MaineHousing
Maine State Housing Authority

Minutes of the Board of Commissioners Meeting
June 30, 2015

MEETING CONVENED

A regular meeting of the Board of Commissioners for MaineHousing convened on June 30, 2015 at the offices of MaineHousing, 353 Water Street, Augusta, Maine.

Chairman Peter Anastos called the meeting to order at 9:00 a.m. with Director Gallagher, Commissioners Lincoln Merrill, Sheryl Gregory, John Marsh, Donna Talarico, Terry Hayes, Kevin P. Joseph, and Adam Bradstreet in attendance. There was a quorum present.

PUBLIC ATTENDANCE

Guests and staff present for all or part of the meeting include: Lisa McGee, CCI; Sandy Albert, CCI; Don Lemieux, Maine Fuels, Inc.; Kathleen Freeman, US Department of Housing and Urban Development (HUD); Heather Rhodes, (HUD); Margaret Bean, Deputy Director; Linda Uhl, Chief Counsel; Dan Brennan, Director of Energy and Housing Services; Denise Lord, Director of Communications and Planning; Kathy Kinch, Manager of Program Operations; Brad Snell, Energy Specialist; Becky McKinley, LIHEAP Program Officer; Karen Vigue, EHS Program Assistant; Jason Dupuy, Director of IT; Jane Whitley, Human Resources Manager; Cindy Namer, Director of Homeless Initiatives; Deb Turcotte, Public Information Manager; and Jody Rollins, Office Administrator and note taker.

ADOPT AGENDA

Commissioner Gregory made a motion seconded by Commissioner Joseph to adopt the agenda. The vote carried 7 – 0.

COMMUNICATIONS AND CONFLICTS

Chair Anastos reported on communications with Fred Forsley regarding a financing deal, Mark Swann regarding Bishop Street and DHHS, Dirigo Blue regarding Shaker Village, and Kevin Bunker regarding his latest projects.

Commissioner Merrill reported that his mother's husband is the chair of Mt. Dessert Housing Finance Authority.

MINUTES OF THE APRIL 28, 2015 MEETING

Commissioner Gregory made a motion seconded by Commissioner Talarico to accept the minutes as written. The vote carried 7 – 0.

DIRECTOR UPDATES

Director Gallagher reported that he had done the following:

- Attended a HUD forum in Lewiston with other Public Housing Authorities to review changes to the rules and fee structure in the delivery of the Housing Choice Voucher program. MaineHousing will lose11% in Administration fees. Public comment can be provided until the end of July. Commissioner Hayes offered her assistance in composing a letter.
- Attended the Maine Economy & Climate Change forum at Bowdoin College.

- Completed work with Cohn Reznick. As a result of their recommendations, the Executive Committee was expanded from 6 people to 10 with the additional of Human Resources, Information Technology, Finance, and Treasury. Future goals will be mapped out with assigned responsibilities to move them forward. The Communications & Planning Department will produce metrics to measure progress in reaching our goals.
- Met with bond representatives from Citi Bank with Tom Cary.
- Attended the River Landing Open House in Topsham that was built by Developers Collaborative.
- Attended a Federal Home Loan Bank Advisory Board Meeting in Rhode Island which included a tour of recent projects in downtown Providence that concentrated funding in the areas of arts & restaurants as an investment.

APPROVE WAIVER OF WEATHERIZATION CAP FOR FFY 2015 HOME ENERGY ASSISTANCE PROGRAM (HEAP)

The Director of Energy and Housing Services Dan Brennan requested approval of the proposed waiver to increase the maximum weatherization allocation under the Home Energy Assistance Program from 15% to 25% to ensure Maine can maximize its use of FFY 2015 funds. Neither the Community Action Agencies nor any other members of the public commented on the proposed waiver. *Commissioner Gregory made a motion seconded by Commissioner Joseph to approve the proposed Waiver of the weatherization cap for the FFY 2015 Home Energy Assistance Program. The motion carried 7 – 0.*

PUBLIC HEARINGS ON REPEAL AND REPLACEMENT OF HOME ENERGY ASSISTANCE PROGRAM RULE (HEAP) AND ON HEAP FFY 2016 STATE PLAN

Chief Counsel Linda Uhl opened the public hearing on the Repeal and Replacement of Home Energy Assistance Program Rule and introduced the Commissioners and key staff. She stated that the purpose of the hearing was to receive public comment concerning the Rule. The replacement Rule was developed with cooperation from the Community Action Agencies. She reviewed the timeline of published public notices and noted that the comment period will end on July 10 at 5:00 PM.

