) those who oversee the bookkeeping system and the expenditure of funds. This means that the persons who have authority to sign the corporation's checks or use its credit cards shall not be allowed to also serve as the organization's bookkeeper(s); and that the organization's bookkeeper(s) shall not be given permission or authority to spend the organization's money, sign its checks or use its credit cards.

Section 5. Annual Financial Assessment. The Board must require the performance of an annual audit, financial review, financial compilation or financial assessment, which must involve the services of a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the organization or sign checks for the organization. This need not be a formal audit, but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets.

The financial oversight committee described above shall select the person performing the annual financial assessment and shall ensure that the resulting report is presented to the entire board.

Section 6. No Discrimination. In the delivery of its services to the public, Homes for Good Foundation does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

Section 7. Written Documents. Wherever these Bylaws require a written document, such document may be created, stored, or transmitted by electronic means in lieu of a physical, hard, or paper copy of the document. Notwithstanding the foregoing, the Corporation shall strive to store corporate documents as both electronic and physical documents whenever practicable.

## ARTICLE VI. AMENDMENTS

Section 1. Articles of Incorporation and Bylaws. The affirmative vote of at least two-thirds of all the Directors in office, at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend, or repeal the provisions in the bylaws or the Articles of Incorporation dealing with duties and powers and meetings of the Board, except as otherwise provided by law. However, only the Board of Commissioners of Homes for Good Housing Agency may make amendments which would affect or alter the Board of Commissioners power to appoint or remove the Board of Directors. Proper written notice must be given in advance, including either a written copy of the proposed amendments or a written summary of those amendments.



## CERTIFICATE OF SECRETARY

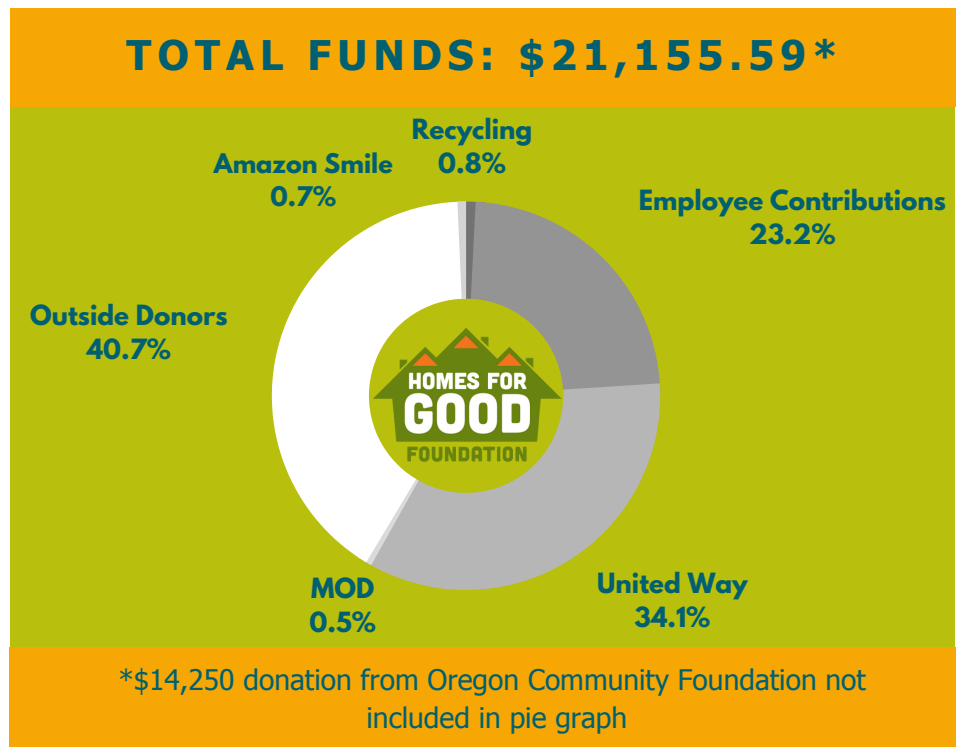
I, the undersigned, do hereby certify that the foregoing bylaws constitute the bylaws of the Homes for Good Foundation, as duly adopted by the Board of Directors on the \_\_\_\_ day of \_\_\_\_\_, 2020.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Secretary of the Homes for Good Foundation

