

**MINUTES OF THE MEETING
of the
PORTLAND HOUSING AUTHORITY**

Thursday, April 2, 2020

The meeting of the Portland Housing Authority was held at the Portland Housing Authority, 14 Baxter Boulevard, Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Robyn Tucker, Vice-Chairperson. Meeting opened at 5:39 PM following the public hearing. Meeting held remotely via Go-to-Meeting.

PRESENT	ABSENT
Mariar Balow, Chairperson Robyn Tucker, Vice-Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Tom Valleau, Commissioner Cheryl A. Sessions, Executive Director Jay Waterman, Director, Real Estate Development Larry Giddinge, Director of Finance & Administration Trevor Nugent, Director, Property Management Leah Bruns, Director, Voucher Programs Lourdes Alvarez, Administrative Support Specialist	Shirley Peterson, Commissioner

Public Hearing opened at 5:30 PM and was closed at 5:39 PM with no public attending.

- Resolution to approve the consent agenda for the minutes of the regular board meeting of March 5, 2020, the Finance Committee Report of March 17, 2020, the Income and Expense Report of February 29, 2020, and the Executive Director’s Report**

Resolution #2991

Be it resolved by the Commissioners of the Portland Housing Authority that the above consent agenda, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner and second by Monique Mutumwinka, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chairperson
 Robyn Tucker, Vice-Chairperson
 Kristin Blum, Commissioner
 Christian MilNeil, Commissioner
 Monique Mutumwinka, Commissioner
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

2. Approval of 2020 PHA 5-YR Agency Plan

Executive Director Cheryl Sessions declares the review process of the 5-year agency plan concluded with the public hearing just held. She proceeds to present the resolution to approve as presented in the final draft. Director of Property Management Trevor Nugent summarized final changes to the ACOP. Emergency language was added to address the amended discretionary polices due to a declared state of national emergency. One such amendment was to streamline of the annual and interim recertifications when face to face interaction is not available due to a civil emergency and notices would be issued in memo format. He reported 24 rent decreases due to the current COVID-19 state of emergency. Ms. Sessions has been in contact with other housing agencies executive directors as well as HUD at this time and the current COVID-19 response plan has already been submitted to HUD. Income increases due to the stimulus packages will not been taken into consideration. Discretion on parking pass on a case by case basis was added to allow for replacements but would also consider fraud as a lease violation. The bus pass discount program is being removed due to Metro changing their fare system to an electronic card system. Metro allows users to apply for a discount pass at \$30 per month and most of PHA residents would qualify. The discounted monthly pass amount would cap at \$30 so any balance would roll to the next month. Metro is currently free due to the current civil emergency. The other change was the acceptance of digital signatures on documents. Director of Voucher Programs Leah Bruns summarized the latest changes to the Administrative Plan governing HCV programs. She also added discretionary policy changes due to a declared national emergency and notices would be distributed to clients in memo format. For recertifications, they are pulling the income information from the previous annual reexamination. This would streamline the process during a civil emergency. Ms. Sessions summarized and reviewed the rest of the pieces included in the 5-yr plan, including the HUD forms that are required to be submitted with the agency plan. The goals and objectives included in the plan were the ones that came out of the strategic meeting retreat. The version included in the agenda packet is the version that states how the agency is planning on achieving the goals and objectives included in the agency plan. She reviewed the details listed within each listed goal. The Board ask for specific benchmarks to be able to evaluate the achievement of these goals in the future. This include making our developments look like any other Portland neighborhood and increasing the availability of affordable housing units. She also mentioned energy saving goals through passive house, solar energy, and EPC programs, as well as the environmental impact of the PHA Green Policy implementation and addressing environmental injustice. Cheryl also mentioned programs to improve education and financial goals of residents; and improving the image and branding of the agency by sharing stories of our residents with the community.

3. Resolution to approve the 5-YEAR AGENCY PLAN

Resolution #2992

Be it resolved by the Commissioners of the Portland Housing Authority that the 2020-2024 5-Year Agency Plan be hereby approved and adopted as the 5-Year plan of this agency and the Executive Director is hereby empowered to file it for approval with the Department of Housing and Urban Development, be and hereby are approved.

The above resolution was moved by Robyn Tucker, Vice-Chair, and second by Mariar Balow, Chair, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Robyn Tucker, Vice-Chairperson	
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

4. Resolution to approve the 2020 5-YEAR and ANNUAL Capital Fund Program Budget

Resolution #2993

Be it resolved by the Commissioners of the Portland Housing Authority that the 5-Year Action Play (2020-2024) and the 2020 Annual Capital Fund Program Budget, be hereby approved and adopted as the 5-Year Action Plan and the Annual Capital Fund Plan of this agency and the Chair is hereby empowered to sign said plans and the Executive Director is hereby empowered to file it for approval with the Department of Housing and Urban Development.

