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Meeting Minutes

HOMES FOR GOOD HOUSING AGENCY

BOARD OF COMMISSIONERS

Location of the meeting:

Board of County Commissioners Conference Room, Public Service Building, 125 East 8th Avenue, Eugene, OR, 97401

Phone: 541.682.2506

The meeting location is wheelchair-accessible. Anyone needing special accommodations (deaf, people with hearing loss, language translation, chemical sensitivity needs, and large print copies of agenda), please make your request at least 48 hours prior to the meeting.

April 18th, 2018 -- HOMES FOR GOOD HOUSING AGENCY

(2:30 p.m.) (Board of County Commissioners Conference Room)

1. EXECUTIVE SESSION

None

2. ADJUSTMENTS TO THE AGENDA

Executive Session Cancelled

3. COMMISSIONERS' BUSINESS

Commissioner Jay Bozevich not present

4. #PUBLIC COMMENTS

None

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

None

6. EMERGENCY BUSINESS

None

7. ADMINISTRATION

- A. Approval of the 03/21/2018 Homes for Good Board Meeting Minutes

Motion to approve 03/21/2018 minutes

First: Commissioner Sid Leiken

Second: Commissioner Gary Williams

Motion is approved unanimously

- B. Executive Director Report

Jacob: We continue to be out in the community presenting about our organization and educating the community about who we are and what we do. We participated in a few key

presentations last month. The first presentation being the Rubicon Society. They are very civically engaged and have a lot of good questions about public spending. I had the opportunity to educate them on Homes for Good and our programs as well as speaking to them about the Housing First project on the MLK campus. Both Pat and Jay were in attendance.

Another presentation that was well attended happened at the Campbell Community Center. Where we were able to speak about our new name and brand as well as programs we offer.

We are continuing to develop our equity framework with the help of Meyer Memorial Trust grant funding. Char recently attended a DEI workshop with staff that will make us eligible for additional funding for our equity work and staff training. I will bring that equity initiative work to the board for deliberation because it is important and overarches our organization.

On Monday we submitted the NOFA application for the Market District Commons project. This project will include 50-units of affordable housing for homeless veterans, people with disabilities low-income workforce, and special needs populations. We are applying for the National Housing Trust fund. This is funding that will be available if the project is started by October 2018. The architect fee we estimate will be at \$100K.

We recently hired a second Project Developer, Nora Cronin who is formerly of St. Vincent de Paul. One of her first assignments is the Housing First Project.

We received permission from HUD to sell our single family home inventory. We recently partnered with NEDCO to get as many of those houses in front of first time home buyers. One family who purchased one of the homes is the family of a combat veteran and Purple Heart recipient and his seven children. We had the opportunity to meet him and hear his incredible story.

- C. Moss Adams Presentation – Presenters, Jim Lanzarotta and Kevin Muller Discussion/Moss Adams Entrance Meeting with Those Charged with Governance (Jeff Bridgens, Finance Director)(Kevin Mullerleile, Moss Adams)(Jim Lanzarotta, Moss Adams)(estimated time 20 minutes)

PowerPoint Presentation by Moss Adams on the Audit Process is presented to the Board of Commissioners

Jacob Fox: Since 2013 the business/compliance systems needed updating. We have had some minor findings over time, none of them connected to fraud. We appreciate having our auditors present throughout the auditing process.

Sid Leiken: I have worked at Moss Adams for many years and can speak to their professionalism. They interact with our staff very well. It is a very important piece to have auditors that work well with staff. They worked with Lane County and I am very comfortable with their work. Coming in beforehand and presenting the audit plan is a great benefit.

Pete Sorensen: We are pleased with the work Moss Adams has done with the County. I would like to recommend that we not create a separate audit committee and have Moss Adams come in and speak directly with the board on updates instead. I feel that we do not need to create committees when they are not needed.

Jim Lanzarotta: Outside any guidance, we would want to come to you sooner than later if any issues were to arise. We will come to you if we are not getting the answers we need to questions, if there is a timeline issue/change, and prior year errors. Smaller best practice items will be discussed in a final report. We keep management in the loop of communication throughout the audit process or any designated points of contact identified by the client.

Jacob Fox: We are transparent and we come to the board with any issues.

Pete Sorenson: On a practical level, this board can meet at any time. This board meets once a month. The appointed commissioners are flexible with being able to attend by phone or in person.

Jacob Fox: I have waited to add any committees due to the busy schedule of the Lane County Commissioners. This will be folded into our governance conversations in the coming months.

Jim Lanzarotta: If audit/finance committees are something you are interested in, that is something we can help with by providing framework and matrixes to help build your committee.

- D. Discussion/In the Matter of Tax Credit Property Audits — Communication for Those Charged with Governance(Jeff Bridgens, Finance Director) (estimated time 15 minutes)

Jeff Bridgens: Our tax credit properties go through an audit at calendar year end. Generally what you see are adjustments in requirements, disagreements w/management. The properties are reaching the appropriate levels of governance.

- E. Presentation/In the Matter of the Homes for Good Retirement Fund(Valerie Warner, Deputy Director)(Dominic Corleto, Wells Fargo Retirement Plan Administrator) (estimated time 20minutes)

Valerie Warner: At the February meeting I was hear speaking about the Homes for Good Retirement Plan. We have a 401K plan that we have talked about before and made a small change to the charter. We have a responsibility to our employees to manage the retirement plan. We rely on this firm to carry out this responsibility. Dominic Corleto from Wells Fargo is here to speak with you about this topic.

Dominic Corleto: **Presents a slide show to the Board of Commissioners on the Retirement Plan Advisory Services of Wells Fargo.**

- F. Order 18-18-04-01H/ In the Matter of Authorizing Homes for Good to increase the credit line with Wells Fargo Bank by \$10,000 to \$37,000.(Jeff Bridgens, Finance Director)(estimated time 10 minutes)

Jeff Bridgens: We are here requesting an increase in Homes for Good credit line from \$27,000 to \$37,000. We use this credit line for credit cards that are used for a select group of Homes for Good staff for business, travel, supplies, and training expense purchases. Wells Fargo also would like to see a board order for any credit increase requests.

Jacob Fox: This is not a procurement card system. We expense a lot of travel and training purchases. We will do an RFP in the future for a procurement card system with the appropriate controls in place.

Sid Leiken: How many cards do you have distributed to staff?

Jeff Bridgens: Twelve to 15 cards are being held by staff.

Sid Leiken: I am glad you are looking at a potential RFP for a procurement card system. It is a good idea going forward and it will simplify things.

Char Reavis: When was the last time that an increase was made?

Valerie Warner: It was 18 months ago. The increase was \$17,000 to \$27,000.

Motion to approve 18-18-04-01H

First: Board Member Michelle Thurston

Second: Commissioner Gary Williams

Motion is approved unanimously

8. OTHER BUSINESS

- Adjourn