2019 - 2020  
FISCAL YEAR  
REPORT

# FUNDS & SOURCES OF INCOME



**\$54.25**

GENERATED  
BY OUR  
RECYCLING  
CAMPAIGN



**\$1,601.80**

COLLECTED BY  
EMPLOYEE  
CONTRIBUTION



**\$2,357.64**

CONTRIBUTED  
THROUGH THE  
UNITED WAY  
HOMES FOR  
GOOD  
EMPLOYEE  
DONATION

**\$17,060.10**

GIVEN FROM  
OUTSIDE  
DONORS



**\$32.66**

GENERATED  
FROM OUR  
MOD PIZZA  
FUNDRAISER



**\$49.14**

COLLECTED  
THROUGH  
AMAZON  
SMILE





# Board of Directors February 2021 Applications

## Contents

Amber Garrett // Assistant Property Manager .....	2
Natalie Dybens // Landlord Liaison.....	3
Nicole Tarricone// Property Management Supervisor .....	4

*\*Question 5 was removed if answered no and created a second page in the application*

## Amber Garrett // Assistant Property Manager

### **1. We would like to get to know you a little better, tell us something about yourself (work experience/ hobbies/ community involvement/etc.).**

During this past year I am found myself deeply involved in social justice movement. I have worked with local officials in Creswell to build relationships to educate the public post COVID. I have worked with local newspapers in Eugene and Creswell to spread awareness and to teach our history. I have volunteered my time to help people affected from the wildfires. I continuously try to educate on a social media platform about social justice.

I work for Homes for Good as an Assistant Property Manager. I also handle rent collection; which has made my involvement with tenants and the pandemic a little more hand on than normal. I have talked to countless residents to get them connected with food and resources. I got to volunteer at a COVID-19 testing clinic as well. My employment with Homes for Good has given me a bigger push professionally and personally to serve the people we serve better. And to serve the people we may one day serve better; especially the unhoused and the BIPOC population.

### **2. Why would you like to volunteer your time to serve in the board of HFG Foundation?**

I want to be apart of something that aligns with my values and wants to serve people. Specially to serve people from low incomes. I want to be able to also bring a DEI lens to it as well. I want to ensure people from the BIPOC community are lifted and given opportunities to advance in life. The disparities that BIPOC folks face in education and wealth is saddening and I want to be a part of history that can try and change that.

### **3. What set of skills would you bring to the board of HFG Foundation?**

I will bring compassion and drive. I want to be able to care and serve as many people as we can. I have experience in trying to find connections with people – giving them the determination and yearning to help us serve more and do more. I also have been in the position of the people we serve. I have been poor, and I lost out on certain opportunities because of it. I can only begin to imagine how many people have experienced the same or worse. This is coming from a white person and I hold so much privilege in that. I find it so important that I hold myself and others accountable to that privilege and use it with something like this. To be that person to put in the hard work so we can pave a path for our BIPOC folk to succeed along with us.

### **4. Do you have any fundraising ideas that HFG Foundation could implement in the near future?**

I think we need to try and work with other agencies involved with the people we serve. Coming together collectively we will have more opportunities and ideas. Seeing if other agency wants to be able to donate to our foundation or help us create an event. I have spoken with other people I've worked with in the past who have worked in a social worker role. We all serve the same people – why not create a network to share information and ideas?

## Natalie Dybens // Landlord Liaison

**1. We would like to get to know you a little better, tell us something about yourself (work experience/ hobbies/ community involvement/etc).**

I have been committed to supporting my community since I was young. While I am new to Oregon, I am not new to volunteering and dedicating my time to others and the greater community. Some of my first volunteer roles were in my local hospital, teaching soccer, and with Volunteer Income Tax Assistance (VITA). As I have grown older, I have realized that there are more strategic and collaborative ways that I can use time and energy in order to be most effective at creating positive community change and opportunities.

