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Homes. People. Partnerships. Good. www.homesforgood.org

HOMES FOR GOOD HOUSING AGENCY
BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JULY 27TH, 2022

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AGENDA

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Location of the meeting:

Homes for Good Administrative Building
100 W 13th Avenue
Eugene, Oregon 97401



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

Wednesday, July 27th, 2022 at 1:30pm

The July 27th, 2022 Homes for Good Board of Commissioners meeting will be available 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/86525642941>

Meeting ID: 865 2564 2941

One tap mobile

+12532158782,,86525642941# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

1. PUBLIC COMMENTS

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

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
- B. Approval of 6/22/22 Board Meeting Minutes
- C. **PRESENTATION** Q3 Homes for Good Staff Excellence Awards (Beth Ochs, Housing Assistance Director and Wakan Alferes, Supportive Housing Director)
- D. **ORDER 22-27-07-01H** In the Matter of Accepting a Bid and Awarding Contract #22-C-0026 for the Service Center Security Fence Project. (Jared Young, Contract Administrator)

10. OTHER BUSINESS

- A. Homes for Good Board of Commissioner Orientation
 - Introductions
 - Overview of Conflicts, Roles and Responsibilities of a Commissioner
 - Using OnBoard Software
 - Homes for Good Overview
 - Discussion on future training and orientation needs

Adjourn.



On July 19th the Lane County Board of Commissioners (BCC) reappointed two Homes for Good Board members and appointed five new members. I'm delighted to report that Char Reavis and Michelle Thurston were reappointed and I want to give a warm welcome to our newly appointed Homes for Good Board Members Chloe Tirabasso, Larissa Ennis, Joe Iboa, Justin Sandoval and Kirk Strohman, Jr. We are still waiting to find out who the two Lane County Commissioners will be who will serve on the Homes for Good Board and this decision is expected to be finalized in the August 2nd Lane County BCC meeting. Our first meeting on July 27th will have only one decision related to an approval needed for a capital project improvement and the rest of the meeting will be focused on orientation and training for the new Board.

The Nel is a 45 unit apartment community that was completed in June on the corner of 11th and Charnelton in downtown Eugene. This apartment community will serve people in our community who are experiencing homelessness. We had been planning for a grand opening on July 25th, however, due to interest in attending from a national Senior Advisor and Regional Administrator from the Department of Housing and Urban Development (HUD), the Executive Director from Oregon Housing and Community Services and local elected officials we have moved this grand opening to August 1st at 10:00am. All Homes for Good Board members will be invited and are encouraged to attend. New residents will start moving in the week of August 1st.

On 6/30 our auditors, Moss Adams, completed our October 1st, 2020 - September 30th, 2021 (ie FY21) single audit, which includes their opinion and our financial statements. 6/30 was the deadline to submit our audit to HUD, which is 9 months after the completion of the fiscal year. With the Moss Adams Team and the Homes for Good Team working on finalizing the audit it was submitted on the last day, which is not ideal. We didn't upload the audit by the deadline to the Federal Financial Clearing Housing, which will slightly expand the testing scope by our auditors for the FY22 audit. We are also required to submit our completed audit to the State of Oregon within 6 months after the end of our FY. Historically we have not made this deadline and we routinely receive extensions from the Oregon Secretary of State Audit Division.

We will be issuing a Request for Proposals for auditing services early this Fall and our FY22 audit process will start in December of 2022.

As originally reported in the May Executive Director's Report, Homes for Good is growing rapidly as an organization. This growth is the result of requests from national, state, and local jurisdictions to support new programmatic priorities and funding allocations. In some cases, especially with Lane County, if we had not stepped up, these jurisdictions would not have been successful in distributing funding allocations and achieving policy priorities, such as for developing Permanent Supportive Housing apartment communities. We now need to make sure our organizational systems are calibrated to administer the new programs and funding in an equitable way. In an effort to review and optimize our organizational systems, we issued a Request for Proposals in February and received three proposals. All three proposals were high quality and we have decided to enter into contract with all three consulting teams. The initial step will be to negotiate general professional services contracts with the three teams and then work with these teams to scope and budget the specific organizational development projects that we need support on. A Division of Moss Adams is one team that we will be working with, and their initial focus will be



assessing our Accounting/Finance Department's systems and staffing. Tusk Consulting will be working with our management team to enhance data driven performance initiatives and succession planning. Governance Leadership Solutions initial focus will be supporting the onboarding and team building with our new governance board.

