

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

August 3, 2017

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 Shirley Peterson, Chairperson, at 6:10 PM.

PRESENT	ABSENT
Shirley Peterson, Chairperson Siyad Ahmed, Commissioner Mariar Balow, Commissioner Thomas Valleau, Commissioner Faith McLean, Commissioner (call-in) Mark Adelson, Executive Director Jay Waterman, Director of Development Trevor Nugent, Director of Public Housing Richard Biggs, Director of Maintenance Linda Ballew, Program Manager, Section 8 Emily Mancini-Fitch, Resident Services Manager Azia Gilbert, Bridget Hoke, Bowdoin College Intern Andre Vile, Invest Health Intern Reginald Parson, Maine School of Law student Lourdes Alvarez, Administrative Support Specialist	Evan Carroll, Vice-Chairperson Christian MilNeil, Commissioner

1. Resolution to approve the minutes of the annual board meeting of Thursday, July 6, 2017.

Resolution # 2871

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of July 6, 2017, be and hereby are approved.

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

AYES

Shirley Peterson, Chair
 Siyad Ahmed, Commissioner
 Mariar Balow, Commissioner
 Faith McLean, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Development Update

Director of Development Jay Waterman gave a quick update on the Front Street Project. He went into the Division 30 review process, mentioning the City of Portland Planning Board gave its unanimous backing to the Portland City Council for the proposed changes to pass. Once the changes on Division 30 are approved, the project site plan application can be submitted to City of Portland Planning Board. Mr. Waterman encouraged the board members to come support the upcoming meetings regarding the Division 30 neighborhood changes. On the 58 Boyd Street project, a public meeting is planned for August 14 at 6:30 PM to be held at the Bayside East community room at 73 Smith Street. As a final note, he mentioned the receipt of the developer fees for the 81 E Oxford Street/Bayside Anchor project, to be split between PHA and AVESTA Housing. The Board requested a final financial summary on the closing and leasing of Bayside Anchor.

3. Code Red Initiative

Director of Public Housing Trevor Nugent presented a summary on the new Code Red Initiative led by the City of Portland and the Maine Emergency Management Agency. MEMA and the City asked the Agency to participate in Portland's *Preparathon*, an initiative to promote emergency readiness among the citizens of the State of Maine and the City of Portland. He reviewed the memo that was included in the agenda packet. Mr. Adelson mentioned the move towards gathering and updating resident email addresses to increase text and email alerts to the properties as part of the Agency's participation in the plan.

4. Executive Director's Report

Mr. Adelson updated the Board on his activities since the last meeting, including attending the re-opening of Loring House and the opening of the new Immigrant Welcome Center at Preble Street. He also reminded the Board of the upcoming meetings for the Finance Committee as well as the next Board meeting.

5. Needs Assessment Report Presentations

Resident Services Manager Emily Mancini Fitch presented the interns who took part in the needs assessment for Sagamore Village and East Bayside properties.

Bridget Hoke, a Bowdoin College student, presented the results of her research via PowerPoint. She conducted her research in the Kennedy Park/Bayside neighborhood. Ms. Hoke reviewed her methodology gathering the questionnaire's information surveyed from residents via informant/intercept interviews, followed up by focus groups. Language barriers appeared to be a communication factor when individuals were asked about what they would like to see change in the neighborhood. Residents expressed the need for a community center and/or availability of a community space for English-speaking groups, in addition to unity-gear neighborhood events. Parking was the next biggest issue mentioned, as well as safety. Residents suggested extending community policing hours into the evening as a deterrent to criminal activity. The other major suggestion was starting a mentoring project geared towards the Somali residents.