I currently am serving on a fundraising committee for a new project that sprung up when COVID hit last year, the Cooperative Gardens Commission (CGC). The experience I have gained from this volunteer role has provided me lessons and insight for getting projects off the ground and into the community.

I have also recently joined the Wellness Committee with Homes for Good and I was encouraged to see that the Wellness Committee has been involved with providing healthy snacks to participants of the reading program offered by the Homes for Good Foundation.

**2. Why would you like to volunteer your time to serve in the board of Homes for Good Foundation?**

I would like to volunteer my time to serve on the board of the Homes for Good Foundation because I enjoy contributing to my local community and I think the scholarship and reading programs are worthwhile initiatives to support. I appreciate that Homes for Good has a Foundation and would like to support it and its mission.

**3. What set of skills would you bring to the board of Homes for Good Foundation?**

I have a range of skills and am willing to be open to the needs of the foundation. Some of my skills involve notetaking, research, content creation, and proofreading. I would say that marketing and fundraising are skills I am developing.

**4. Do you have any fundraising ideas that Homes for Good foundation could implement in the near future?**

While I am not privy to the results of the newer Meraki fundraiser, during the time of COVID food is one of the few essential items people are still continuously engaging in. Considering the normal pizza fundraiser as a meal item and Meraki as a drink focus, partnering with a local dessert company could be a strategic next step. I believe that Noisette Pastry Kitchen is the closest local dessert store near to the Olive, and they are also a women and black-owned business.

Another idea I have is offering monthly sponsorship options in a way that breakdowns and simplifies the aim of the foundation. One example: Just donate \$84 a month and that can provide a beginning educational scholarship for a local low-income youth. Stabilize the scholarship for two years by doubling this or getting a friend to join!

## Nicole Tarricone/ Property Management Supervisor

### **1. We would like to get to know you a little better, tell us something about yourself (work experience/ hobbies/ community involvement/etc.).**

I have worked at Homes for Good for almost 20 years in a variety of positions. I worked specifically with chronically homeless, disabled individuals and families on the Shelter Plus Care grant for several years and learned a lot about what our homeless community goes through. Working with this community and seeing the struggles they go through really opened my eyes to the bias and negative view a large portion of our society has about the homeless community. It made me strive to work harder to teach others about their struggles. Any one of us could become homeless if we didn't have a good support system and lost our job or had unexpected medical bills to cover. Working in the Supportive Housing Division for the last year has reinforced my views that we must treat everyone in our community with respect and understanding. The population I work with now is mostly elderly/disabled and they often end up ignored, forgotten about and treated poorly. I want to be a voice for our community and help stand up for those that are marginalized and unrepresented. I believe that everyone has a right to have a safe place to rest, relax and heal, which is what we provide at Home for Good. Housing is a human right and we make huge impacts on our community with the work we do. As an Employee at Homes for Good I have the amazing opportunity to help our community every day and I feel blessed to do work that brings me joy and makes a difference in someone else's life.

Some of my hobbies include crocheting, painting rocks, going on hikes, swimming, reading books, diamond paintings, naps and playing with my kids and dog. I love 1980's movies, and music. My partner and I are raising 4 school age children that we want to see go to college someday. Our oldest Daughter is currently attending Lane Community College for Art and my partner is attending the University of Oregon for Physics. I love baking treats like cookies and banana bread. I have lived in Lane County for my entire life. I love animals and art inspired by Dia de los Muertos (Day of the Dead). I love to cruise around in my old Chevelle when the weather is nice. I inherited the car from my late father, so I always think of him when I'm in it. I am a bit of a home body, but I really miss socializing with friends, family, co-workers and clients due to the pandemic.

