

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

October 5, 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 5:35pm

PRESENT	ABSENT
Shirley Peterson, Chairperson Evan Carroll, Vice-Chairperson Mariar Balow, Commissioner Faith McLean, Commissioner (call-in) Christian MilNeil, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Jay Waterman, Development Director Linda Ballew, Program Manager, Housing Services Joni Boissonneault, FSS Program Manager Christie Gaydos, Family Stability Coach Geneva Meserve, Family Stability Coach Lourdes Alvarez, Administrative Support Specialist	Siyad Ahmed, Commissioner

1. Resolution to approve the minutes of the regular board meeting of September 7, 2017

Resolution #2876

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of September 7, 2017, be and hereby are approved.

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

AYES

NAYS

Shirley Peterson, Chair
 Evan Carroll, Vice Chair
 Mariar Balow, Commissioner
 Faith McLean, Commissioner
 Christian MilNeil, Commissioner
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

1) Executive Director's Report

A. Development Update

Development Director Jay Waterman first updated the board on the Front Street Redevelopment Project. The planning board application is being submitted this week for an expected December 2017 approval. A meeting was held, together with PHA staff, with Front Street residents to discuss the relocation plan, the raised bed gardens, and the development of a one page fact sheet to provide residents with details. He also met with the MaineHousing development/legal department staff (with PHA attorney Gary Vogel present) to discuss the funding of demotion costs and tax credits for the project. Relocation plans are being development following the Uniform Relocation Act guidelines. He proceeded to update the Board on the 58 Boyd Street project. The planning board application has been submitted and the workshop is scheduled for Oct 24th. The Federal Home Funds and Tax application with City of Portland are being submitted. The next required public meetings for both projects are in the process of being scheduled. Pre application for funding tax credits is due on December 1st.

B. Franklin Towers security protocol

Executive Director Mark Adelson presented plans concerning the security at Franklin Tower. The ongoing security issues with trespassing and bad behavior are being mitigated but improvements are not reaching the desired levels. A meeting was held with residents and decisions have been made to beef up security in the evening. Current security patrols (four walkthroughs per night) are not enough to increase the safety of residents so the patrols are being replaced with a doorman staff position. The schedule would be five nights a week, from 5 pm to 1 am. Building access would be restricted to only one door during those hours. The timing was determined by a review of activity captured on security camera footage. There are still some logistics to be determined for providing proper handicap access during these hours. There will be a cost increase of \$20,000 with the staff person addition over the current security patrol expense. PHA staff considers building security a top priority and an important issue to be resolved. Results will be reported to the Board after inception of new procedure.

C. Upcoming meetings

Mr. Adelson completed his report with reminders to the Board of the next meeting on November 2nd; the next Human Resource committee meeting is tentatively scheduled for the 30th or 31th of October based on the availability of members, and will possibly be attended by PHA attorney. The main agenda item for the HR committee will be the changes to the health insurance, one of the most important pieces of the new union contract. He forecasts the Board vote will probably occur before the membership union vote. The newly hired deputy director will be present at the November board meeting. Staff is looking forward to the new addition to the team.

2) Finance Committee

Commissioner Christian MilNeil presented the monthly finance report from the previous Finance Committee meeting. He indicated the expenses and revenue are trending in a good direction for the start of the fiscal year. The parking strategy discussed for 58 Boyd Street will probably follow the same pattern as the protocol instituted at Kennedy Park with the addition of Bayside Anchor. They reviewed the Tax Credit application that is due in February 2018 for the upcoming projects, with scoring criteria discussed for both Front Street and 58 Boyd Street.

