

# MINUTES

Homes for Good Housing Agency

BOARD OF COMMISSIONERS

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**Wednesday, August 21<sup>st</sup>, 2024, at 1:30 p.m.**

Homes for Good conducted the August 21<sup>st</sup>, 2024, 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 comments, 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**

**Destinee Thompson**

Board Members Absent:

*None*

**Quorum Met**

## 1. PUBLIC COMMENT

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

## 3. ADJUSTMENTS TO THE AGENDA

## 4. COMMISSIONERS' BUSINESS

Special congratulations to Deputy Director, **Ela Kubok** for receiving a 20 Under 40 Award.

## 5. EMERGENCY BUSINESS

## 6. EXECUTIVE SESSION

*None*

## 7. ADMINISTRATION

### A. Executive Director Report

**Jacob Fox's** report discussed the Bridges on Broadway Demo Day event. On July 30<sup>th</sup> Homes for Good staff, board and community members celebrated the closing of the financing transaction for the redevelopment of Bridges on Broadway.

An additional celebratory event was held on August 7<sup>th</sup> in honor of the partnership between Homes for Good, Head Start of Lane County and Early Childhood Cares. This partnership will be to deliver an 81-unit affordable housing apartment community with six early learning classrooms, called Ollie Court.

On August 6<sup>th</sup> Justin, Kirk, Jacob and Jasmine reviewed the organizational bylaws with reference to Home Forward and Jackson County Housing Authority's bylaws. Over the next several months the bylaws will be reviewed and edited, with the intention of bringing the revisions to the Board for approval later this year.

The Finance team has completed opening balances on all accounts and updated Yardi with the support of Clifton, Larson, Allen as financial consultants for the Agency. This is a critical first step in implementation of the month end close project. Additionally, Finance and the entire Leadership Team are continuing to collaborate in Yardi on the FY25 budget process to bring to the board in September.

Attached to the Executive Director report moving forward any news articles that Homes for Good is mentioned in will be included for review.

### **Discussion Themes**

*None*

## 8. CONSENT AGENDA

### A. Approval of 07/24/2024 Board Meeting Minutes

B. Approval of 08/06/2024 Special Board Meeting Minutes

**Vote Tabulations**

Motion: **Justin Sandoval**

Second: **Destinee Thompson**

Discussion: *None*

Ayes: **Michelle Thurston, Justin Sandoval, Kirk Strohman, Larissa Ennis, Joel Iboa, Pat Farr, Destinee Thompson**

Abstain: **Heather Buch, Chloe Chapman**

Absent: *None*

**The 08/21/2024 Consent Agenda was approved [7/2/0]**

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## **9. PRESENTATION: Medicaid Waiver Enrollment**

*Supportive Housing Director, Wakan Alferes Presenting*

### **Overview**

Homes for Good was awarded \$450,000 by Pacific Source with the opportunity to be a Health-Related Social Needs (HRSN) provider. To receive and facilitate these funds, Homes for Good has to enroll as a Medicaid provider.

Part of the enrollment process does require anyone with an interest in the Agency, including board members need to provide Personal Identifying Information. A paper form will be provided for Board members to fill out. The documents will securely be shredded after documenting the information.

Services are expected to begin November 2024.

### **Discussion Themes**

- Access to Medicaid benefits for someone who does not have a social security number.

**No action needed.**

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**10. ORDER 24-21-08-01H: In the Matter of Accepting a Bid & Awarding Contract #24-P-0029 for the Parkview Security Measures Project**

*Contract Administrator, Jared Young Presenting*

**Overview**

Parkview Terrace is a four-story apartment complex in Eugene that serves seniors and people with disabilities. Security has been an ongoing issue at Parkview, specifically as it pertains to unauthorized visitors. A security gate will be installed at all entries. Access can be gained with the use of fobs, cards and cell phones. Residents will be able to permit access to approved guests remotely while still maintaining security for the community.

Three formal bids were received as responsive and responsible for the contracted work. The lowest bid is the recommended awardee.

