

# MINUTES

**Homes for Good Housing Agency**

**BOARD OF COMMISSIONERS**

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**Wednesday, October 25<sup>th</sup>, 2023, at 1:30 p.m.**

Homes for Good conducted the October 25<sup>th</sup>, 2023, via a public video call with dial-in capacity. The public was able to join the call, give public comment, and listen to the call.

## **CALL TO ORDER**

Board Members Present:

**Heather Buch**

**Michelle Thurston**

**Justin Sandoval**

**Pat Farr**

**Kirk Strohman**

**Chloe Chapman**

**Larissa Ennis**

**Joel Iboa**

Board Members Absent:

**Quorum Met**

## 1. PUBLIC COMMENT

*None*

## 2. COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE

*None*

## 3. ADJUSTMENTS TO THE AGENDA

*One of the awardees of the Quarter 4 Excellence Awards are unable to attend the meeting today and will be celebrated during the December board meeting.*

## 4. COMMISSIONERS' BUSINESS

**Commissioner Larissa Ennis** expressed concern for the repeated trend of individuals joining anonymously to give public comment during a public forum and utilizing racist and hateful language.

**Executive Director Jacob Fox** discussed how we as a Board would address said incident virtually or in-person. This would include virtually removing the individual from the meeting or escorting them off the premises.

**Commissioner Pat Farr** included that these incidents are harder to facilitate and mitigate on Teams versus Zoom.

## 5. EMERGENCY BUSINESS

*None*

## 6. EXECUTIVE SESSION

*None*

## 7. ADMINISTRATION

### A. Executive Director Report

**Jacob Fox** discussed the tour of housing with Wakan Alferes, Jasmine Leary and the Trillium executive team. Homes for Good will be receiving a grant for Bridges on Broadway and the grant co-submitted with Lane County was awarded for The Commons on MLK. There could be additional funding in the future.

There are significant financial challenges with the 20 third party property managed sites. The cause of these challenges are vacancies, a software transition and lack of systemic rent collection standards. This issue was discussed during the finance subcommittee meeting. Moving forward there are regularly scheduled coordination meetings between the third-party property managers and Homes for Good.

The Pacific Source pre-development loan fund deliberations will be in December. The funding will be the first of its kind and significantly help with the Agency cashflow.

### **Discussion Themes**

*None*

B. Quarter 4 Excellence Awards

**Resident Services Manager Emily Yates** presented the award to **Resident Service Specialist Jazzmen Vega-Heath**

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**8. CONSENT AGENDA**

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A. Approval of 09/27/2023 Board Meeting Minutes

**Vote Tabulations**

Motion: **Chloe Chapman**

Second: **Michelle Thurston**

Discussion: **Commissioner Chloe Chapman's** former last name was used on Item #10 in the minutes. Approval contingent upon edit.

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

**09/27/23 Board Meeting Minutes were approved [8/0/0]**

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**9. ORDER 23-25-10-01H: In the Matter of Updating the Administrative Plan and Admissions & Continued Occupancy (ACOP) – Removal from the Waiting List**

*Rent Assistance Division Director, Beth Ochs presenting*

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**Overview**

With the transition to Yardi software there are some adjustments that need to be made in how applicants appear on the waitlist. In the current system, HAB there can be multiple placements on a waitlist. In Yardi, there can only be a single placement.

Currently there are 511 applicants on a waitlist more than once. Applicants can be on multiple waitlists, but not on a single waitlist repeatedly. The update will permit removal of duplicate entries and will clarify the process for how applicants are removed.

Applicants will be notified of the duplicate placement and the plan to remove said duplicate. The highest placement on a waitlist will be the placement the resident will remain at.

**Discussion Themes**

*None*

**Vote Tabulations**

Motion: **Michelle Thurston**

Second: **Larissa Ennis**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

**ORDER 23-25-10-01H was approved [8/0/0]**

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## **10. PRESENTATION: Resident Commissioner Recruitment Timeline**

*Executive Director, Jacob Fox presenting*

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### **Overview**

The legal appointment of the Board is the responsibility of the Lane County Board Commissioners. Since the governance change, the process has been conducted as a joint effort between the Lane County Board Commissioners and Homes for Good.

There is a vacant resident commissioner position on the Homes for Good Board. The goal is to fill the position with a Homes for Good property resident or a voucher holder.

The process began by presenting the recruitment to the Resident Advisory Board (RAB). Once the interview process has been conducted, the applicant would be presented to the Homes for Good Board of Commissioners for approval. Lastly, the applicant would receive final approval from the Lane County Board of Commissioners.

### **Discussion Themes**

- Homes for Good Board office hours to increase resident accessibility during the recruitment process
- **Commissioner Michelle Thurston** participate in application review and record a FAQ video for applicant guidance.

**No action needed.**

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## **11. ORDER 23-25-10-02H: In the Matter of Non-Represented Classification & Compensation Study and Recommendation**

*Human Resources Director, Bailey McEuen*

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### **Overview**

A classification and compensation study was conducted on Homes for Good non-represented staff. In comparison to similar organizations and roles, the current salary compensation is lagging. Additionally, the study shows division growth, particularly in Rent Assistance, Resident Services and Permanent Supportive Housing Case Management. The recommendations will allow for an updated salary schedule that is more in line with market results.

The schedule in the appendix is what has been brought to the Board for approval.

*[See presentation for further details]*

### **Discussion Themes**

- Most recent data used
- COLA minimum and maximums
- Transparent performance expectations and career pathways
- Non-cash compensation
- Deputy Director position

### **Vote Tabulations**

Motion: **Chloe Chapman**

Second: **Kirk Strohman**

Discussion: *None*

Ayes: **Heather Buch, Michelle Thurston, Justin Sandoval, Kirk Strohman, Chloe Chapman, Larissa Ennis, Joel Iboa, Pat Farr**

Abstain: *None*

Absent: *None*

**ORDER 23-25-10-02H was approved [8/0/0]**

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## **12. PRESENTATION: 2023 Executive Director Performance Evaluation Process**

*Human Resources Director, Bailey McEuen Presenting*

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### **Overview**

Every year the Executive Director goes through the performance review process.

Process:

- Self-Reflection (includes progress, connection to the missions, areas of development)
- Goal setting (align individual goals to department/Agency goals)
- 360 Survey (ten competency-based questions)

*\*\*Even Years: Internal/External Survey & Odd Years = Internal Survey*

### **Discussion Themes**

- The Board is willing to engage at whatever level is helpful to review data.
- Utilizing CultureAmp data and determining based on the results if an ad hoc committee meeting is necessary, **Human Resources Director, Bailey McEuen** can coordinate.

**No action needed.**

## **13. OTHER BUSINESS**

*None*

**Meeting adjourned at 3:16 p.m.**

*Minutes Taken By: Jasmine Leary*