### **2. Why would you like to volunteer your time to serve in the board of Homes for Good Foundation?**

Serving on the Homes for Good Foundation would be a perfect fit for me partially because I don't have a lot of extra time to volunteer due to the needs of my large family. The COVID-19 pandemic has also limited some of the traditional volunteering options in our community. The work I do requires that I meet with some clients face to face for things like lease ups or inspections, so I must be very careful and thoughtful about using social distancing protocols and with what sort of social situations I attend. I think that becoming a member of the Board of Directors for the Homes for Good Foundation would be a great way for me to continue to give back to my community and help others in a different capacity than I do with my current Property Management position. I have donated to the Homes for Good foundation for years and I want to find new ways to give back to our community. I attended a luncheon with some of the first Homes for Good Foundation Scholarship winners and other staff members a couple years ago. It was really rewarding to get to meet these bright young people and see how our donations can make a positive change in our community. It was a wonderful experience and felt amazing to know that I got to be part of the scholarship that is helping them go to college and improve their options for the future. Being a board member would give me the chance to give back in a bigger way than my donations alone can provide.

### **3. What set of skills would you bring to the board of Homes for Good Foundation?**

I am committed to helping implement positive change in our community. I am a good facilitator and able to find my niche in any environment. I have years of customer service experience and I truly enjoy helping others. I believe I have a lot of common sense and will bring a realist viewpoint to board discussions. I am punctual and I am dedicated to improving the lives of our local community. I am a certified Peer Support Specialist and know a lot about Trauma informed Care. I know how to meet people where they are and how to motivate others to achieve their goals. I think I can bring understanding and knowledge of some of the difficulties that our participants have gone through, to the board. As I learn more about DEI, I want to ensure that the Foundation uses the lenses of inclusivity, equity and diversity with everything we do.

### **4. Do you have any fundraising ideas that Homes for Good foundation could implement in the near future?**

I think we could do a bottle and can drive from our staff. We could provide a prize to the department that brings in the most money for the foundation. I know I have several bags of cans just sitting in my garage that I would love to donate.

Another idea would be doing a silent auction for items that we had donated from local vendors, restaurants, partner agencies, etc. We may even have staff members that would donate a timeshare rental or offer to take someone out fishing on their boat, etc.

We could do an online garage sale of items donated by staff, partners and other community members.

We could reach out to some local restaurants (Papa's Pizza, Chipotle, Shari's, Roaring Rapids Pizza, Cornucopia, Elmer's, Café Yumm!) and ask them to donate a portion of their sales for a specific day or maybe a specific meal item to the foundation and post that info on social media. That way we are helping the restaurant(s) bring in new customers while also helping the foundation get donations. Another option would be to sell a coupon book that offered good deals at a variety of vendors, kind of like an Entertainment book.

We could ask for art donations from artists that the foundation could sell and even showcase at the Olive building for time before selling. I know we have some amazing artists that work at Homes for Good who might be willing to participate.

What about an art contest that we offer to all our participants and if they win, the artist gets a prize and the art gets to be displayed at the Olive building? Maybe we could get enough entries to make a nice calendar displaying the art submissions that we could then sell for donations. If permitted we could take some of the designs and print them on other things to sell like stickers, clothing, coffee mugs, masks.

Offer swag incentives for donating to the Foundation, for example you could become a monthly donor of \$20 a month and get a T shirt & face mask. Larger donations would receive nicer gifts such as a blanket, water bottle, hat or nice jacket. Maybe offer gift cards to local restaurants that we partner with.

### **5. Is there anything that would restrict you from participating in the committee work of the Board of Directors?**

My main restrictions would be related to hours of availability due to my work schedule. I have time to work on Foundation related items during my lunches, after hours and on weekends as needed.



## **Board of Directors Meeting Minutes**

### **April 13, 2021**

**Present:** Jacob Fox, Karen Saxe, Darcy Phillips, Emily Yates, Jordyn Shaw, Kerry O'Connor, Amber Garrett, Natalie Dybens, Nicole Tarricone

**Absent:** Elizabeth Younger, Ela Kubok

#### **I. Call to order:** 12:01 PM

#### **II. Motion 1:** The minutes from the December 10, 2020 meeting were reviewed and approved.

- Motioned by: Darcy Phillips
- Seconded by: Karen Saxe
- Approved: Unanimous
- Opposed: None
- Abstained: None

#### **III. Introduction of Potential New Board Members**

- Amber Garrett // HFG Assistant Property Manager
- Natalie Dybens // HFG Landlord Liaison
- Nicole Tarricone/ HFG Property Management Supervisor

#### **IV. Motion 2:** Amber Garrett, Natalie Dybens, and Nicole Tarricone are members of the Homes for Good Foundations Board of Directors upon approval from the Stewardship Council (the Homes for Good Housing Agency Board).

