

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

Thursday, April 4, 2019

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd., Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Mariar Balow, Chairperson, at 5:50 PM

PRESENT	ABSENT
Mariar Balow, Chairperson Robyn Tucker, Vice-Chair Kristin Blum, Commissioner Christian MilNeil, Commisioner Shirley Peterson, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Trevor Nugent, Director, Public Housing Jan Bosse, Director, Housing Services Tyler Plante, Development Officer Joni Boissonneault, FSS Manager Lourdes Alvarez, Administrative Support Specialist Stanley Quo, consultant	Faith McLean, Commissioner

1. Resolution to approve the minutes of the meeting of April 4, 2019.

Resolution #2931

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of April 4, 2019, be and hereby are approved.

The above resolution was moved by Robyn Tucker, Vice-Chair, 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
 Shirley Peterson, Commissioner
 Christian MilNeil, Commissioner
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

2. Executive Director's Report

A. Development Update

Jay Waterman reported on the Front Street Redevelopment Project. A resident meeting is planned for Thursday, April 11, which is 30 days before the submission of the new site plan to the planning board. On the 58 Boyd Street Project, the soil remediation is in process. The planned closing date for all the project's financing is Thursday, April 25. On the 841 Congress Street project, the rehabilitation of the five units is ongoing. The units are about half way done, with expected completion of work by mid-May. The rehabilitation of the 47-49 Boyd Street property was recently discussed with staff and project submission will be going to the planning board in the next couple of months. The current plan calls to create an accessible entrance to service the two handicap units on the first floor. An easement will be needed from Bayside Anchor to create a walkway from the sidewalk to the handicap units. The plan also calls for an increase of units, from 9 to 12 which would require a subdivision to be presented for planning board review. Project funding is currently in the works. Finally, on the RAD projects, latest phone meeting with RAD Advisors went well. CWS architects are working to complete design drawings and the scope of work for the developments. Internal operations staffing shift is also being discussed in continual preparation and planning for the RAD conversions.

B. Upcoming Meeting dates

Mr. Adelson reviewed the upcoming meeting dates. He mentioned that the HR committee agenda will include some changes in the employee policies, staffing updates, and work rules.

3. Finance Committee Report

Commissioner Christian MilNeil reviewed the operating income and expense budget as presented, which is mostly on track. Parking lot maintenance costs were also discussed, including annual cost per space. Currently agency manages 171 spaces, less than 1:1 with the number of units across all developments. Another development opportunity was discussed in an executive session. Next meeting is April 16.

4. Annual Agency Plan Approval

Mr. Adelson reviewed the plan changes as discussed at the previous Board meeting. The issues regarding over income discussion were reviewed. Proposed changes in connection to the over income policy are based on changes in the HUD policies, which sets the limit at 120% Average Median Income. The current draft allows over income families to stay indefinitely at a higher rent. Mark provided an alternative which would require vacancy 6 months after the 2nd year of over income status. The current policy requires vacancy if higher income is maintained for over a year. Joni explained that her programs with budgeting prior to a move. Mark's reasoning in regards to the alternative working, feels its move in

keeping with the mission of the agency to help those who cannot afford to rent in the private market. A suggestion was made, possibly creating a waitlist for those over income tenants to move into one of the market rate units the agency will be managing soon and not unroot families from the neighborhood. Staff suggests adding the wording: assistance to find housing and referring over income families to PHA Resident Services program to assist with budgeting.

Parking fee proposal to increase fees discussed at previous Board meeting cannot be included in the plan without public comment from the residents. A change may be proposed for implementation in next year's agency plan, in light of the RAD conversion projects in progress. Last year, the emergency security grant application was declined because the grant was not listed in the previous annual plan, so the grant was added to the current draft plan proposal in order to reapply in the next fiscal year. Plan changes were presented to the Resident Advisory Board, at a special Tenant Council meeting at Franklin Towers, and a Public Hearing for comment. There were no comments at these meetings in regards to the homeless preference policy.

5. Resolution: Approval of PHA Annual Agency Plan

Resolution #2931

Be it resolved by the Commissioners of the Portland Housing Authority that the 2019 Annual Agency Plan, be and hereby are approved.

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

AYES

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Shirley Peterson, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

NAYS

Kristin Blum, Commissioner

Chairperson declared said motion carried and said resolution adopted.

6. Resolution: Approval of PHA Capital Fund Program

The Capital Fund Plan presented is based on the previous year's funding amounts. The big difference this year is there are place holders which are needed for the RAD program conversion projects. Most of the projects listed are standard upgrades planned at each development. It's expected the 2019 Capital Fund will be available in August of this year. In the future, the Board would appreciate a Capital Fund Plan with real cost amounts to be presented at a future meeting, although they understand that is not what required by HUD for the submission of the annual agency plan. Mr. Adelson stated that this is a reasonable request and will try to get it accomplished.

Resolution #2932

Be it resolved by the Commissioners of the Portland Housing Authority that the 2019 Capital Fund Plan, be and hereby are approved.

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

AYES

NAYS

- Mariar Balow, Chairperson
- Robyn Tucker, Vice-Chairperson
- Kristin Blum, Commissioner
- Shirley Peterson, Commissioner
- Christian MilNeil, Commissioner
- Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

Mr. Adelson thanked the Board for their approval and stated that the Annual Plan will be submitted tomorrow as approved.

7. Resolution: FSS Action Plan, Fund Disbursement Policy and Enrollment Amendments

FSS Manager Joni Boissonneault presented the guideline amendments to the Family Self Sufficiency Program. The program goal is for participants to achieve working a job of at least 30 hours/week and be off TANF for at least 12 months, with the benefit of achieving a saving account (ESCROW) and attain financial stability. The program can support approximately 75 to 150 cases. There are currently 63 cases being handled. She noted that HUD reviews FSS numbers on a calendar year. The proposed guideline changes include: allowing re-enrollment and interim disbursement from the escrow account for expenses in keeping with participant’s goals. She explained the reasoning and the details for the guideline amendments. Flex funding would also be allowed from the escrows in the non-FSS funding and EmPowerMe programs from United Way and the John T. Gorham Foundation. Board members expressed support for these changes.

Resolution #2933

Be it resolved by the Commissioners of the Portland Housing Authority that the amendments to the Family Self Sufficiency Action Play, Fund Disbursement Policy, and Re-enrollment Policy, be and hereby are approved.

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

AYES

NAYS

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Shirley Peterson, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

8. Executive Session

Resolution to go into Executive Session under Title 1 MRS Section 405(6)(D) to discuss personnel matters related to the search for an Executive Director

Resolution #2934

Be it resolved by the Commissioners of the Portland Housing Authority that the Board Meeting go into Executive Session, be and hereby are approved.

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

AYES

NAYS

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Shirley Peterson, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

Meeting entered Executive Session at 6:45 PM

Resolution #2935

Be it resolved by the Commissioners of the Portland Housing Authority to exit the Executive Session, be and hereby are approved.

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

AYES

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Shirley Peterson, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

Meeting exited Executive Session and ended at 7:35 PM