



## Minutes of the Board of Commissioners Meeting

June 20, 2017

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on June 20, 2017 at the offices of MaineHousing, 353 Water Street, Augusta, Maine.

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

### **PUBLIC ATTENDANCE**

Guests and staff present for all or part of the meeting include: Lee Hardison, Washington Hancock Community Action; Jennifer Trowbridge, Washington Hancock Community Action; Judy Frost, Western Maine Community Action; Bill Crandall, Western Maine Community Action.; Lynn Lydon, Penquis; Rick McCarthy, Maine Community Action Association; Norm Maze, Shalom House; Amanda Peters, York County Community Action; Jessica Peart, York County Community Action; Ann Giggey, Hope House; Josh D'Alessio, Hope House/PCHC; Rob Parritt, City of Portland; Peter Merrill, Deputy Director; Linda Uhl, Chief Counsel; Daniel Brennan, Senior Director of Programs; Denise Lord, Senior Director of Communications; Daniel Drost, Director of Energy and Housing; Cindy Namer, Director of Homeless Initiatives; Lauren Bustard, Director of Housing Choice Vouchers; Richard Taylor, Communications and Research Manager; Kathy Kinch, Manager of LIHEAP and Financial Reporting; Troy Fullmer, Manager of Housing and Compliance; Melissa Cloutier, HCV Administrative Manager; Deb Turcotte, Public Information Manager; Kyme Ferenc, LIHEAP Program Officer; Stacey Genest, LIHEAP Program Officer; Lori McPherson, LIHEAP Program Officer; and Jody Rollins, Office Administrator and Note taker.

### **HOMELESS RULE PUBLIC HEARING**

Chief Counsel Linda Uhl welcomed the public for the hearings and explained the public hearing process. She introduced the Commissioners, Deputy Director Peter Merrill, Senior Director of Planning Dan Brennan, Director of Homeless Initiatives Cindy Namer, and herself.

Senior Director of Programs Dan Brennan described the purpose of the hearing and the stakeholder process. The first quarterly payment in 2017 resulted in a shift of funds away from shelters that serve clients who stay the longest and/or who are actively using substances. The recommended solution would be to amend the definition of "Clients Assess and Stabilized" in the Rule, to remove the term "housed", which would result in a calculation change. Shelters are compensated for those persons "housed" elsewhere in the funding formula. The following members of the public provided testimony – Rob Parritt, City of Portland; and Josh D'Alessio, Hope House PCHC. A full transcript of the hearing is attached.

### **ADOPT AGENDA**

*Commissioner Gregory made a motion seconded by Commissioner Gross to adopt the June 20 agenda. The vote carried unanimously.*

### **DIRECTOR UPDATES**

Director Gallagher provided updates on the following initiatives and meetings:

- Leadership Development survey – reminder to Commissioners to complete by end of week.
- The All Staff Day survey showed that the “Meet the Commissioners” was very well received.
- MH Clean-up day was a success – over 1 ton of paper was recycled.
- Met with City of Portland who have proposed TIF changes regarding a series of employment requirements.
- The Social Security Administration visited regarding a past EHS (LIHEAP) verification process. We’re looking for changes in the future and will keep you informed.
- Met with Tom Gioia of Otis Atwell regarding audit requirements.
- A meeting occurred with Genesis and NNHIF to review systems in place and tighten up formulas to implement standard methods for inspections.
- Attended NBT Bank Economic Outlook for an overview of what may happen with proposed budgets.
- Met with Habitat for Humanity regarding 7 Rivers (Keeping Seniors Home Program).
- Will be attending two open houses – The Pines in Ocean Park and the grand opening of Hodgkins School.
- Attending groundbreaking of the Mother House.
- Attended the NCSHA Executive Director Conference.
- PHA Annual meeting in late July.

Director Gallagher recognized the good work being done by the Communications and Planning Department.

- Denise Lord’s work on the strategic plan, talent management, and leadership team
- Economic Impact Study
- Hired a new public relations firm who will incorporate more social media in our promotions
- Clyde and Richard’s work to help develop the QAP
- Two interns – Alexis Soucy and Kaine Hutchins

## **COMMUNICATIONS & CONFLICTS**

Director Gallagher reported that he receives regular communications from HUD. He will bring forth anything that is notable.

