



## **Minutes of the Board of Commissioners Meeting March 15, 2016**

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on March 15, 2016 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 John Gallagher, Commissioners John Marsh, Donna Talarico, Kevin P. Joseph, Adam Bradstreet, Lincoln Merrill and Treasurer Hayes present. Commissioner Sheryl Gregory was absent. There was a quorum present

### **PUBLIC ATTENDANCE**

Guests and staff present for all or part of the meeting include: Linda Uhl, Chief Counsel; Peter Merrill, Deputy Director; Margaret Bean, Deputy Director; Linda Grotton, Internal Audit Manager; Tom Cary, Treasurer; Darren Brown, Director of Finance; Daniel Drost, Manager of Housing and Compliance; Denise Lord, Director of Communications and Planning; Deb Turcotte, Public Information Manager; and Gerrylynn Ricker, Paralegal and note taker.

### **ADOPT AGENDA**

*Director Gallagher made a motion seconded by Commissioner Bradstreet to adopt the agenda. The vote carried 6 – 0.*

### **COMMUNICATIONS AND CONFLICTS**

- Commissioner Hayes reported communicating with Matt Marks, Senator Collins, Rich McCarthy, Greg Paine and Representative Harlow regarding the Senior Housing Bond.
- Commissioner Bradstreet informed the Board of his new position with the Town of Benton as the Code Enforcement Officer and Plumbing Inspector.
- Commissioner Marsh mentioned that MaineHousing, not Bath Savings, will be doing the construction financing for Yarmouth Senior Housing.
- Commissioner Merrill told the board that Bill Gardner approached him asking how to do financing with MaineHousing with regard to land he owns in Falmouth.
- Commissioner Hayes noted she was approached by the representative from Naples (Christine Powers) regarding someone who is applying for a job at MaineHousing.

### **MINUTES OF THE FEBRUARY 16, 2016 MEETING**

*Commissioner Hayes made a motion seconded by Commissioner Marsh to accept the minutes as corrected. The vote carried 6 - 0.*

### **CHAIRMAN UPDATES**

- Chairman Anastos shared with the board highlights of his trip to D.C. with John Gallagher and Peter Merrill for the NCSHA Legislative Conference.
- Chairman Anastos had a meeting with the Governor about the bond for senior housing and Joseph Associates. The Governor supports us in the Joseph Associates decision and no decision has been made yet on the bond issue.
- Chairman Anastos received an e-mail from Mark Swann of Preble Street inviting him to come to the shelter some morning when everyone gets up. Peter Anastos and John Gallagher are going on March 28, 2016 at 8:00 a.m. and then visiting Logan Place.

## **DIRECTOR UPDATES**

- John said MaineHousing is working on rolling out a \$200,000 loan program to abate arsenic. We are working with the Maine CDC.
- John mentioned that Homeownership is doing well. Maine realtors reported a 13% increase in sales and our January numbers reflect that.
- John discussed the Federal Housing Funds at work in Maine report that was part of the board packet.
- The State of Kentucky is visiting with our Homeless Initiatives Department regarding the navigator program. Kentucky chose Maine over Utah. They are spending a few days here.
- John, Peter Merrill and Linda Uhl met to discuss our statute and how best to separate the local housing authorities' statute from ours. Peter and Linda will meet further on this.
- John brought the Board up to speed on the hiring of a Sr. Director of Lending and a Development Director. He hopes to have these positions filled within 30 to 45 days.

## **APPROVAL OF REPEAL AND REPLACEMENT OF WEATHERIZATION ASSISTANCE PROGRAM RULE**

Linda Uhl, Chief Counsel stated that MaineHousing received one written comment on the proposed repeal and replacement of the Weatherization Programs Rule. The Maine Community Action Association recommended that the cost of window and door replacements continue to be permitted without prior written approval of MaineHousing when the replacement provides sufficient energy savings under federal regulations. The proposed rule submitted to the Board for adoption includes the requested change.

*Commissioner Hayes made a motion seconded by Commissioner Marsh to repeal the existing Weatherization Program Rule, Chapter 25 of MaineHousing's rules, and replace it with the proposed new Weatherization Assistance Program Rule. The vote carried 6 – 0.*

Daniel Drost, Manager of Housing and Compliance, gave an update to the DOE Weatherization Assistance Program 2016 State Plan which the Board adopted at the February 16, 2016 meeting.

## **TRANSITION TRACK UPDATES**

Denise Lord, Director of Communications and Planning, explained the seven transition tracks to the board members:

- Governance & Decision making. This is how we manage our programs performance. Executive committee meets regularly. They met with Homeownership and are on schedule to look at all our programs through May.
- Facilities/Building. We are looking at our future building needs. We've hired a consultant; they've meet with employees and directors. We will be meeting with a real estate expert to determine costs.
- Continuous Process Improvement. Development, HCV and Asset Management are piloting continuous process improvement programs. We've hired a consultant to provide coaching and training in continuous improvement concepts.
- Partners & Customers. This mostly focuses on customer survey research. Homeownership sent a mail survey and we've received a tremendous response. We're collecting great information. Asset Management is surveying residents in Section 8 properties, asking about satisfaction and meeting expectations. HCV is also doing a traditional mail survey. We're pleased with the efforts we've undertaken and the feedback.
- Information Technology. IT is on track with their improvements.
- Talent Management. Our compensation study is underway using the decision making band method. We and the consultant are separately reviewing all job descriptions to classify them by decision making authority and we will compare results once that work is complete; our

consultant will compare the positions with market salaries. We hope to have this concluded in April. We're also considering doing "Best Places to Work".

- Strategic Vision. This category looks to the future. Where will housing be in five years and what is our role going to be? Demographics, market research about housing, and economic trends, are considered. We are holding forums with outside experts.

### **BOND UNDERWRITER RFP UPDATE**

Tom Cary, Treasurer, informed the Board that we had received eleven responses to our RFP for bond underwriters. We have an internal review team consisting of Tom, Linda Uhl, and Darren Brown. We are also consulting with bond counsel and our cash flow analysts. We are in the process of reviewing the responses.

### **LEGISLATIVE UPDATES**

- Gun bill. Peter Merrill received a telephone call from a reporter asking for help in understanding this bill. We reached out to Senator Cushing and asked if he would like assistance in writing the bill so it would be more understandable. He accepted our help. The bill has been referred to the Committee on Criminal Justice and Public Safety.
- Remote participation bill. They voted 10 to 2 to support our bill but the Right to Know Committee drafted their own bill. We assumed that they would go with the Right to Know bill; however, it was voted 13 to 0 to kill the Right to Know Committee Bill and voted unanimously to approve our bill. We're now waiting for it to go through the House and the Senate but it "ought to pass."
- Peter updated the Board about an Affordable Housing Working Group Section 8 bill. There are 26 or 28 individual housing authorities and each has its own application and own waiting list. The law that is working through legislation would require only one application and one waiting list for the entire state. The law would also require MaineHousing to look at options to target 30% AMI rather than 50/60% AMI and to work with local housing authorities on a pilot program using the homeless navigator model in Section 8.
- Housing bond – the Governor was asked at a town meeting in Bath if he supported it and he said that he does but he wants to change it. His chief counsel says he cannot amend it so it is still up in the air.

### **DEPARTMENT REPORTS & OTHER**

- Commissioner Hayes liked the 2015 accomplishments. Kudos to Communications and Planning for putting that together.

### **ADJOURN**

*Commissioner Talarico made a motion seconded by Commissioner Joseph to adjourn the meeting at 10:40 A.M. The vote carried 6 – 0.*

Respectfully submitted,

Donna Talarico, Secretary