

**HOUSING AND COMMUNITY  
SERVICES AGENCY**

July 12, 2011

9:00 a.m.

Commissioners' Conference Room

Commissioner Faye Stewart presided with Commissioners Jay Bozievich, Rob Handy, Joe Inman, Sid Leiken, Judith Pothier and Pete Sorenson present. Recording Secretary Melissa was also present.

1. **ADJUSTMENTS TO THE AGENDA**

None.

2. **PUBLIC COMMENTS**

None.

3. **COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE**

None.

4. **REGULAR BUSINESS**

- a. ORDER 11-7-12-1H/In the Matter of Authorizing a Memorandum of Understanding (MOU) with ShelterCare regarding the Acquisition of the Hawthorn Apartments in Eugene.

Jim McCoy, HACSA, explained that this order is asking the Board to execute a MOU with Shelter Care. He recalled they had started the acquisition of the 35 unit project and had done a good job of getting it to a certain point and obtained all the financing but could not land an investor because they had no development experience. He said they are asking HACSA to finish the job for them. He noted this is one of several Board actions involved. He said the investor wanted to see the MOU so they understood who was doing what. He said it is important for Eugene and Lane County, as there are 35 units that serve people with severe psychiatric disorders. He added that anyone who lives there will not pay more than 35 percent of their income for rent and utilities. He recommended approval of the MOU. He reported the second part of the order is about liability protection.

**MOTION:** to approve ORDER 11-7-12-1H.

Pothier MOVED, Inman SECONDED.

**VOTE:** 7-0.

- b. ORDER 11-7-12-2H/In the Matter of Approving the Submission of the Annual Agency Plan for the Fiscal Year Beginning October 1, 2011.

Dorothy Cummings, HACSA, reported that this was a good idea that HUD had and then they ruined it. She said the agency plan is required and if the Board doesn't sign the board order, they wouldn't get any funding. She said the important pieces for the Board include HACSA telling the public and their residents the changes they are making to their statement of policies that govern the Public Housing Program, the Section 8 Administrative Plan and Policies and Procedures that are important on how they serve people. She added the Capital Improvement Fund is included for all of their public housing units and it is a key component to their plan and without approval of the plan they wouldn't receive funding. She said they hear from residents about their needs and they integrate that with what they already know with the capital needs assessment. She noted in the Statement of Policies they made changes to the Enterprise Income Verification System. In Operations and Management they have upgraded the Maintenance Plan and added the Integrated Pest Management Plan to their policies and they have incorporated the No Smoking Policy. She noted in Section 8 they have updated several of their local preferences. She said they made clerical changes to the Policies and Procedures and the rest of the changes are in the Capital Fund Program. She added that because of the prices they are getting on their bids, they are able to move forward work items. She stated it was good news. She said they are getting more work accomplished. She said they have had 259 Douglas Heat Pumps installed in the Eugene and Springfield area that freed up \$100,000 from their FY 10 Capital Fund Program and they can move items forward into that grant program.

Pothier reported the feedback she has received has been positive.

MOTION: to approve ORDER 11-7-12-2H.

Inman MOVED, Pothier SECONDED.

VOTE: 7-0.

- c. ORDER 11-7-12-3H /In the Matter of Amending the By-Laws Governing the Housing And Community Services Agency.

Cummings reported that this was Board directed. She tried to meet the intent of the Board and changed the By-Laws to reflect that the Chairperson for the HACSA Board would be elected annually by majority vote of the HACSA Board. She didn't make any change to the Vice Chair. She said it indicates the Vice Chair of the Lane County Board of Commissioners is the Vice Chair for the HACSA Board.

Stewart said for him personally, it is something he supports where they are able to share in the leadership if they want and it shouldn't be limited to the Board of Commissioners.

MOTION: to approve ORDER11-7-12-3H.

Inman MOVED, Bozievich SECONDED.

VOTE: 7-0.

d. **REPORT BACK/Semi-Annual Implementation Review of the 5-Year Strategic Plan.**

Larry Abel, HACSA, reported when the Board approved the Strategic Plan last December, Goal 5 was a requirement to conduct a semi-annual implementation review. (Copy in file). He said this started out when the Board 18 months ago had asked for a succession plan and that was one of the goals. He indicated that they have identified several key people who will be leaving in the next three years. He commented that as long as funding doesn't get any worse, they will be okay with the current staffing level. He noted that they received a grant from HUD for three years for \$240,000 to hire a resident resources coordinator and it fits into their Strategic Plan. He said they wanted to raise \$1 million in new funds to help them help the residents and coordinate services, something that they haven't been able to do in many years because HUD funding had dried up in that area. He added they have received 29 percent of funds toward their goal of \$1 million and they did that in six months.

Stewart thought they did a great job on their plan and he was very impressed.

Handy appreciated the report and the level of commentary.

Able thanked Stan Biles for all of his help and leading them in the right direction.

Stewart reported that Abel told him that they will be starting the bargaining process and they are moving forward with contract negotiations.

5. **CONSENT CALENDAR**

- a. Approval of Minutes:  
May 18, 2011, HACSA, 9:00 a.m.

MOTION: to approve the Consent Calendar.

Pothier MOVED, Inman SECONDED

VOTE: 7-0.

There being no further business, Commissioner Stewart adjourned the meeting at 9:25 a.m.

Melissa Zimmer  
Recording Secretary