



MEETING MINUTES
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY
May 28, 2020, 9:00 a.m.

Zoom Teleconference

<u>COMMITTEE MEMBERS PRESENT</u>	<u>STAFF PRESENT</u>
Katherine Galian (Chair)	Komi Kalevor, Executive Director
Ben Sturtz	Yaling Huang-Dressel, Housing Controller
Sheila Greenlaw-Fink	Melisa Dailey, Housing Program Coordinator
Vince Chiotti	Gary Calvert, Asset Manager
Gary Whiting	Josh Crites, Assistant Director
Sid Scott	Shannon Wilson, Housing Development Coordinator
	Liz Morris, HCV Manager
	Emily Nichols, Program Coordinator
<u>ABSENT</u>	Katie Warden, Intern
Dave Bachman	
Cindi Otis	<u>ABSENT</u>
Melinda Bell (Vice-Chair)	Annette Evans, Homeless Program Manager
Jason Hitzert	

I. **ROLL CALL** – 9:08 a.m. A quorum was present.

II. **ACTION - APPROVAL OF MINUTES FROM March 26, 2020**

Approval of minutes was delayed until the next meeting to give HAC time to review the minutes.

Motion: Sheila Greenlaw-Fink

Second: Gary Whiting

Vote: All approved

III. **DISCUSSION - ORAL COMMUNICATIONS & MEMBER UPDATES**

MEMBER UPDATES

Sheila – had just gotten off the westside mayor’s zoom call; 200+ people attended. Businesses are figuring out how to collaborate. Housing and homelessness was talked about. There was a shout out to housing projects which was good to hear.

Ben - BRDIGE is keeping busy. They submitted for the Washington County Metro Bond NOFA; he has a closing in PDX; and, is finishing up a couple projects in next month or so.

Gary - real estate in his world is extremely slow but not dead. People are still buying and selling. Interest rates look like they will stay where they are for a while.

Sid – he is learning how to get projects up to speed in terms of construction, which is encouraging. A lot of affordable housing is in the que, which is exciting.

Katherine – COVID-19 rent assistance is trickling in, the COVID Rent Relief. CDBG and ESG should be coming online in next month or so, CDBG will be first. EFSP (Emergency Food and Shelter Program) will be coming, too. CARES for LIHEAP (Low Income Home Energy Assistance Program) has arrived (for utilities), which is easier to get than rental assistance.

ORAL COMMUNICATION

IV. EXECUTIVE DIRECTOR'S REPORT

Komi Kalevor thanked everyone for being here. He has been doing all COVID work the last couple of weeks. The County is planning to open June 1, so there have been a lot of meetings. A lot of temporary policies are coming through. Housing is ready, and our plan was submitted. Facilities provided glass for the rooms that host one on one meetings with clients; staff also have face masks. We can also reserve the large conference room for large families. The preference is to continue meeting on phone and online, so those are contingencies. The Occupancy Specialists, managers, and finance staff are coming to work, getting the budget done and processing interim adjustments, thus keeping people housed. HUD provided some administrative funding for COVID-19.

The Here Together measure passed, which will require an LIS like with the Metro Bond. It will be a heavy lift, and a harder lift. The hope is HHS will be the lead or major player with this homeless services bond. The Metro Bond NOFA was due Tuesday May 26th. We received seven applications from for profits and nonprofits, requesting \$71 million total. The CDP Phase I is project moving along to closing and is on track.

I am pleased with our team and the work we can do despite COVID-19. Hats off to the finance team for getting budget ready. It helps that HAC sees the budget and gives it a thumbs up recommendation for the BOCC.

V. STAFF REPORTS

A. Financial Statement

HAWC Budget Presentation - Yaling Dressel reported on the FY2020-2021 budget. Ling, Metro Bond and Housing Services, \$129M. Why is our workload increasing? In the past Housing Authority budget was \$40M. Metro Bond is \$80M, homeless bond, etc.,

will result in 43 FTEs for next budget year to manage \$129M. Section 8 is 68% of expenditures.