The above resolution was moved by Christian MilNeil, Commissioner, and second by Robyn Tucker, Vice-Chair, and second by Mariar Balow, Chair, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Robyn Tucker, Vice-Chairperson	
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

5. Resolution to adopt the Internal Agency Goals for 2020-2021

The internal goals presented are the action points Ms. Sessions shared as part of the 5-year plan to achieve the included goals presented. The current civil emergency has put some of the plans on hold, like the internship with USM. After the next battery of hires, the HR workload should reduce enough to allow for more goal work to be achieved. She looks forward to creating more opportunities to proactively promote the HCV programs. The financial piece is the key to the agency's continued

success. Ms. Sessions wants to continue providing PPEs for our maintenance workers. The agency is in the process of hiring an asset manager which will be very helpful in the repositioning of the agency portfolio. The management team will continue to develop criteria to increase and improve partner relationships. Much of this strategic planning work is being done with VIVA consulting. Due to current situation, the agency is striking the event planning listed under Goal #5. The FYP (Fostering Youth Program) is off and running as the funding has been received from JT Gorman and will be hiring for two planned grant positions to run the program. Improvements are planned in Resident Services, including the addition of a department head but may not happen this fiscal year. The agency will continue to track of grant reports for goal fulfillment purposes. The planned USM internship may be moved out to next Spring Semester. She wants to improve communications with more online meetings with staff and the public.

Resolution #2994

Be it resolved by the Commissioners of the Portland Housing Authority that the adoption of the internal PHA Agency Goals, be hereby approved as amended.

The above resolution was moved by Christian MilNeil, Commissioner, and second by Robyn Tucker, Vice-Chair, and second by Mariar Balow, Chair, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Robyn Tucker, Vice-Chairperson	
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

6. Development Update

Director of Real Estate Development Jay Waterman started his report sharing the limited rehab scope on 47 Boyd Street to allow for the relocation of residents as needed, with completion slated for end of summer. He proceeded to share renditions from CSW Architects for the Washington Gardens project, showing the outside of the buildings, with improvements on handicap access and durable surfaces. He also shared the site plans with landscaping, improved drainage and sidewalks, and upgrade to the community center. Jay shared site plans for Harbor Terrace, illustrating the proposed improvements on the siding and adding insulation to the building. It showed potential materials that could be used to improve the look of the building and add a drive thru area for resident drop offs and better walkways to access the bus stop. There are no changes in the amount of parking, but the front entrance will be changing with the addition of a plaza. The costs are coming high per unit due to the needed upgrades in ventilation, water supply lines, lack of heating/insulation, and kitchen replacements and lighting fixtures. Section 18 numbers may work well at this site – and reviews are already looking good at Washington Gardens and Riverton Park.

The current economic downturn is affecting to response on tax credits so we may need to wait 30 days before issuing a new RFP. The Board members expressed caution to be exercised in the area of financial commitments during this emergency period. On that note, Mr. Waterman continued his report with and update on 58 Boyd Street. The project is moving right along but may have some impact on materials, like cabinets, which are delayed because of a factory shutdown or staff hours cut. Contractor has been able to continue construction work with two worker shifts scheduled. The RFP on Front Street is in the works and waiting on the Section 18 applications to HUD. Once these are completed, the 90-day notice would go out to the residents but may be placed on hold based on the current civil emergency to make sure relocations are still feasible. Bonds are at a low interest (almost 0) currently so the option can be looked at if tax credits don't come thru as expected. Decisions may be delayed and/or changed due to the downturn caused by Covid-19.

7. Resolution to ratify the approval of the Agency's COVID-19 Response Plan

Resolution #2995

Be it resolved by the Commissioners of the Portland Housing Authority that the ratification and adoption of the Agency's COVID-19 Response Plan, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner and second by Mariar Balow, Chair, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

8. Resolution to approve an Emergency Appointment of an Acting Director in case of COVID-19 illness

This action was amended to not include the corporations (PHDC, PHSC, SSPHC)

Resolution #2996

Be it resolved by the Commissioners of the Portland Housing Authority that an emergency appointment of an Acting Director, in case of COVID-19 illness, as amended, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner and second by Christian MilNeil, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

9. Resolution to accept the resignation of the Board of Commissioners Chair

Resolution #2997

Be it resolved by the Commissioners of the Portland Housing Authority that the resignation of Chairperson Mariar Balow, effective at the end of the annual meeting, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Tom Valleau, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

10. Executive Director Report

Cheryl Sessions concluded her remarks with a review of the upcoming meeting dates for the Finance Committee, to be held on April 21, 2020, and the next Board meeting on May 7, 2020.

11. Meeting adjournment

With no other business to discuss, motion to adjourn meeting moved by Vice-Chair Robyn Tucker, and second by Commissioner Tom Valleau.

After a unanimous vote, the meeting ended at 7:25 PM