3) emPOWERme Program update

Program Manager Joni Boissonneault introduced her staff and proceeded to present the program update. The previous presentation to the board featured the re-branding of the adult resident services program using the grant funding that just ended on 6/30/2017. It was a very successful year for the program, with 62 residents impacted, from a goal of 50 at start of program. A holistic methodology has been used together with a two generational model approach. Group workshops and orientations are being held to help more residents instead of keeping them on a wait list waiting for a needs based assessment. Once clients complete these workshops and/or orientations, then they are placed on the appropriate wait list for a one-on-one coaching opportunity. Lunch and Learn Workshops have also been very well attended and successful. Clients want to be educated in choices available in financial coaching. The guidance of the COMPASS group, based out of Boston, has been an asset in the training of the program staff. The group has also collect data on the PHA program which is provided to the PHA staff quarterly in a report that shows how program clients are progressing. Report showed similar goals in both FSS and basic emPowerMe program participants, and a decrease in use of risky outlets like Check Cashing business and rent-to-own purchases. Portland Adult Education has been financing the additional position that the United Way grant funded for a year so there have been no gaps in the services being provided to clients. Applications have been made for other United Way grants, including some renewable grant funding, to service single mothers and youngsters under age 2. She clarified that the current 3 year grant may be on its last renewal run. Joni finished her report reviewing the handout provided to the Board members.

4) Quarterly Program Operations Update

A. Public Housing Program

Executive Director Mark Adelson reviewed the quarterly report provided in agenda packet with the Board members. There was a lower than normal vacant unit count this quarter, with some pending evictions in progress and a few units offline for renovations. There are currently enough validated clients to cover upcoming vacancies so no new clients are being pulled off the waitlist. Completed work order numbers are trending on a normal track. Turnover time is running between 11 to 21 days on average, depending on development. There have been a few overdoses reported on PHA sites but each instance has involved a visitor or guest. Investigations are being performed on the residents of units where incidents occurred to see if due process is required. The Board asked the question – is there a need for *Narcan* training to be conducted with residents who deal with these situations; and are staff members being trained to be able to administer if necessary. Staff sees no harm in encouraging residents

to have it available if appropriate. Board concurs on being prepared for these types of situation. One final note, the Board is notified of REAC inspections being performed in December.

B. Section 8 Program

Program Manager Linda Ballew reviewed the S8 report summary provided to the Board. She reviewed the drop in the number of tenant clients as no vouchers are currently being issued. Project based vouchers has only two vacancies which will be eventually filled in the very near future. There are currently two movers and one client searching. There are 21 vouchers that are not being used, which means the voucher program is currently under leased. One VASH client is going into successful home ownership, with USDA financing. She pointed out no new VNEDs are not being issued at this time, and some of the ported vouchers in the portfolio have been absorbed by PHA. RAD project has only one vacancy at Loring House after rehab work was completed. The most recent client pull from the wait list was done December 2016 so very little change has occurred in the current year numbers. She again reminds the Board that no new vouchers are being issued except for ports and move outs. She also noted that the number of EOPs matches the drops in voucher count in the reported quarter.

5) Front Street Redevelopment Project

Front Street Relocation Plan approval being tabled as current draft plan has to be adjusted for the Uniform Relocation Program requirements. All other discussed changes have been integrated into the current draft. It will be brought back to the Board in a future meeting for approval once all changes are completed.

Mr. Waterman presented the components of the Front Street Redevelopment Plan resolution and explained the document presented to the Board detailing the agreements between the partnerships, PHA, and PHDC. In summary, PHA will own the land and the building will be leased to the limited partnership.

Resolution #2877

Be it resolved by the Commissioners of the Portland Housing Authority that the following resolutions in regard to Front Street Redevelopment Project, be and hereby are approved.

- Approval of Amended and Restated Option Agreement for the sale of public housing property on Presumpscot and Front Street to Portland Housing Development Corporation;
- Authorize the application to HUD for the disposition for Front Street property
- Authorize PHA to serve as the initial limited partner of Partnership

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

AYES

NAYS

Shirley Peterson, Chair
Evan Carroll, Vice Chair
Mariar Balow, Commissioner
Faith McLean, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

With no other business to discuss, adjournment is moved by Commissioner Tom Valleau, and second by Commissioner Christian MilNeil.

With a unanimous vote, meeting was adjourned at 6:47 PM