Operating Budget is on accrual basis and accounts for depreciation. We will receive \$43M and expense the same amount. Largest income of 78% is our federal grant for Section 8. HAWC expenditures for repairs/maintenance dropped due to new using a new management company; there was an increase in administration and increase in payroll. We have been understaffed for many years. The new positions help development activities for the Housing Authority portfolio. There was a lot of turnover in FY2020; now staffing is stabilized. Increase in payroll. HAP (housing assistance payments) increase by \$1.5M. DHS overhead, aka county indirect costs, is a huge impact. Payroll increased by 21%. Cost allocation plan for administrative overhead, new equity team and additional positions, all add cost, and spread out to all departments. Square footage factors into overhead. Bottom line is the Housing Authority cannot afford to pay the cost allocation; Ling has met with County Finance to figure out a strategy that is fair. The \$21,000/FTE for cost allocation is high. For other departments it is lower. Ling says other departments do not rely as heavily on federal grants, and also have sources of income and can afford to pay for this overhead. For departments receiving federal grants, it's hard to accommodate. ITS (Information Technology Services) is also high.

Ben asked about HAP; Ling says we don't get administrative fees until vouchers are leased up. Debt service interest? Debt service was financed by the County, and was refinanced, so debt service decreased; but we paid money for a closing so shows an increase (18-19) but will show a decrease to \$1M. Repair/Maintenance is going down due to the new management company, yet CNAs (capital needs assessments) show need for maintenance. Will capital needs be dealt with through reserves? Utilities going down is a surprise. Why are MG overhead not included in expenditures? Deferred maintenance was little fixes and not holistic view. Now approach is holistic and not spending more money on little things.

The Metro Bond is not in the Housing Authority budget, it is County funds. Staff for Metro Bond, homeless, Housing Services are part of WashCo; the Housing Authority is separate financials. Some staff work on Housing Authority as well as Housing Services and Metro Bond.

The Housing Authority has seven funds/programs. HCV (Housing Choice Voucher), LRP (Low Rent Public Housing which is Public Housing); Kaybern Terrace: Aloha Park; Local Fund; Affordable Housing; Cornelius Village (which has a bank loan so is managed separately). We have 2,977 vouchers. We receive funding based on prior year expenditures and do not receive enough to manage programs. HAP can only be used for HAP payments. Four variables influence the HAP calculation: subsidy standard; payment standard; household income; utility payment amount. The HCV administrative fee pays for staff administering HCV program. We receive the administrative fee based on fee rates published by HUD, and they are subject to proration of 80%; HUD pays \$763/voucher/year. Preleasing tasks for new vouchers are not paid. The 2020 numbers used do not reflect the real situation. We do not have

enough money to help all families we are authorized to – we serve about 2,600 families versus the 2,977 vouchers allocated.

Public Housing has 244 units and a lot are single family scattered site. The Public Housing operating subsidy is a HUD formula, and also subject to proration.

On page 10 and 11 of the budget packet, we have some deficit because we will not receive funding but do have reserves. Public Housing will have net income and will rely on reserve to carry over this program. The local fund is development activities. Quatama will have 50% less income due to COVID-19. Health Careers Northwest has been extended to a 6th year that will be paid with some savings. Kaybern Terrace will break even. Aloha Park will break even. Cornelius Village will break even but will have deficit due to depreciation expense. Affordable Housing has 524 units that were refinanced and has a \$200K decrease in loan payments. The total budget has \$500K net income available.

B. Housing Choice Voucher Program

Liz – we saw a drop in interims; people are getting called back to work. We won't see a HAP increase for 2-3 months. She is proud of team providing customer service. They are still doing minimal inspections. Staff are conducting wellness calls on 2,100 of our participants (not CoC, also not new tenants); 84% were called so far. Camp Rosenbaum was canceled; letters were sent to the eligible households. Camp Rosenbaum will deliver backpacks with activities for home. Katherine asked what major tenant issues are from the outreach calls. Households are asking where to get masks, do not seem to have trouble finding food, and also seeing loneliness, and that people are tired and worried.

C. Public Housing

Josh reported there is nothing significant right now with just a few resident issues. They are looking at capital projects and enhanced cleaning. Most public housing is single family so not a lot of cleaning is needed at our properties. We are working with finance managers for use of the CARES funding.

D. Affordable Housing

Josh reported they were at 85-90% by the end of May for rent collections; the mid-month was at 45-50% so it was scary at first. It will take time to see the benefit of switching management company. Bonita Villa has leakage issues. We are looking at bigger and better ideas for that property. The portfolio needs work which will take time.

Katherine – when does the moratorium end and rent collection begin?