- Motioned by: Karen Saxe
- Seconded by: Darcy Phillips
- Approved: Unanimous
- Opposed: None
- Abstained: None

#### **V. Fundraising Updates**

- A match campaign for up to \$1,000 was initiated in February for HFG employees' monthly payroll donation.
- Monthly donations increased by a total of 66% (\$130) --- now get \$325/ month (\$3,900 a year → almost completely funds the \$4,000 scholarship cost!)
- Direct mailing campaign brought \$2,500 from companies HFG works with regularly.

## **VI. Resident Services Updates**

- Been really busy- finishing hiring 2 more Resident Service Specialist.
- Spring cleaning has started at property- dumpsters, shedders, medical etc- 3/4 properties are done.
- Parkview now has a free food pantry that is going to be similar to resident food sharing.
- Helping at project TurnKey this Thursday- trying to make it more fun- photographer doing family photos (a lot lost in the fire), got a bunch of different kitchen appliances, cleaning supplies, toys, and pet supplies, to help people feel more at home and make their presence known before more programs start in the next few months.
- YMCA has a grant for food support and is bringing month snack packs- although there is meal service a lot of people aren't using it- they would rather grab something to microwave in their rooms.
- Working on getting YMCA camp slots.
- Looking into doggy day care gift cards.
- Working on a grant for activity fund.
- And a grant for the Keystone- 15 permanent supportive housing- to cover a laptop and year of internet service.
- Want to start using the foundation as a source for more funding via grants!

## **VII. Scholarship Updates**

- Desire to look into ways to get more engaged with potential applicants to form relationships to encourage applications.
- Exploring options about potential different scholarships for high schoolers going into college vs adults.
- Exploring the potential of making the scholarship a rolling application.
- Want to edit the language on the outreach to include we are available to help fill out and submit it.
- Also want to provide more resources on how to apply- like how to write an essay tools- to promote equity and give more people the chance to apply.
- Current application was reviewed and discussed.

## **VIII. Motion 3:** Mary-Catherine Scott will receive a \$1,000/year scholarship for 2 years from the Scholarship Fund.

- Motioned by: Karen Saxe
- Seconded by: Darcy Phillips
- Approved: Unanimous
- Opposed: None
- Abstained: None

## **IX. Adjournment:** 12:50 PM

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

ORDER 21-19-05-01H

In the Matter of Appointing the Members of  
the Homes for Good Foundation Board of  
Directors.

WHEREAS, according to the Homes for Good Foundation bylaws, the Homes for Good Housing Agency Board of Commissioners must appoint Members of the Homes for Good Foundation Board of Directors; and

WHEREAS, according to the Homes for Good Foundation bylaws, the Board of Directors will consist of no fewer than three and no more than fifteen members, and

WHEREAS, there was four vacancies on the Board due to Bill Starbuck, Larry Abel, and Mike White's choice not to continue serving upon completion of their 2-year terms and the inability to contact Elizabeth Younger, and

WHEREAS, according to the Homes for Good Foundation bylaws, a majority vote of all of the Directors in office, may elect new directors to the Board, and

WHEREAS, the Homes for Good Foundation Directors in office voted on April 13, 2021 to recommend appointment of three new Members, and

WHEREAS, two of the previous directors wish to continue on the Homes for Good Foundation Board;

NOW IT IS THEREFORE ORDERED THAT:

Karen Sax and Darcy Phillips are re-elected and Amber Garrett, Natalie Dybens, and Nicole Tarricone are appointed to the Homes for Good Foundation Board of Directors.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021

---

Chair, Homes for Good Board of Commissioners



# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 05/19/2021

**AGENDA TITLE:** In the Matter of Accepting a Bid and Awarding Contract  
#21-C-0010 for the Asset Exterior Paint Project.

