

MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS



Wednesday, September 28th, 2022, at 1:32 p.m.

Homes for Good conducted the September 28th, 2022, meeting in person at the Homes for Good administrative building and via a public video call with dial-in capacity. The public was able to join the call, give public comment, and listen to the call.

CALL TO ORDER

Board Members present: **Char Reavis, Heather Buch, Michelle Thurston, Justin Sandoval, Pat Farr, Kirk Strohmman, Chloe Tirabasso, Larissa Ennis, Joel Iboa**

Board Members absent: None

Quorum Met

1. PUBLIC COMMENT

None

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

Kirk Strohmman asked about the procedures for public notice of Homes for Good Board meetings

Ela Kubok clarified that Public notice is given 6-7 days prior to the board meeting. Board meetings are scheduled annually and listed on the website. Anyone can sign up for email notifications of board meetings as well.

3. ADJUSTMENTS TO THE AGENDA

None

4. COMMISSIONERS' BUSINESS

Jacob Fox

We have a busy agenda, so I will support Char regarding time checks. Staff members presenting are aware to keep presentations succinct to allow for all agenda items to be discussed.

5. EMERGENCY BUSINESS

None

6. EXECUTIVE SESSION

The Homes for Good Board of Commissioners held an executive session pursuant to ORS 192.660(d), "To conduct deliberations with persons designated by the governing body to carry on labor negotiations."

7. ADMINISTRATION

A. Executive Director Report

Jacob Fox discussed a previous issue of timing and board approvals. Communication had been to residents regarding lease modifications prior to Board approval. A retraction was sent out to residents with a new communication released after the Board approval. The approved lease modifications were pushed back a month.

Jacob Fox discussed the real estate acquisition and land acquisition opportunities that come up in between scheduled Board meetings. Commitment of earnest for these opportunities are generally not more than \$50,000. As the Executive Director has the approval threshold of \$150,000 this is often a non-issue. Ultimately the Board approves all acquisitions. The following is an overview of potential acquisition opportunities:

Real Estate Division Director, Steve Ochs and Executive Director, Jacob Fox are reviewing a parcel of land in Cottage Grove. They intend to initiate the purchasing process by issuing a Letter of Intent.

Additionally, there is a 100-unit property in Springfield with expiring OHCS Afford Restrictions. The State would prefer this property to be affordable housing. Homes for Good has made an offer, therefore if and when the owner intends to sell the property, Homes for Good will be in a position to match other offers.

Jacob Fox noted that moving forward it would be beneficial to have a Real Estate Development Subcommittee consisting of some Board members and community members. This will encourage a more dynamic engagement in between scheduled Board meetings. December 2022 Board meeting will have an agenda item to discuss Real Estate Development.

B. Approval of August 24th, 2022, Board Meeting Minutes

Motion: **Michelle Thurston**

Second: **Larissa Ennis**

Discussion: *None*

Vote

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

Abstain: *None*

Absent: *None*

The August 24th, 2022, meeting minutes were passed 9/0/0

8. ORDER 22-28-09-01H, In the Matter of Adopting the Fiscal Year 2022-2023 Budget

Finance Director, Jeff Bridgens discussed why the budget is higher in revenue and expenditure compared to last year. The reasons being:

- *Increase in Rent Assistance Programs fully operating than in previous years, specifically the Section 8/Housing Choice Voucher Program (HCV)*
- *Increases in personnel expense*
- *The Keystone property is open and fully operational*

There have been changes since the Board of Commissioners Work Session FY 2023 Budget on Wednesday, September 14th, 2022. The following changes are:

- *The deficit in Rent Assistance was eliminated by shifting administrative costs from the Special Purpose Voucher Program to the HCV program costs.*
- *The deficit in Public Housing Properties was eliminated with the receipt of Short Fall Funding from Hud in the amount of \$109,000.*
- *The previously estimated developer fees were increased due to timing of receipt from FY22.*
- *The Central Office Cost Center budget will no longer necessitate the use of scattered site sale proceeds to offset the deficit due to reassessment of the timing of the receipt of developer fees*
- *Moving to Work (MTW) reporting will also permit opportunities for new regulatory relief and the potential of associated cost savings.*

Pat Farr inquired if the shifting of funds will cause issues for next year's budget

Jacob Fox responded the Board will need to determine if it's sustainable for Homes for Good to be heavily dependent on the Real Estate Development developer fees.

Pat Farr inquired if the Agency has always depended on developer fees

Jacob Fox responded, based on community needs, Homes for Good has increased spending in development to provide housing/resources for community members.

Kirk Strohman inquired as to what the Agency is doing to ensure we have a sustainable Real Estate Development group and what the Agency is doing over the next year to increase that stability?

Jacob Fox responded, it's about continuing to develop as much housing as possible. PacificSource wants to set up a pre-development fund (from their OHA reserves). Which would eliminate pre-development and land acquisition costs from our organizational budget and all that Homes for Good would need to budget for is:

- *Overhead costs*
- *Developer Fees*
- *Real Estate Development team personnel costs*

Kirk Strohman expressed interest in the upcoming presentation from the Real Estate Development Division in December.

Chloe Tirabasso stated it's important to have diverse revenue streams and not be solely dependent on federal funding. In 6-8 months, Homes for Good will have a better perspective on funding levels from HUD.

Jeff Bridgens stated it will be important to look at the Administrative overhead capacity and costs and determine what Homes for Good is capable of taking on in terms of new projects and programs.

Jacob Fox noted that the Agency has historically said yes to opportunities. Moving forward the Agency needs to be more analytical moving forward in terms of new projects and programs over the next 2-3-years.

Chloe Tirabasso asked if Jacob Fox and Jeff Bridgens feel confident about the budget as it currently stands.