WAITLIST CONNECT

July 26th - August 9th

50
Waitlists

Get on the right
waitlist for you

We have 50 waitlists for housing programs around Lane County, 47 are opening and 3 are by referral only

Applications will be available on our website:
[HOMESFORGOOD.ORG](https://www.HOMESFORGOOD.ORG)

1 ON 1 SUPPORT
from Homes For Good

<p>EUGENE Homes for Good Service Center Tue. July 26th</p> <p>NAACP Fri. July 29th</p> <p>Centro Latino Americano Fri. August 5th</p>	<p>FLORENCE Laurelwood Community Room Wed. July 27th</p> <p>OAKRIDGE Ray's Grocery Store Wed. August 3rd</p>	<p>SPRINGFIELD Catholic Community Services Mon. August 8th</p>
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PHONE SUPPORT
9AM-4PM
EVERY DAY:
TUESDAY JULY 26 -
TUESDAY AUGUST 9
541-682-2550

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

Wednesday, June 22nd, 2022 at 1:30pm

To prevent the spread of COVID-19, Homes for Good conducted the June 22nd, 2022, 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.

CALL TO ORDER

Board Members present: **Char Reavis, Michelle Thurston, Heather Buch, Laurie Trieger, Pat Farr, Joe Berney**

Board Members absent: **Jay Bozievich**

Quorum Met

1. PUBLIC COMMENT

None.

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

Joe Berney inquired about status of Homes for Good's Collective Bargaining Agreement.

Heather Buch commented on her appreciation for Homes for Good's sponsorship of Eugene's Juneteenth Celebration.

Pat Farr informed the Board that Jay Bozievich's absence was excused as he was out of town.

3. ADJUSTMENTS TO THE AGENDA

None.

4. COMMISSIONERS' BUSINESS

None.

5. EMERGENCY BUSINESS

None.

6. ADMINISTRATION

A. Executive Director Report

Jacob Fox discussed the fence rebuild project he participated in for a family that lost their home in the 2020 Holiday Farm wildfire alongside Oregon Housing and Community Services and Matt McRae from Lane County. He informed the Board that the family was able to insure their previous home and receive partial funding for the rebuild of their property with the assistance of Homes for Good's Energy Services Department.

Jacob Fox discussed the completion of construction for Homes for Good's newest permanent supportive housing development, The Nel. He informed the Board that staff training will take place during July and residents will begin to move in at the beginning of August.

Jacob Fox provided an update on the recruitment process for the Homes for Good Board of Commissioners. He informed the Board that the deadline to apply was May 31st, 2022, and 29 completed applications were received and evaluated.

B. Approval of 5/25/2022 Board Meeting Minutes

Motion: **Michelle Thurston**

Second: **Laurie Trieger**

VOTE

Ayes: **Michelle Thurston, Laurie Trieger, Char Reavis, Heather Buch, Pat Farr, Joe Berney**

Nays: None

Abstain: None

Absent: **Jay Bozievich**

The minutes are approved 6/ 0/0 with 1 Commissioner absent.

C. **ORDER 22-22-06-01H** — In the Matter of Approving Homes for Good's Strategic Equity Plan

Jacob Fox described Homes for Good's Strategic Equity Plan and informed the Board of the pillars of the plan. He explained that this effort began in 2018 with the creation of the Equity Strategic Team.

Michelle Thurston commented on resident engagement on Diversity, Equity, and Inclusion and how the Strategic Equity Plan is helping to increase communication on DEI among residents.

Heather Buch commented on how the Strategic Equity Plan compliments Lane County's plans and is supportive of what Homes for Good is doing.

Laurie Trieger commented that the timing of the Strategic Equity Plan aligns well with the seating of a new Board of Commissioners for Homes for Good. She suggested that

the Homes for Good Board of Commissioners and the Lane County Board of Commissioners are added to Homes for Good's Organization Chart.

Motion: **Michelle Thurston**

Second: **Heather Buch**

VOTE

Ayes: **Michelle Thurston, Laurie Trieger, Char Reavis, Heather Buch, Pat Farr, Joe Berney**

Nays: None

Abstain: None

Absent: **Jay Bozievich**

Order 22-22-06-01H is approved 6 / 0 / 0 with 1 Commissioner absent.

D. **ORDER 22-22-06-02H** In the Matter of Approving Homes for Good Board of Commissioner Bylaw updates

***Jacob Fox** explained the changes that are required to the current bylaws to facilitate the change of governance to a 9-member Board of Commissioners. He stated that once the new Board of Commissioners are seated, the bylaws will be further amended and restructured.*

Motion: **Michelle Thurston**

Second: **Pat Farr**

VOTE

Ayes: **Michelle Thurston, Laurie Trieger, Char Reavis, Heather Buch, Pat Farr, Joe Berney**

Nays: None

Abstain: None

Absent: **Jay Bozievich**

Order 22-22-06-02H is approved 6 / 0 / 0 with 1 Commissioner absent.

