



## Minutes of the Board of Commissioners Meeting

August 15, 2017

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on August 15, 2017 at the offices of MaineHousing, 353 Water Street, Augusta, Maine.

Chair Peter Anastos called the meeting to order at 9:00 a.m. The meeting convened with Commissioners Lincoln Merrill, Sheryl Gregory, Kevin P. Joseph, State Treasurer Terry Hayes, Tom Davis, Larry Gross, and Director John Gallagher in attendance. Commissioners James Whitten and Donna Talarico were absent. There was a quorum present.

### **PUBLIC ATTENDANCE**

Guests and staff present for all or part of the meeting include: Avery Arena, guest of Commissioner Hayes; Linda Uhl, Chief Counsel; Daniel Brennan, Senior Director of Programs; Denise Lord, Senior Director of Communications and Planning; Tom Cary, Treasurer; Daniel Drost, Director of Energy and Housing Services; Jane Whitley, Director of Human Resources and Facilities; Linda Grotton, Manager of Audit and Compliance; Allison Gallagher, HCV Program Manager; and Jody Rollins, Office Administrator and Note taker.

### **ADOPT AGENDA**

*Commissioner Joseph made a motion seconded by Commissioner Merrill to adopt the August 15th agenda. The vote carried unanimously.*

### **COMMUNICATIONS CONFLICTS**

Director Gallagher reported receiving two communications – one from the Department of Health and Human Services approving the move of LIHEAP funds to Weatherization, and a letter of resolution from HUD stating the audit findings in 2015 regarding Bayside Anchor and missing document has been closed.

### **APPROVE MINUTES OF JUNE 20, 2017**

*Commissioner Hayes made a motion seconded by Commissioner Gross to accept the June 20th minutes. The vote carried unanimously.*

### **APPROVE MINUTES OF JUNE 30, 2017**

*Commissioner Gregory made a motion seconded by Commissioner Hayes to accept the June 30th minutes. The vote carried unanimously.*

### **CHAIRMAN OF THE BOARD UPDATES**

Chairman Anastos thanked John for providing good leadership and also thanked Legal, Kevin, and Mike for their work on finding a building site. Work on the site is underway.

### **DIRECTOR UPDATES**

Director Gallagher provided the following updates:

- Requested the Commissioners complete the W-9's that were distributed.
- The NCSHA Annual Conference is October 14 – 17, and MaineHousing has good representation attending from most departments. If Commissioners have an interest in

attending contact Jody Rollins.

- Provided an overview of the Maine Affordable Housing Conference on September 22, and offered the assistance of Jody Rollins to register those interested in attending.
- Finishing up on a 5-year strategic plan, which will be presented at the September Board meeting.
- Work is being done on a Business Continuity Plan in concert with the Finance Authority of Maine with a mid-January completion date.
- In the Legislature \$2.5 million annually was taken from State HOME which is better in than past years; our statute revisions were passed and signed by the Governor; we received \$3 million a year in TANF overage money for LIHEAP; we will receive \$500,000 to mitigate arsenic in wells; shelters received full funding; Preble Street's request for \$300,000 was passed by Legislature, but vetoed by Governor.
- Attended the Executive Director conference.
- Met with York County Shelter; Jacob Press, Senator Collins' office; Deb Keller, Bath Housing; and Ricker Hamilton, Interim Director of DHHS regarding Comfortably Home.

### **HOUSING CHOICE VOUCHER ANNUAL PLAN PUBLIC HEARING**

Chief Counsel Linda Uhl welcomed the public and explained the public hearing process. She introduced the Commissioners, Senior Director of Planning Dan Brennan, Housing Choice Voucher Program Manager Allison Gallagher, and herself.

Allison Gallagher explained that MaineHousing is the administrator of the Housing Choice Voucher program and we are required to adopt a Public Housing Plan. It is a two part plan - one being a 5-year plan, which is currently in effect from 2015 – 2019 that are the goals and objectives, and an annual plan that outlines the policies and procedures that support the objectives of the 5-year Plan. There were no members of the public to comment at the hearing. A handout on the Housing Choice Voucher Annual Plan describing the public comment requirements and a draft of the Resident Advisory Board Comments was distributed.

### **INTRODUCE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

Ms. Gallagher distributed a copy of the Housing Choice Voucher Administrative Plan to the Commissioners, which included a description of significant changes. The Administrative Plan outlines HUD regulations and MaineHousing policies for administration of the tenant-based rental assistance programs. She stated that there are both required changes and discretionary changes. MaineHousing works with Nan McKay regarding regulatory changes and best practices. A more substantive discussion will be forthcoming at the September Board meeting.

### **DEPARTMENT REPORTS & OTHER**

- An update was provided on the Housing Choice Voucher Centralized wait list.
- Staff were recognized for the Conference Development Plan for staff who attend conferences and training.
- Staff were recognized for bringing the volume of loans in foreclosures down 42% lower than last year at this time.
- Discussion occurred concerning talent recruitment.
- MaineHousing's financial information reports to the State and the required format was discussed.
- Multi-family delinquent loans and length of time of outstandings.
- Questions were asked pertaining to monthly servicing information.
- The Emergency Shelter and Housing Assistance Program chart information was reviewed.

**ADJOURN**

*Commissioner Hayes made a motion seconded by Commissioner Gross to adjourn the meeting at 10:01 a.m. The meeting was adjourned by a unanimous vote of the Board.*

Respectfully submitted,

Donna Talarico, Secretary