Jacob Fox responded that the current budget did not warrant major expense reductions, nor did it assume spending down the scattered site proceeds. To have a budget that doesn't include expense or staffing reductions is a positive outcome.

Jeff Bridgens echoed Jacob Fox's comment. Administrative expenses are primarily covered by the developer fees. Should the expected funding not come through then the Agency may need to reassess if it's right sized.

Steve Ochs added there will be a future pressure on developer fees and they could be realized this year.

Kirk Strohman expressed appreciation for the budget work session and suggested a Finance Subcommittee in the future.

Jeff Bridgens stated the Agency is asking for the adoption of budgeted expenditures which would allow for other financing sources of Agency's expenses.

Heather Buch shared how the Lane County Commissioners will review their budget quarterly and that might be a beneficial budget review cadence.

Jacob Fox added that the Agency utilizes Moss Adams and underwriting investors throughout the year for additional accountability.

Pat Farr expressed appreciation for the new governance and the questions asked.

Approval Of: ORDER 22-28-09-01H, In the Matter of Adopting the Fiscal Year 2022-2023 Budget

Motion: **Michelle Thurston**

Second: **Heather Buch**

Discussion: *None*

Vote

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

Abstain: *None*

Absent: *None*

Board Order 22-28-09-01H was passed 9/0/0.

9. ORDER 22-28-09-02H, In the Matter of Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30th, 2023

The budgets for Public Housing and the COCC were included in the Fiscal Year 2022-2023 budget. The approval of this order is for administrative purposes. The application for operating subsidy next calendar year require approval and signing of the HUD form.

Approval Of: ORDER 22-28-09-02H, In the Matter of Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30th, 2023

Motion: **Michelle Thurston**

Second: **Kirk Strohman**

Discussion: *None*

Vote

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

Abstain: *None*

Absent: *None*

Board Order 22-28-09-02H was passed 9/0/0.

10. ORDER 22-28-09-03H, In the Matter of Approving the Flooring Improvement Contract Award

The Agency would like to award The Flooring Company with a flooring improvement contract. The amount is over the signing authority of the Executive Director (\$150,000) and therefore requires Board approval.

This contract was solicited with an equitable lens – by offering to not only local businesses but Section 3, minority-owned, women-owned and/or emerging small business (MWESB). While the contract was not ultimately awarded to a Section 3 or MWESB business efforts were made to increase the diversity of those receiving the opportunity to bid.

Jacob Fox added that the Agency as part of their Strategic Equity Plan is working on equitable contracting in all aspects including who the Agency partners with.

Joel Iboa asked if the Board could be provided with an overview document of the Agency's procurement policy.

Jacob Fox responded that said document could be drafted and provided to the Board.

Approval Of: ORDER 22-28-09-03H, In the Matter of Adopting the Fiscal Year 2022-2023 Budget

Motion: **Michelle Thurston**

Second: **Heather Buch**

Discussion: *None*

Vote

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

Abstain: *None*

Absent: *None*

Board Order 22-28-09-03H was passed 9/0/0.

11. ORDER 22-28-09-04H, In the Matter of Approving the 2022-2026 Capital Fund Program Five-Year Action Plan

This year's CAP plan grant increased \$314,000, totaling \$1.652 million. For the funds to be released to the Agency, the final requirement is Board approval. Several new projects were added to the plan building:

- *Generators for high rise apartment complexes*
- *Parkview Terrace exterior window replacement (exterior)*
- *Cresview security measures*

Jacob Fox expressed appreciation to the CAP team for getting the property improvement completed. Next the focus will be on improving the interior of the units. Regarding the budget we have the option to take funding from CAP and apply to the administrative overhead – but the Agency has opted not to at this time.

Heather Buch asked how the projects are submitted to HUD.

Jared Young answered EPIC breaks everything down by AMP (Asset Management Project) for HUD submission.

Kirk Strohman requested clarification on why the plan is renewed annually if it's a 5-year plan.

Jared Young clarified, it is a 5-year rolling plan with new projects added annually or on an emergency basis.

Motion: **Michelle Thurston**

Second: **Larissa Ennis**

Discussion:

Michelle Thurston expressed gratitude to the CAP team for involving the resident feedback.

Char Reaves echoed the sentiment.

Vote

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

Abstain: *None*

Absent: *None*

Board Order 22-28-09-04H was passed 9/0/0.

12. ORDER 22-28-09-05H, In the Matter of Updating the Family Self-Sufficiency Program Action Plan

The plan is a required HUD document similar to the Section 8 Administration Plan or ACOP Public Housing document. Every Agency must submit an Action plan before enrolling new residents in the program.

HUD made changes to the program that would allow for more residents to be served including:

- *Multi-family housing*
- *Residents within a household versus head of household*

Larissa Ennis expressed gratitude and excitement for the resident impact.

Emily Yates agreed and expressed interest in using MTW as a resource in the future.

Chloe Tirabasso asked if Homes for Good tracks the outcomes for resident graduates.

Emily Yates explained that once people leave housing there's not many opportunities to track. It is something that Resident Services hopes to do with the MTW in the form of focus groups or past FSS participants. It would be ideal to demonstrate measurable success.

Jacob Fox added, this program has helped people buy homes, service debt etc. It's a program the Agency hopes to expand.

Motion: **Michelle Thurston**

Second: **Kirk Strohman**

Discussion:

Michelle Thurston:

Thank you again for keeping the residents involved for feedback and input.

Char Reaves:

Yes, thank you for being so gracious.

Vote

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

Abstain: *None*

Absent: *None*

Board Order 22-28-09-05H was passed 9/0/0.

13. Other Business

None

Meeting adjourned at 3:23 p.m.

Board Minutes Taken By: Jasmine Leary