E. **ORDER 22-22-06-03H** In the Matter of Approving the Submission of the PHA FY 2023 Annual Plan

*Compliance and Data Analyst **Melanie Church** discussed the process of putting together Homes for Good's Annual Plan for fiscal year 2023. She explained that she met with the Resident Advisory Board, Homes for Good staff, and the plan was submitted for public comment for feedback before it was finalized.*

***Michelle Thurston** commended Homes for Good's effort to obtain resident feedback for the Annual Plan.*

Motion: **Joe Berney**

Second: **Michelle Thurston**

VOTE

Ayes: **Michelle Thurston, Laurie Trieger, Char Reavis, Heather Buch, Pat Farr, Joe Berney**

Nays: None

Abstain: None

Absent: **Jay Bozievich**

Order 22-22-06-03H is approved 6 / 0 / 0 with 1 Commissioner absent.

7. OTHER BUSINESS

***Michelle Thurston** inquired about the status of The Art Initiative: The Nel RFP. Executive Assistant **Celia Wright** responded that proposals are due by the end of day on June 27th, 2022.*

Meeting adjourned at 2:29pm.



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE:

DEPARTMENT:

CONTACT :

EXT:

PRESENTER:

EXT:

ESTIMATED TIME :

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

Approval Signature

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

EXECUTIVE DIRECTOR:

DATE: 7/8/2022

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



EXCELLENCE AWARD

JULY 2022

MICHAEL KING



EXCELLENCE AWARD

JULY 2022

Michael King is, above all else, a teammate. He will always step up to help others out and speak up in support of group efforts to get large tasks done. Michael is a joy to work with, regardless of your role in the agency. He is quick to smile and quick to ask questions. Michael is an eager learner and it has been incredible to watch how quickly he has grown in the time that he has been on my team. He was recently promoted to maintenance worker, and rightfully so. While I fully support his advancement in the agency, I can genuinely say I was relieved to learn that he would continue to be on my team after his promotion. Michael also has a talent for putting our residents at ease. I have had many positive comments about Michael and have never received a single complaint. I look forward to continuing to work with Michael and to see how he grows with the agency.

-Alli Schwartz



EXCELLENCE AWARD

JULY 2022

STACY VERRINDER



EXCELLENCE AWARD

JULY 2022

Over recent years the Rent Assistance Division has grown, adding new programs from the Federal and State government. This includes Mainstream Vouchers, Project Based Vouchers, RAD Vouchers, Emergency Housing Vouchers, OERA Program, ERA2 Program and FYI Vouchers. With each new program comes new software, new regulations and new policies and procedures. These programs require quick action and on your feet thinking. Stacy delivers both, and does so with attention to detail and a positive can do attitude. Stacy excels at collaboration, problem solving and multi-tasking. Our ability to help thousands of families across Lane County would not be possible without Stacy.

Beth Ochs



SERVICE AWARD

10YEARS OF SERVICE

JARED YOUNG



BOARD OF COMMISSIONERS AGENDA ITEM

BOARD MEETING DATE: 07/27/2022

AGENDA TITLE: In the Matter of Accepting a Bid and Awarding Contract #22-C-0026 for the Service Center Security Fence Project.

DEPARTMENT: Executive

CONTACT : Steve Ochs

EXT: 2530

PRESENTER: Steve Ochs

EXT: 2530

ESTIMATED TIME : 10 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 "S. Ochs", is written over a horizontal line.

DATE: 7/8/2022

LEGAL STAFF :

DATE:

MANAGEMENT STAFF:

DATE:



HOMES FOR GOOD MEMORANDUM

TO: Homes for Good Board of Commissioners

FROM: Steve Ochs, Development Director

AGENDA ITEM TITLE: In the Matter of Approving Accepting a Bid and Awarding Contract #22-C-0026 for the Service Center Security Fence Project

AGENDA DATE: July 27, 2022

I MOTION

It is moved that Bridgeway Contracting, LLC., be awarded contract #22-C-0026 for the Service Center Security Fence project and that an order to this effect be signed, and an agreement be executed in accordance with bid documents.

II ISSUE

The Homes for Good Service Center, comprised of one building, is the service center for all Homes for Good employees, located at 100 West 13th Avenue in Eugene, Oregon.

The site currently has a temporary construction fence located on the south east portion of the property for securing Agency owned vehicles. A permanent security fence is needed (and for some funding sources required) to ensure that vehicles, and tools inside the vehicles, are secure.

