

# MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

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**Wednesday, August 30<sup>th</sup>, 2023, at 1:30 p.m.**

Homes for Good conducted the August 30<sup>th</sup>, 2023, 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:

**Heather Buch**

**Michelle Thurston**

**Justin Sandoval**

**Pat Farr**

**Kirk Strohman**

**Chloe Chapman**

**Larissa Ennis**

**Joel Iboa**

Board Members Absent:

**Char Reavis**

**Quorum Met**

## **1. PUBLIC COMMENT**

*None*

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

*None*

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

*None*

## **4. COMMISSIONERS' BUSINESS**

*None*

## **5. EMERGENCY BUSINESS**

*None*

## **6. EXECUTIVE SESSION**

*None*

## **7. ADMINISTRATION**

### **A. Executive Director Report**

**Jacob Fox** discussed the Community Night Out event. Over 200 residents attended, and 30 community partners were present in Alton Baker Park. The Resident Services and Family Self Sufficiency department put on the event with the help of other Homes for Good staff. Several board members were in attendance as well.

The Coleman, a Homes for Good project in partnership with Sponsor's Inc. , still has not secured the funding necessary to start construction. The Oregon Housing and Community Services Small Projects NOFA funding coupled with 4% tax credit funding is no longer permitted to be paired. The application was issued and our staff determined that the criteria had changed. Homes for Good met with Lane County and Sponsors, and collaboratively they are actively working to find a path forward in this project.

Bridges on Broadway, a Permanent Supportive Housing development, has received funding for capital and supportive services and is moving forward.

The asset management portfolio is struggling financially in part due to:

1. The need for the Agency to subsidize higher than budgeted operating costs for PSH apartment communities.
2. Not submitting insurance claims because there is risk of being removed from the insurance pool
3. Third party property management staffing challenges and for one of the companies a software transition that didn't migrate financial data, which has resulted in low rent collections among other challenged.

This a new issue as properties normally break-even or provide cashflow to the Agency.

### **Discussion Themes**

- Correspond with similar agencies for guidance on portfolio management
- Nationwide trend of funding difficulties
- The future of PSH development within the Agency
- Stabilization of PSH portfolios and the use of Scattered Site Proceeds

### B. 2024 Tentative Board Calendar

- Board members to e-mail preferences and suggestions for changes to the 2024 Board calendar.

## **8. CONSENT AGENDA**

### A. Approval of 07/26/2023 Board Meeting Minutes

#### **Vote Tabulations**

Motion: **Michelle Thurston**

Second: **Joel Iboa**

Discussion: *None*

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

Abstain: *None*

Absent Excused: **Char Reavis**

**The August 26<sup>th</sup>, 2023, Consent Agenda was approved [8/0/1]**

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## **9. PRESENTATION: Finance Auditor, Berman Hopkins Exit Review**

*Berman Hopkins, Laura Anne Pray Presenting*

### **Overview**

One opinion in total is issued for the audit. The audit follows standard procedures, along with additional testing requirements based on government funding sources. The reports include the AICPA Audit Standards, Government Auditing Standards and Uniform Guidance.

There was one internal control findings. It appears to be the result of staffing changes and basic clerical discrepancies. The adjustment were made, and Berman Hopkins recommends development and maintenance of internal controls procedures for internal and external reporting.

**Refer to presentation.**

### **Discussion Themes**

- Unrestricted vs. restricted cash – what is truly unrestricted
- Board engagement in the future for the audit process

**No action needed.**

## **BOARD ORDERS:**

### **10. ORDER 23-30-08-01H: In the Matter of Updating the Administrative Plan – Local Preferences**

*Rent Assistance Division Director, Beth Ochs Presenting*

#### **Overview**

For all Project Based Voucher (PBV) 3-bedroom units, Homes for Good would like to add the homeless preference. Historically the Agency has solicited the public in the past to fill the units and this method has proven ineffective. When the waitlists have been open for PBV units most applicants did not meet the occupancy standards or did not complete required paperwork. The goal is to expand the number of local preference partners that work with larger families in order to fill the units at Ketanji Court, Sarang, Hayden Bridge Landing and Shore Pines at Munsel Creek.

The Move to Work (MTW) Supplement Plan, effective October 1<sup>st</sup>, 2023, allows the Agency to change the occupancy standards for just 3-bedroom units. The creation of 3-bedroom units is driven by the OHCS funding award criteria. This change in standards will hopefully minimize the ongoing discrepancies between families wanting 3-bedroom versus qualifying for the unit size.

#### **Discussion Themes**

- Current 3-bedroom occupancy standards
- Commissioner **Heather Buch** disclosed relation to the Executive Director of St. Vincent DePaul – should in the future there be a transaction between the two entities.
- Qualifications/characteristics of Local Preference Partners

#### **Vote Tabulations**

Motion: **Pat Farr**

Second: **Michelle Thurston**

Discussion: *None*

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

Abstain: *None*

Absent Excused: **Char Reavis**

**ORDER 23-30-08-01H were approved [8/0/1]**

### **11. ORDER 23-30-08-02H: In the Matter of Updating the Administrative Plan – Special Housing Types**

*Rent Assistance Division Director, Beth Ochs Presenting*

#### **Overview**

Homes for Good would like to add cooperative housing as an allowable housing type for the tenant-based voucher and to add homeless preference to the tenant-based voucher local preferences.