**DEPARTMENT:** Real Estate Development Division

**CONTACT :** Kurt von der Ehe, Capitol Project Manager

**EXT:** 2568

**PRESENTER:** Steve Ochs, Development Director

**EXT:** 2530

**ESTIMATED TIME :** 5 Minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

A handwritten signature in black ink, appearing to be "J. F.", is written over a horizontal line.

**DATE:** 5/11/21

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**

## **HOMES FOR GOOD MEMORANDUM**

**TO:** Homes for Good Board of Commissioners

**FROM:** Steve Ochs, Real Estate Development Director

**AGENDA ITEM TITLE:** ORDER 21-19-05-02H// In the Matter of Accepting a Bid and Awarding Contract #21-C-0010 for the Asset Exterior Paint Project.

**AGENDA DATE:** May 19, 2021

### **I MOTION**

It is moved that Fitzpatrick Painting, Inc. be awarded contract #21-C-0010 for the Asset Exterior Paint project and that an order to this effect is signed, and an agreement be executed in accordance with the bid documents.

### **II ISSUE**

Homes for Good Housing Agency is using a consolidated loan from Banner Bank to do capital rehab work at Jacob's Lane Apartments, Willakenzie Townhomes, and Laurel Gardens. Capital work includes but is not limited to roofing, envelope work, painting and site concrete work. The work to be done under this contract will be full exterior painting at all three (3) apartment complexes.

### **III DISCUSSION**

#### **A. Background**

A formal bid process with a bid package was issued by the Agency for the required work. Two (2) bids were obtained and the bids were responsive and responsible. The lowest bidder reviewed their bid and confirmed their costs.

The public bidding process was employed; the lowest bid has no irregularities and is responsive and responsible. The price was considered competitive.

Prior to solicitation being issued, the Contract Administrator created an Independent Cost Estimate for the project. The estimate was \$336,000.

Two bids were received. A third contractor had a bid ready but didn't receive their bid bond until the solicitation was closed. Fitzpatrick Painting, Inc. submitted a bid of \$341,520. Third Generation Painting Company submitted a bid of \$428,850. Since there a large difference in the two bids, the third contractor was contacted to see what their bid would have been had they submitted it. The third contractor would have been \$361,092.

B. Recommendation

Approval of the proposed motion.

**IV IMPLEMENTATION/FOLLOW-UP**

Same as item III. A

**V ATTACHMENTS**

Exhibit A: Bid Results Record

Exhibit B: Independent Cost Estimate

## Independent Cost Estimate

[illegible]

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

ORDER 21-19-05-02H

In the Matter of Accepting a Bid and  
Awarding Contract #21-C-0010 for the Asset  
Exterior Paint Project.

WHEREAS, a Request for Bids of the Asset Exterior Paint Project was published in The Register Guard on March 28, 2021 and April 4, 2021; published on the Homes for Good website; and sent to various plan centers and specific contractors; and

WHEREAS, at a duly publicized time and place on April 27, 2021, Jared Young of Homes for Good Housing Agency, opened bids on the following project: Contract #21-C-0010 for the Asset Exterior Paint Project; and

WHEREAS, Fitzpatrick Painting, Inc. is the apparent low bidder for this project, and the bid submitted by Fitzpatrick Painting, Inc. is comparable to the Agency's Independent Cost Estimate for the project; and

WHEREAS, the bid submitted by Fitzpatrick Painting, Inc. has no irregularities and is responsive and responsible; and

WHEREAS, Loan proceeds are available to finance the project; and

WHEREAS, the Executive Director recommends award of the contract to Fitzpatrick Painting, Inc.;

NOW IT IS THEREFORE ORDERED THAT: that the Executive Director is authorized to enter into a Construction Contract with Fitzpatrick Painting, Inc. for the Asset Exterior Paint Project in the amount of \$341,520.00. The contractor shall present a valid signed contract with payment and performance securities in accordance with bid and contract requirements and shall satisfactorily complete all work within the specified contract time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021