The Agency hired Pivot Architecture to design the project in December 2021. The project was put out for bid on May 3, 2022. The design of the fence limited the number of contractors that are able to complete the project. Four (4) contractors attended the pre-bid meeting. Two (2) from the Eugene area and two (2) from the Portland area. Bids were opened on June 7, 2022. The two (2) Eugene area companies put in a joint bid for the project, with Bridgeway Contracting, LLC. as the General Contractor and Island Fence, Inc. being the sub-contractor. Neither Portland area contractor submitted a bid due to the complexity of the project and the high cost of mobilization.

Work on this project is scheduled to start in late August and be completed by the end of September 2022.

III DISCUSSION

A. Background

A formal bid process with a bid package was issued by the Agency for the required work. One (1) bid was obtained, and one (1) bid was responsive and responsible.

The public bidding process was employed; the lowest bid has no irregularities and is responsive and responsible. The prices are considered competitive and in range of the Agency's independent cost estimate. We recommend the award of the contract to Bridgeway Contracting, LLC.

The total amount of this bid is \$211,316.00. Bridgeway Contracting, LLC. will provide performance and payment bonds for this contract. Since we received this bid we have determined that federal funds are available from the Rent Assistance Division and Energy Services Division and this will require that this project pay the higher of Federal David Bacon wage rates and State of Oregon Bureau of Labor and Industries wage rates. Initial analysis indicates that this will result in a cost increase, however, we anticipate that this increase only impacts one or two specific labor positions so the total project increase will be manageable.

B. Recommendation

Approval of the proposed motion.

IV IMPLEMENTATION/FOLLOW-UP

Upon approval of the Order, the required documents will be executed as soon as possible.

V ATTACHMENTS

II Exhibit A: Bid Results Record

EXHIBIT A

HOMES FOR GOOD HOUSING AGENCY
BID RESULTS RECORD

(Handwritten initials)

CONTRACT #22-C-0026

BID OPENING: 2 PM, Tuesday, June 7, 2022

PROJECT/CONTRACT TITLE: Service Center Security Fence

CONTRACTOR-BIDDER>>>	BROADWAY CONTRACTORS						
BID FORM, complete, signed	✓						
FIRST-TIER SUBCONTRACTOR *due w/in 2 hours of bid close*	X						
BID BOND (5%)	X						
TOTAL BASE BID	211,316.00						
Responsible Bid (Y or N)	Y						
Ranking of Bids							

* A check-off in the column indicates when form is received and acceptable

Bid Recorder Certification: The above bids were opened at the appointed time and date and recorded accurately. This a true and accurate record of the bids:

Signature: *(Handwritten Signature)* Date 6/7/22

Contract Administrator Certification: The above bids were opened at the appointed time and date and recorded accurately. This a true and accurate record of the bids:

Signature: *(Handwritten Signature)* Date 6/7/22

Architect Certification: The above bids were opened at the appointed time and date and recorded accurately. This a true and accurate record of the bids:

Signature: *(Handwritten Signature)* Date 6/7/22

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

ORDER 22-27-07-01H

In the Matter of Accepting a Bid and
Awarding Contract #22-C-0026 for the
Service Center Security Fence Project.

WHEREAS, a Request for Bids for the Service Center Security Fence Project was published in The Register-Guard on May 8, 2022, and May 15, 2022; 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 June 7, 2022, Teresa Hashagen of Homes for Good Housing Agency, opened bids on the following project: 22-C-0026 Service Center Security Fence Project; and

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

WHEREAS, the bid submitted by Bridgeway Contracting, LLC. has no irregularities and is responsive and responsible; and

WHEREAS, funds are available to finance the project; and

WHEREAS, the Executive Director recommends award of the contract to Bridgeway Contracting, LLC.;

NOW IT IS THEREFORE ORDERED THAT: that the Executive Director or Deputy Director is authorized to enter into a Construction Contract with Bridgeway Contracting, LLC. for the Service Center Security Fence Project. 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 _____, 2022

Chair, Homes for Good Board of Commissioners

Homes for Good
Board of Commissioners Orientation
Wednesday, July 27th, 2022

Welcome Kit:

Each Commissioner to receive Homes for Good canvas bag with "Housing Is a Human Right" swag, name badge, folder with relevant information

Orientation Agenda:

Introductions

Prompt: What Does Home Mean to You?

Presentations

Conflicts, Roles, and Responsibilities of a Commissioner

*Carrie Connelly, Attorney
Local Government Law Group*

Using OnBoard Software

*Trent Wright, Business Development Manager
OnBoard*

Homes for Good Overview

*Jacob Fox, Executive Director
Homes for Good*

Group Photo