Homes for Good currently only allows the use of cooperative housing as an approved reasonable accommodation. With the work of Square One village and the installation of Peace Village on River Road there will be 70-units of resident owned cooperative housing. The benefits of adding cooperative housing as a local preference are:

- Increase access to housing opportunities
- Increase opportunities for self-sufficiency in a cooperative setting
- Decreased contract rent Housing Assistance Payments and lowering Agency average per unit payments

A tenant-based voucher cannot be tied to a specific unit. The homeless designation will require applicants to be on the waitlist and homeless. The partnership will provide direct access to Peace Village but is not a requirement to receive access to a voucher from Homes for Good.

### **Discussion Themes**

- Appreciation for considering a local preference with Square One

### **Vote Tabulations**

Motion: **Michelle Thurston**

Second: **Joel Iboa**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa**

Abstain: *None*

Absent Excused: **Char Reavis, Pat Farr**

**ORDER 23-30-08-02H were approved [7/0/2]**

## **12. ORDER 23-30-08-03H: In The Matter of Authorizing the Loan & Transfer of Funds for Affordable Housing Pre-Development Expenses**

*Real Estate Development Division Director, Steve Ochs Presenting*

### **Overview**

Pre-development expenses are paid from:

- Line of credit with Banner Bank (\$1.4 million)
- Development account

Homes for Good always go to the board for any expenditures over \$150,000. The larger pre-development expenses are usually related to the Architect, CM/GC, surveyors etc. Currently the development account does not hold the funds needed for pre-development expenses. To cover the expenses Homes for Good would like to use the RAD proceeds.

Pacific Source and Trillium invested in The Commons on MLK and The Nel. The Chief Financial Officer of Pacific Source Peter Davidson inquired if there were other way to help. Peter was able to identify other potential funding sources. One of those funding is sources is using CCO required reserve funds to cover pre-development costs for affordable housing development by Homes for Good. The funds would be used for pre-development expenses for all projects in the Homes for Good real estate

development pipeline including but not limited to, Ollie Court, Bridges on Broadway, The Field on Quince and our parcel in Glenwood.

The terms of the loan include:

- Lump sum (accruing interest at .03% of 1%)
- Include the interest as a cost of the project
- Maturation Date: 12.31.2024 (end of Pacific Source CCO time)
- Funds would be held in an interest-bearing account

### **Discussion Themes**

- Plan for re-paying the funds
- Guarantee of funding/reimbursement
- Renewal opportunities for future developments
- Commissioner **Pat Farr** disclosed potential conflict of interest with a relative working for Trillium CCO but since this Board deliberation is in regards to an agreement with Pacific Source there is no conflict.

### **Vote Tabulations**

Motion: **Larissa Ennis**

Second: **Michelle Thurston**

Discussion: *None*

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

Abstain: *None*

Absent Excused: **Char Reavis**

**ORDER 23-30-08-03H were approved [8/0/1]**

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## **PRESENTATIONS:**

### **13. PRESENTATION: FY24 Budget Preview**

*Supportive Housing Director, Wakan Alferes Presenting*

#### **Overview**

Housing Choice Voucher | *Balance Budget Tactics*

- Reducing consulting
- Review allocation of staff
- Reduce staff training

Real Estate Development | *Balance Budget Tactics*

- Potential receipt of development fees
- Use of RAD proceeds and repay with receipt of developer fee funds later in FY 24 and FY 25
- Keep vacant project developer position, but won't fill until needed

Low Rent Public Housing | *Balanced*

- Revenue goes into in the capital grant fund

Energy Services | *Balanced*

- Private grants are accounted for in the budget and reported to OHCS

Central Office Cost Center | *Balanced*

- In the future it may be beneficial to create separate budgets for the departments that fall under the COCC budget for better tracking and transparency.

\*\*Other Financing = HUD subsidies

**Refer to presentation.**

### **Discussion Themes**

- Clarification on "Other Financing" for division budgets
- Grant funding sources
- Staff socialization to budget
- Yardi as a tool for budget reporting

**No action needed.**

## **14. PRESENTATION: Strategic Equity Plan Year 1 Quarter 4 Progress Report**

*Equity Strategy Team Members Presenting*

### **Overview**

Listen to Our Communities | *Highlights*

- The development of a portal through Yardi and the ongoing software transition
- Grant development and resources

Tell the Human Story | *Highlights*

- Resident feedback on the Strategic Equity Plan
- Community Night Out
- Waitlist Opening for Shorepines
- Staff engagement at resident events for staff that don't normally get to interact with the public

Creating Pathways to Self-Sufficiency | *Highlights*

- Health Fair
- Summer lunch programs with internship opportunities
- Summer youth programs
- Onsite healthcare services at The Commons on MLK

Lead & Grow Ethically | *Highlights*

- Expediting reasonable accommodation process
- Preliminary data of resident survey shows the need for bystander intervention training
- Improving and refining the emergency preparedness protocol – with rollout to residents
- Translating documents to Spanish

**Discussion Themes**

*None*

**No action needed.**

**15. OTHER BUSINESS**

Next month's board meeting will be held at the Oaks on 14<sup>th</sup> community room. Please park towards the entrance of the parking lot.

**Meeting adjourned at 3:41 p.m.**

***Minutes Taken By: Jasmine Leary***