**Discussion Themes**

- Tracking of resident movements
- Other intended locations for a similar security system
- Significance of electrician methods for installing security systems

**Vote Tabulations**

Motion: **Justin Sandoval**

Second: **Joel Iboa**

Discussion: *None*

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

Abstain: **Chloe Chapman**

Absent: *None*

**ORDER 24-21-08-01H was approved [8/1/0]**

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## **11. ORDER 24-21-08-02H: In the Matter of Approving Modification of Contract #24-P-009 Professional Financial Consulting Services**

*Executive Support Coordinator, Jasmine Leary Mixon Presenting*

### **Overview**

In December of 2023 Homes for Good entered into a contract with Clifton, Larson, Allen (CLA) CPA firm to provide support for the Finance Team. Based on the results of the most recent audit and the absence of a Finance Director, Homes for Good would like to increase the scope of work for the contract to include support from CLA's Client Accounting & Advisory Services (CAAS). The additional support with support the Finance team in optimizing internal financial processes, improving financial reporting and provide expertise staffing resources.

The additional services will require the contract "not to exceed limit" to be increased from \$150,000 to \$249,000.

### **Discussion Themes**

- Reviewing Jacob's existing contract approval thresholds
- Expected transition of Holly as interim CFO to onboarding a new Finance Director
- Feasibility of completing the tasks as outlined in the Corrective Action Plan
- Clarifying the term for the contract balance
- SEP as it aligns with the Agency financial well-being

### **Vote Tabulations**

Motion: **Chloe Chapman**

Second: **Justin Sandoval**

Discussion: *None*

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

Abstain: *None*

Absent: *None*

**ORDER 24-21-08-02H was approved [9/0/0]**

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## **12. PRESENTATION: Review of The Coleman Memorandum of Understanding**

*Project Developer, Johanna Jimenez Presenting*

### **Overview**

During the August 6<sup>th</sup>, 2024, Special Board meeting board members requested an overview of the process for establishing Memoranda of Understanding (MOU) around new developments and specifically the MOU between Sponsors, Inc and Homes for Good for The Coleman.

The Coleman will be a 50–60-unit affordable housing complex next to the Lane County Parole & Probation office. This will be a community space in addition to space for supportive services for Sponsors' clients. The Coleman will be serving individuals exiting Sponsors' transitional housing program.

### **Discussion Themes**

- Notarization vs. signatures
- Use of MOU's when there's an existing working relationship between two organizations
- Cadence to review/updating MOU's

**No action needed.**

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## 13. PRESENTATION: 2023-2024 Strategic Equity Plan Progress Report

*Homes for Good Leadership Team Presenting*

### **Overview**

The Homes for Good Leadership Team presents updates to the 2023-2024 Strategic Equity Plan.

### **[HUMAN RESOURCES]**

#### **Successes**

- Gender inclusion initiatives and trainings with Transponder
- Onboarding strategies
- Financial wellness education via DevNW

#### **Blockers**

- Turnover/Recruitments
- Training needs in Permanent Supportive Housing

### **[INFORMATION TECHNOLOGY]**

#### **Successes**

- Yardi software migration
- Site technological site upgrades

#### **Blockers**

- Turnover
- Scope of Yardi migration

### **[COMMUNICATIONS]**

#### **Successes**

- Rollout communication of Yardi changes and impact
- Highlighting the businesses and contractors Homes for Good works with
- Quarterly website search optimization

#### **Blockers**

- Some items for Communications couldn't be moved forward due to a delay in goal completion for other departments

### **[RENT ASSISTANCE]**

#### **Successes**

- Finalized Local Preference reporting workbook
- MTW waiver to provide housing for (Tier 1 or 2) registered sex offenders



### **Blockers**

- Yardi waitlist implementation
- Multi-governmental collaboration to create new processes

### **[SUPPORTIVE HOUSING]**

### **Successes**

- Increased access to services
- Provide youth programming
- Connect non-client facing staff to engage with residents
- Finalized Language Access Plan

### **Blockers**

- Yardi
- Shift in priorities with the addition of Family Self-Sufficiency program improvements and Permanent Supportive Housing

### **[REAL ESTATE DEVELOPMENT]**

### **Successes**

- Informed universal design for accessibility for current and future projects
- Hate & Bias Procedure implementation with the Asset Management department
- Minority-owned, Women-owned, Emerging Small Business (MWESB) reporting

### **Blockers**

- Turnover

With **Jacob Fox** and **Esteban Montero Chacon** out of the office, updates were unable to be verbally given on Executive and Energy Services' progress on the Strategic Equity Plan.

### **Discussion Themes**

- Age range for youth programming
- How "youth" is defined
- Turnover trends
- Intentions/Goals for the board

**No action needed.**

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## **14. OTHER BUSINESS**

*None*

**Meeting adjourned at 2:53 p.m.**

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