Donald Lemieux of Maine Fuels in Searsport provided testimony. He stated that he has been involved with the LIHEAP program for 5 years and would like to see us simplify the administration of the program and the work involved.

Commissioner Hayes stated that the provision that an applicant cannot claim a non-qualified alien as a household member, but must include their income seems like a disincentive to become self-supporting. Staff assured her that the provision is a federal requirement.

Having no additional members of the public wishing to comment, the public hearing was adjourned.

Chief Counsel Linda Uhl opened the public hearing on the Home Energy Assistance Program State Plan FFY 2015 to 2016. She reviewed how the Plan was developed, and how the hearing was noticed. The public comment period will end on July 10th at 5:00 PM. The purpose of the hearing is to hear public comment on the proposed plan. There were no members of the public present to give testimony so the hearing was adjourned.

HUD PRIORITIES – CLIENT ASSESSMENT MODEL & SYSTEM PERFORMANCE

Director of Homeless Initiatives Cindy Namer introduced Kathleen Freeman and Heather Rhodes, technical assistance consultants with the US Department of Housing and Urban Development (HUD). They discussed their role as technical assistance consultants and reviewed the performance measurements for the State of Maine. They shared the HUD philosophy for the "Ideal System of

Care" which is client focused and aligns with the current and anticipated MaineHousing Homeless initiatives. They discussed the importance of data sharing.

COMMENCE RULEMAKING ON THE DRAFT HOMELESS RULE

The Director of Homeless Initiatives Cindy Namer requested the Commissioners to vote to commence rulemaking on the draft Homeless Rule. She referenced the reasons for change and reviewed areas of the Rule that are being modified. *Commissioner Hayes made a motion seconded by Commissioner Gregory to authorize MaineHousing to commence rulemaking to repeal and replace the Homeless Programs Rule, Chapter 19 of MaineHousing's rules with the proposed Homeless Solutions Rule as described in the memo from Cindy Namer and distributed to the Board on June 30, 2015. The motion carried 7 – 0.*

HOUSING CHOICE VOUCHER HOMEOWNERSHIP

Director of the Housing Choice Voucher Department Lauren Bustard was joined by Melissa Cloutier to present an overview of the voucher homeownership program. The program is designed to assist families in reaching the dream of homeownership, while having the security of the Section 8 Program. Currently, there are 46 participating households (38 elderly/disabled households and 8 non-elderly/non disabled households). They reviewed eligibility and income requirements, application process, and the inspection requirements.

OTHER

The Commissioners had questions about the timeline for the HUD Lead Grant application and about the home improvement loan delinquency report.

Commissioner Hayes inquired about whether MaineHousing was a member of Maine Employers Initiative which is part of the Maine Development Foundation. She stated that there is no additional fee and MH staff could receive discounts at post-secondary educational institutions.

A request was made to use corresponding numbers on agenda items and documents in Board packets.

Commissioner Marsh will not be able to attend the August 4 meeting.

EXECUTIVE SESSION FOR PERSONNEL MATTER

Commissioner Gregory made a motion seconded by Commissioner Joseph to go into an executive session pursuant to Title 1 of the Maine Revised Statutes Section 405. 6.A. to discuss Director Gallagher's performance. The motion carried 7-0.

After the Executive Session, Commissioner Merrill made a motion seconded by Commissioner Gregory to give Director Gallagher a $2600 bonus and increase his salary by 4% retroactive to January 1, 2015; on January 1, 2016 to automatically give him the targeted salary percentage increase for employees who meet their expectations in their job; to reevaluate his salary in June at the time of his annual performance review; and to direct him to expand his educational horizons and take advantage of additional national conferences that may be of benefit to MaineHousing as he sees fit.

Peter Anastos will share additional details about the conversation with Director Gallagher. Director Gallagher expressed his appreciation to the Board.

ADJOURN

Commissioner Talarico made a motion seconded by Commissioner Anastos to adjourn the meeting. The motion carried.

Respectfully submitted,

Donna Talarico, Secretary