---

Chair, Homes for Good Board of Commissioners





# BOARD OF COMMISSIONERS AGENDA ITEM

**BOARD MEETING DATE:** 05/19/2021

**AGENDA TITLE:** Governance Work Session #2

**DEPARTMENT:** Executive

**CONTACT :** Jacob Fox

**EXT:**

**PRESENTER:** Jacob Fox

**EXT:**

**ESTIMATED TIME :** 30 Minutes

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

**Approval Signature**

**EXECUTIVE DIRECTOR:**

**DATE:** 5/11/21

**LEGAL STAFF :**

**DATE:**

**MANAGEMENT STAFF:**

**DATE:**



## Governance Structure Work Session #2

# Governance Structure

## Option #1

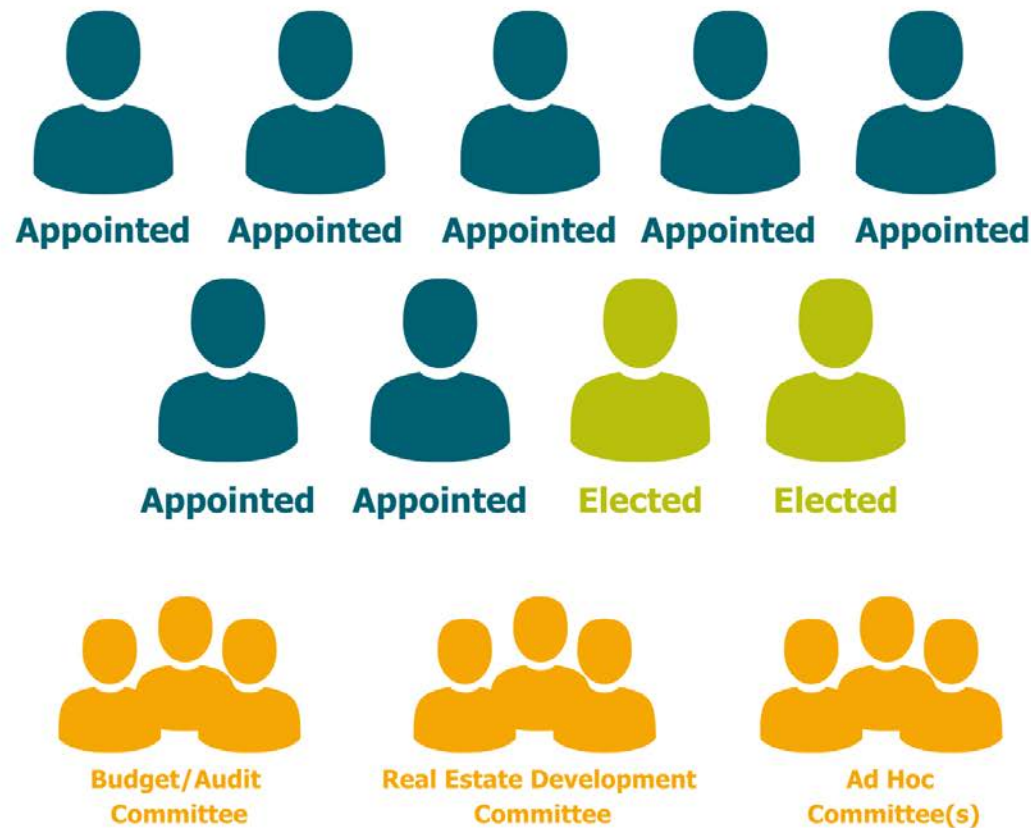
- 7 Member – 5 Appointed and 2 Elected



# Governance Structure

## Option #2

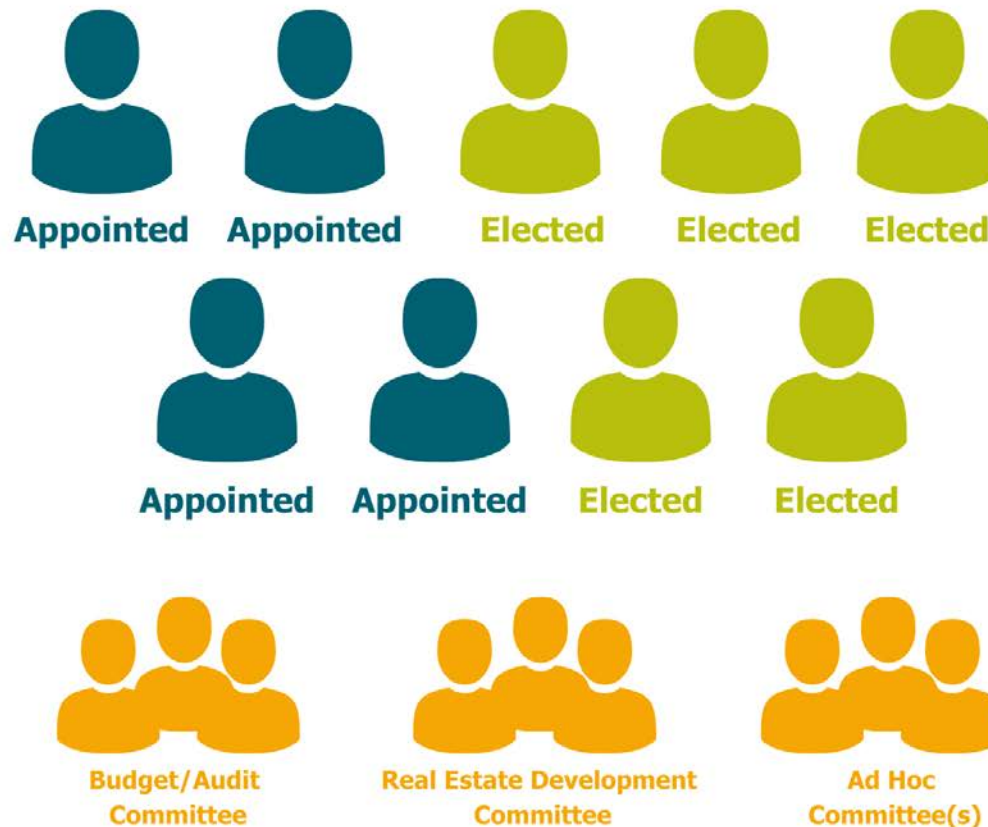
- 9 Member – 7 Appointed and 2 Elected



# Governance Structure

## Option #3

- 9 Member – 4 Appointed and 5 Elected



# Considerations

## Why Consider a Governance Restructure

- Homes for Good total budget has increased significantly, and business lines have grown more complex
- Homes for Good will likely be a recipient of new increments of large allocations of federal, state and local funding
- Racial and social justice commitments are compelling systematic changes to organizational functions including governance structures
- Community is more aware of Homes for Good due to our growth and accomplishments and expectations for our continued growth and impact is high
