

Minutes of the Board of Commissioners Meeting August 20, 2013

MEETING CONVENED

A regular meeting of the Board of Commissioners for MaineHousing convened on August 20, 2013, at the offices of MaineHousing, 353 Water Street, Augusta, Maine.

Vice-Chair Lincoln Merrill called the meeting to order at 9:05 a.m. with Commissioners Adam Bradstreet, John Turner, Don Capoldo, Sheryl Gregory, Neria Douglass, Donna Talarico (by Conf. phone), and Director John Gallagher in attendance. Commissioner Peter Anastos was absent. There was a quorum present.

PUBLIC ATTENDANCE

Guests and Staff present included: Dana Keene, Margaret Bean, Deputy Director; Peter Merrill, Deputy Director; Tom Cary, Treasurer; Linda Uhl, Chief Counsel; Dan Brennan, Director of Development; Denise Lord, Director of Housing Choice Vouchers; Craig Reynolds, Director of Homeownership; Darren Brown, Director of Finance; Linda Grotton, Manager of Internal Audit and Compliance; Laurie Murray, Assistant Director of Finance; Jane Whitley, Human Resources Manager; Deb Turcotte, Public Information Manager, and Jody Rollins, Office Administrator and note taker.

ADOPT AGENDA

Commissioner Gregory made a motion seconded by Commissioner Turner to accept the agenda. The vote carried 6 – 0.

COMMUNICATIONS AND CONFLICTS

- John Gallagher received communication from HUD's Office of the Inspector General stating that the findings from the audit have been closed. They commented that MH demonstrated full cooperation and diligence in clearing the Findings outlined in the Audit.
- Dana Keene addressed the Board about his concerns relating to the sale of a building on his property.

MINUTES OF THE MEETING

Commissioner Douglass made a motion seconded by Commissioner Gregory to accept the minutes as written. The vote carried 6 – 0.

VICE-CHAIR UPDATES

- Commissioner Merrill expressed condolences to Commissioner Talarico on the loss of her husband. She expressed appreciation for the cards and thoughtful words from Commissioners and MH staff.

DIRECTOR UPDATES

Director John Gallagher provided the following updates:

- The pre-applications have been received for the 9% QAP round. They represent 21 projects with 900+ units proposed.

- The Governor has agreed to proceed with the 4% TEFRA.
- We continue to work hard and make progress on the strategic plan for MaineHousing.

AUDIT COMMITTEE UPDATE

OPEGA Report - Audit Committee Chair Lincoln Merrill and Internal Audit Manager Linda Grotton provided an overview of the Final Report presented to the Government Oversight Committee on July 25 by the Office of Program Evaluation & Government Accountability (OPEGA). They reviewed the areas of recommended changes that will need to put in place by April 1, 2014.

REVIEW OF BUDGET ITEMS

Director Gallagher talked about the decision to hold \$160,000 of the budget for salary increases until mid-year 2013 in order to evaluate finances. It is his recommendation at this time to provide staff with a one-time 2% performance incentive to recognize their hard work over the past 1-1/2 years.

Darren Brown presented an overview of the financial results and reported that they are in-line with budget projections for this year. He reported a net operating loss of \$7.7 million due to activities in the MPP, which has a net operating loss of \$6.9 million. He explained the reasons for the unrealized “paper” loss. Excluding the paper loss of \$7.7 million, MPP has a net operating income of \$830,000 at June 30, 2013.

Commissioner Turner made a motion seconded by Commissioner Capoldo to proceed with the 2% performance incentive, up to \$160,000, to recognize the hard work of MaineHousing staff.

STRATEGIC PLANNING UPDATE

Director Gallagher reviewed the accomplishments to date on the Strategic Plan. He presented the mission and vision and reviewed core values, key goals, measureable objectives, and operational priorities. It was noted by the Commissioners that MaineHousing was moving in the right direction.

Commissioner Gregory made a motion seconded by Commissioner Douglass to endorse the draft Strategic Plan and empower the senior team to complete the plan. The motion carried 6 – 0.

DEPARTMENT REPORTS

- The Board reviewed the Homeownership loan portfolio numbers and was updated on the manufactured home program.

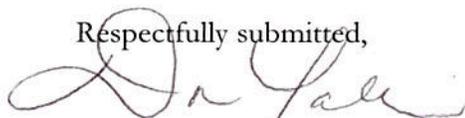
OTHER

The regular Board meeting date of September 17 was changed to September 24th.

ADJOURN

Commissioner Turner made a motion seconded by Commissioner Gregory to adjourn the meeting. The motion carried 6 – 0. The meeting adjourned at 10:20a.m.

Respectfully submitted,



Donna Talarico, Secretary