Josh said we were waiting to see if the state will give additional guidance. Komi said Home Forward gave their clients 12 months. Josh said the County relied on the State's rent collection policy and are now waiting to see if the State will update their policies. Obviously, our mission is to serve low income households and keep them stably housed. Katherine said the state payback deadline is June 30, plus some of the assistance funding has not arrived yet.

E. Programs and Special Projects

Liz – only eight PBVs are not leased up. Waitlists for the PBVs are open, but a lot require preferences. We do have a couple housing projects that will be finishing; also have some under contract that will start construction. FSS is getting an overhaul. Seven staff went through FSS training; the goal is to tie people in with other programs. She is also reassigning tasks with staff.

F. Report on Homelessness

Annette – she is working on prevention of disease spread; the quarantine wing at the Respite Shelter which Josh transitioned to; working on FEMA report for the Respite Shelter; the Comfort Inn Respite Shelter operates for 30 days and has to report out then; 75% is FEMA funded; Community Action facilitated 90 shelter beds that are closing at the end of May. She is also working to provide sanitation for camp sites and homeless RVs. Hillsboro will be closing Dairy Creek Park completely to be cleaned. The Continuum of Care met about local CARES funds. The Here Together ballot passed and the funds will arrive mid-year. The Build For Zero Initiative showed that there are many people out there who need help but have limited resources so Here Together will really help. Built for Zero has also helped with collaboration on case management. Shelter Plus Care has reached capacity.

Josh – We are looking at removing income requirement for the Kaiser funds to help homeless/disabled folks. Kaiser funds will be utilized as bridge funds, and then transition to Here Together funds.

Komi - Here Together will have 5% administrative cap. Josh says the money comes to Washington County and we'll see how it plays out. A lot of community engagement needs to happen. Katherine is wondering how that works for the implementing agencies, and are things still being figured out. Annette mentioned that reporting could be high especially with HMIS added in, so they are still figuring out the administrative funds.

G. Housing Affordability/Development Initiatives

Shannon - she shared a flyover video of The Fields apartments, 264 units in partnership with DBG. The CDP Phase I Metro Bond project is moving forward to closing which is scheduled for June 25. CPAHs projects are both about 40% completed and scheduled for fall opening. CPAH has had cost increases and supply chain issues; both projects will have PBVs. Montebello is complete and just has some final small things. The Metro Bond has been taking up a majority of Shannon's time.

VI. OLD BUSINESS

NA

VII. NEW BUSINESS

Metro Bond Outreach/Katie Warden

The overall goal for Americorp/Vista is to ensure the Metro Bond outreach reaches marginalized communities of color. The goal of community-based organizations is to see if they can help out with Metro Bond projects in the county. The first stage is approval via concept endorsements; then, we will have listening sessions on community design; feedback is then shared with developers so design can cater to specialized needs. Based on conversations, she shared a list of ideas for how remote listening

sessions will work, such as conducting meetings over Zoom with various organizations to facilitating; leave it up to organizations if they want to collaborate with other organizations; and, conduct separate smaller group meetings (this list is not all inclusive).

Metro Bond Update

Shannon – she is working on a remote groundbreaking video for the CDP Metro Bond project. The project name will be unveiled at the groundbreaking. The Metro Bond NOFAs were due last Tuesday. The staff review happening right now. There will also be a third-party financial analysis/review. Then the applications go to an ad-hoc evaluation committee. Finally, projects will go to the BOCC and Metro for concept endorsement. Recruitment is ongoing for an affordable housing developer (over 20 applications were received), although only four made in through HR review.

New HAC Members

Komi – next Tuesday the BOCC will approve three new HAC members Renee Brouse, Eric Schmidt, and Balen Younis. Katherine Galian had a two year term and is renewing for four years. The County received \$104 million for COVID-19 and funding ideas will be discussed next Tuesday. Our office receive \$1.7 million for the houseless community. Cities are making requests of the money. The BOCC meeting can be viewed on the County YouTube station.

VIII. RESOLUTIONS/ACTION ITEMS

RESOLUTION

Motion: Ben Sturtz moved to approve the FY2020-2021 Housing Authority budget and for it to be sent to the Housing Authority Board of Directors for adoption.

Second: Sheila Greenlaw-Fink seconded the motion.

Vote: The motion unanimously passed.

IX. ADJOURNMENT

Meeting adjourned at 10:50 a.m.

Komi Kalevor
Secretary/Executive Director