- Public confusion created by having the full Lane County Board of Commissioners sitting as 5 of the 7 board members for Homes for Good Board, which is a separate governmental entity.

# Considerations

## Governance Needs

### **Increased Capacity needed from Board Members**

- 5-10 hours per month total commitment
- Sub-committees – Audit/Finance, Real Estate Development, etc.
- Availability for deeper community engagement in direct support of Homes for Good mission

### **Additional Expertise that would deepen our connection to the community**

- Real Estate Development and Asset Management
- Racial and Social Justice
- Public Finance/Audit and Real Estate Development Finance
- Public and/or Nonprofit Management
- Resident/Supportive Services

# Possible Structure Timeline for Change

## Implementation

- May and June 2021 Legal Consultation/Coordination between Homes for Good Legal Counsel and Lane County Legal Counsel
- July and August 2021 draft Lane Code Revisions and Resolution authorizing new governance model
- September 2021 Lane County Board of Commissioners Approval of Lane Code Revisions and Resolution authorizing new governance model

## Recruitment

- September 2021 recruitment committee created
- October 2021 recruitment begins
- November 2021 recruitment closes
- December 2021 recruitment committee recommends slate of new commissioners
- January 2022 Lane County Board of Commissioners appoints new commissioners
- January 2022 Homes for Good Board of Commissioners elect Chair and Vice-Chair





# Thank You!

Homes. People. Partnerships. Good.