

MINUTES

Homes for Good Housing Agency

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BOARD OF COMMISSIONERS

Wednesday, July 26th, 2023, at 1:30 p.m.

Homes for Good conducted the July 26th, 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 Tirabasso

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 full funding for Ollie Court. The funding is for housing and an early learning center with the support of Head Start of Lane County and Early Childhood Cares. Nora Cronin, Steve Ochs, and Matt Salazar prepared the application for the 4% Tax Credit and LIFT Funds. There were 13 applications submitted and Homes for Good was the second highest scoring in the state.

The Field on Quince in Florence, Oregon was not awarded funding. From a cost standpoint Homes for Good was less competitive due to the amount of 3-bedroom units originally proposed. A debrief was held with Oregon Housing & Community Services and will be presented to the board at a later date.

The FY 2022 audit updates will be discussed during board order #: 23-26-07-02H.

Eileen Lahey has been hired as the new Finance Director for Homes for Good. She is from Southern California but has lived in Eugene in the past. Her early career was in information technology and then she later transitioned to construction. She is coming to Homes for Good from Pearl Buck. She is passionate about housing and values the difference it can make in a person's life.

Discussion Themes

- A new bill passed for combined funding for early learning and housing developments will be useful for future Homes for Good developments.

B. Quarter 3 Excellence Awards

- Project Development Manager, **Steve Ochs** presented the Excellence Award to **E Wood**
- Portfolio Manager, **Maryanne Bussey** presented the Excellence Award to **Brandy Hess**

8. CONSENT AGENDA

A. Approval of 06/28/2023 Board Meeting Minutes

Vote Tabulations

Motion: **Michelle Thurston**

Second: **Pat Farr**

Discussion: *None*

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

Abstain: **Chloe Tirabasso, Kirk Strohman**

Absent: *None*

Excused: **Char Reavis**

The 07/26/2023 Consent Agenda was approved [6/2/1]

ORDERS – PRESENTATIONS - DISCUSSIONS

9. ORDER 23-26-07-01H: In the Matter of Approving the 2023-2027 Capital Fund Program Five-Year Action Plan

Contract Administrator, Jared Young Presenting

Overview

Rolling plan is \$1.682 million with an increase of \$30,000. Each year the plan is revisited and revised. The revisions are based on needs for the properties.

PROJECTS

- Increase security at complexes
 - Perimeter fencing
 - Security cameras
- Remodeling/Refreshing community rooms
- Replace exterior street-facing windows [*Parkview Terrace*]
- Repainting [*Parkview Terrace*]

Discussion Themes

- Will contract the work for security

Vote Tabulations

Motion: **Michelle Thurston**

Second: **Chloe Tirabasso**

Discussion: *None*

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

Abstain: *None*

Absent:

Excused: **Char Reavis**

ORDER 23-26-07-01H was approved [8/0/1]

10. ORDER 23-26-07-02H: In the Matter Approving the Audit Plan of Action for Oregon Secretary of State Audit Division

Executive Director, Jacob Fox Presenting

Overview

Brandy McPherson & Stacy Verrinder were the primary point of contact for the auditors during the auditing process. Board Finance Subcommittee meetings have continued on a monthly basis with **Chloe Tirabasso & Kirk Strohman** in attendance. All board members are welcome to attend.

The finance division is meeting with the auditors for 30 minutes every week to discuss the following:

- Adjust Homes for Good's software to reflect the material changes made to the financial statements by the auditors.
- To comply with the State's 6 months of year-end close requirement for the Fiscal Year 23 Audit, the auditors will complete the program compliance portion of the audit this Fall and the financial portion of the audit will begin in January.
- Create an efficient year-end close process, including a set deadline for contractors/vendors to submit invoices.

AUDIT COMPONENTS

- Financial Statements:
 - The FY22 Unaudited Financials prepared by former Finance Director were reviewed by the auditors and were found to be lacking in documentation to backup the prepared statements.
 - Third-party property management switched to a different software that the finance division reviewed and fixed on their behalf. The third-party property management companies will be billed for services rendered.
 - The audit was submitted on June 30th, 2023
 - Significant deficiency found in financial statements which triggered the need of for a corrective action plan to be created by Homes for Good based on the Oregon Secretary of State Audit Division's prescriptive format.
- Program Compliance:
 - The scope that was audited was twice the amount than previous years, especially for Rent Assistance and Supportive Housing. This is to be expected due to working with a new audit firm this year.

Discussion Themes

- Appreciation for the work of the finance division during this audit process and meeting the deadline
- Commitment to increase financial transparency and engagement with the Board.
- Audit firm, Berman Hopkins specializes in auditing public housing authorities.

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Chloe Tirabasso**

Discussion: *None*

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

Abstain: *None*
Absent:
Excused: **Char Reavis**

ORDER 23-26-07-02H was approved [8/0/1]

11. PRESENTATION I: Introduction to Budget Timeline & Process

Executive Director, Jacob Fox Presenting

Overview

[see presentation in board packet]

Discussion Themes

- Fee for Service model
- Homes for Good differs from a traditional housing authority
- Homes for Good budget impact on Lane County overhead
- Budget vs. cash management reporting
- Fungibility of funds internally
- Division Director involvement in budget preparation
- Long-term goals for participatory budgeting
 - All Agency staff
 - Community members
- Funding to support BIPOC community members that need to move as a result of racism
- Board retreat to deep dive into the future of the budgets
- Accessibility of reporting

No action needed.

12. ORDER 23-26-07-03H: In the Matter of Approving Homes for Good's Strategic Equity Plan for July 2023 – June 2024

Executive Director, Jacob Fox Presenting

Overview

[see presentation in board packet]

The Equity strategy Team (EST) will adjust the meeting cadence to monthly. Additionally, there will be two subcommittees formed for: (1) review and oversee the progress of goals and tactics outlined in the Strategic Equity Plan (SEP) and (2) participate in the facilitation of the Equitable Contracting Initiative designed for the Agency.

In the future the goals and tactics outlined will be formulated based on measurability. This year's goals and tactics are a mixture of subjective and objective outcomes.

Discussion Themes

- Rationale behind the Strategic Equity Plan (SEP) term
- EST review of board materials as it pertains to the furtherance of the SEP
- The intentional use of an Equity Strategy Team vs. DEI manager
- Year 2 & Year 3 points of focus for the SEP

- Affirmative Action and employer/employee impact

Vote Tabulations

Motion: **Kirk Strohman**

Second: **Larissa Ennis**

Discussion: *None*

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

Abstain: *None*

Absent:

Excused: **Char Reavis**

ORDER 23-26-07-02H was approved [8/0/1]

13. DISCUSSION I: Resident Access to Cooling Data

Supportive Housing Director, Wakan Alferes & Real Estate Development Director, Steve Ochs

Overview

[see presentation in board packet]

An assessment was taken of all internally and externally managed properties that Homes for Good provides AC/DHP access in units or community rooms. The data in the presentation represents what was gathered in that assessment. This data does not include resident owned AC's.

A separate resident survey results show that 95% of residents do have an AC (either Agency provided or self-provided).

Discussion Themes

- Use of cooling centers for residents during a heat wave who don't have air conditioning in their individual unit
- Long-term plans for heating, cooling, and wildfire smoke response
- Utilize Energy Services funding for resource development
- Utilize the Planning Public Policy & Management program at the University of Oregon for grant writing.

No action needed.

14. OTHER BUSINESS

None

Meeting adjourned at 3:20 p.m.

Minutes Taken By: Jasmine Leary