Intern Andre Vile presented his survey results from research project at Sagamore Village. He surveyed the neighborhood by going door to door, visiting with residents to collect his information. Invest Health was a collaborator in this neighborhood project. Mr. Vile also encountered language barriers in his

information gathering. Instead of using translators, he overcame the issue by bringing the language to the residents via translated surveys. He presented the trends seen in the data, for example, the Boys and Girls Club serving as a community center and the overall appreciation to the quietness and diversity of the neighborhood. He suggested providing a list of service hours at re-certification appoints as well as keeping a message board in the community building with updated information as a way to improve communication with the neighborhood residents. It was observed that the location of health center and study center are not considered convenient by the residents. The one improvement requested was concerning the lawn mowing. Mr. Adelson commented that the Agency just signed a new mowing contract so change is imminent. Speed bumps have also been suggested and the Executive Director added the need would need to be addressed with the City of Portland as the development streets are city streets. Resident would also like to see improvements on sidewalks and crosswalks. It was observed that there is a lack of ADA compliance in the corner crosswalks as there are no bumpy handicap ramps there. There was also discussion on changes residents would like to see at the Metro bus stop shelter and adding a shelter on the other side of Brighton Avenue. Mr. Adelson noted the need to speak with the Metro's administration regarding the suggested changes.

6. Program Operations Report

Maine School of Law student Reginald Parson shared about his internship experience with Public Housing and his review of policies in the agency's ACOP and HCV Administration plans.

Linda Ballew, Section 8 Program Manager, assisted by Mr. Adelson, presented the HCV Program review of the first six (6) months of the program since Section 8 runs on a calendar year. He reminded the Board members that no new vouchers are currently being issued and the agency's administration is being cautious because of the shortfall potential reported by HUD. Any vouchers released during this time are being withheld until HUD dictates the program shortfall has ended. Of the available vouchers, 97% are housed. Movers are those clients in transition who already have vouchers but are simply moving into new homes. The only vouchers issued are VASH and Project-based vouchers. The most recent addition was 30 project-based vouchers for Huston Commons.

Director of Public Housing Trevor Nugent reported on the Public Housing Program as of the end of Fiscal Year 2017 on June 30, 2017. The family developments saw the biggest rate of turnover in the past year; the HCV program shortfall has caused the future moves list to be reduced in size. Mr. Nugent reviewed the Intake statistics, as well as the evictions during the time period. Tenant move-ins did increase in the last year. Completed work orders followed up on was over 20% of the total work orders for the year. Approximately 75% of reasonable accommodations processed were approved. He ended his report with a review of current tenant re-certifications.

The Board inquired if the rescinded voucher holders who were placed back on the waitlist will be first up when the Agency is able to issue vouchers once more. It was clarified that the Agency is currently in the process of cleaning up the waitlist so clients will be called back based on their current position at the time based on their preferences.

7. Resolution: Approval of Applications for Front Street Redevelopment Project

Development Director Jay Waterman reviewed the handout provided to the Board members present at the meeting. He notes that demolition and site remediation will be agency's responsibility to allow for the application for grant monies sought for the completion of the project. Demolition and site remediation will be completed before the land is passed to the LLC for the construction phase of the project.

Resolution # 2872

Be it resolved by the Commissioners of the Portland Housing Authority that approval to submit applications for funding for the Front Street redevelopment project, including the Federal Home Loan Bank Affordable Housing Program and Housing-for-Everyone/TD Bank Program, be and hereby are approved.

The above resolution was moved by Thomas Valleau, Commissioner and second by Siyad Ahmed, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chair	None
Siyad Ahmed, Commissioner	
Mariar Balow, Commissioner	
Faith McLean, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

8. Human Resources Committee Report

The report will be presented after resolution to go into Executive Session.

9. Resolution: Approval to go into Executive Session to discuss Executive Director’s job evaluation

Resolution # 2873

Be it resolved by the Commissioners of the Portland Housing Authority that approval to enter Executive Session under Title 1 MRS Section 405(6)(D) to discuss personnel matters in regards to the Executive Director’s Performance Evaluation, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chair	None
Siyad Ahmed, Commissioner	
Mariar Balow, Commissioner	
Faith McLean, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

Executive Session started at 7:30 PM

10. Resolution: Approval of the Executive Director’s compensation

Resolution # 2874

Be it resolved by the Commissioners of the Portland Housing Authority that approval of the Executive Director’s compensation as discussed in Executive Session, retroactive to July 1, 2017, be and hereby are approved.

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

AYES

NAYS

Shirley Peterson, Chair
Siyad Ahmed, Commissioner
Mariar Balow, Commissioner
Faith McLean, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

With no other business to discuss, meeting ended at 8:00 PM.