## **CHAIRMAN OF THE BOARD UPDATES**

No updates were reported.

## **APPROVE MINUTES OF MAY 16, 2017**

*Commissioner Gregory made a motion seconded by Commissioner Gross to accept the May 16 minutes. The vote carried unanimously.*

## **APPROVE MINUTES OF MAY 23, 2017**

*Commissioner Gregory made a motion seconded by Commissioner Gross to accept the May 23 minutes. The vote carried unanimously.*

## **LOW INCOME HOME ENERGY ASSISTANCE PROGRAM RULE PUBLIC HEARING**

Chief Counsel Linda Uhl welcomed the public for the hearings and explained the public hearing process. She introduced the Commissioners, Senior Director of Planning Dan Brennan, Manager of LIHEAP and Financial Reporting Kathy Kinch, Manager of Housing and Compliance Troy Fullmer, Director of Energy and Housing Services Daniel Drost, and herself.

Senior Director of Programs Dan Brennan explained the purpose for the public hearing - to Repeal and Replace the Energy Assistance Program Rule, and he reviewed the stakeholder process. He described it is an annual process and reported that there were no changes to the draft rule since we

last presented to the Board. A summary of comments and responses will be made available to the public and submitted to the Attorney General's office.

The following members of the public provided testimony: Rick McCarthy, representing the Maine Community Action Association; and Bill Crandall & Jennifer Trowbridge, Western Maine Community Action Agency. (A full transcript is attached).

### **LOW INCOME HOME ENERGY ASSISTANCE PROGRAM STATE PLAN PUBLIC HEARING**

Senior Director of Programs Dan Brennan described the State Plan Submission and the public process. The proposed adjustment is regarding the Assurance 16 portion of the program. Bill Crandall of Western Maine Community Action Agency commented on the State Plan. (A full transcript is attached).

### **WEATHERIZATION WAIVER PUBLIC HEARING**

Senior Director of Programs Dan Brennan described the Weatherization Waiver which is a request to the Department of Health and Human Services to waive the maximum percentage limits for weatherization services within the LIHEAP program. We are asking to move 10% of leftover LIHEAP dollars into the Weatherization funding. We have made the same request for the past 2 years. There was no public comment. The public hearing was adjourned.

### **INTRODUCE HOUSING CHOICE VOUCHER ANNUAL PLAN**

Director of Housing Choice Vouchers Lauren Bustard introduced herself and reviewed the HCV Annual plan process for approval. The Annual Plan for 2017 has been streamlined to basic reporting on progress toward the five-year plan, includes new activities, plus feedback from the Resident Advisory Board (RAB). She noted that joining the Centralized Wait list was a significant modification. She reviewed the public comment requirements. The plan will be put out for public comment on June 30<sup>th</sup> at which time the RAB will submit their remarks, a public hearing in August, and a request for adoption in September. The HCV Admin Plan will follow the same process as the Annual Plan and entails two minor revisions. The introduction to the Admin Plan will occur in August.

### **LEGISLATIVE UPDATES**

Deputy Director Peter Merrill updated the Commissioners on the following:

- Budget – It is not going anywhere at the moment. There are optimistic projections, however the Governor and Democrats need to agree. To prevent shut down things will have to happen this week.
- HOME Fund – Even the Governor proposed making the Home Fund whole again, there have been other recommendations to use some of the funds. The money will be in play until the end.
- MaineHousing Statute – Peter explained the status of the bill and a possible glitch regarding personnel records. The bill is currently on the Governor's desk for review and signature.

### **DEPARTMENT REPORTS**

Director Gallagher encouraged the Board to read both the Communications and Planning report and the Development report; both show that there is a lot going on, and he applauded them.

### **TIMING DISCUSSION TO ADOPT HOMELESS RULE**

There was a discussion about holding a special meeting on June 30<sup>th</sup> to adopt the Homeless Rule, and possibly the LIHEAP Rule.

### **OTHER**

Senior Program Director Dan Brennan provided additional information and explained the asset test requirements.

**ADJOURN**

*Commissioner Whitten made a motion seconded by Commissioner Gross to adjourn the meeting at 10:50 a.m. The meeting was adjourned by a unanimous vote of the Board.*

Respectfully submitted,

Donna Talarico, Secretary