



## **Minutes of the Board of Commissioners Meeting October 17, 2017**

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on October 17, 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, Tom Davis (by phone due to an illness and with no other persons at his location), Terry Hayes, Donna Talarico, and Director John Gallagher in attendance. Commissioner James Whitten joined the meeting at 9:15 A.M. Commissioners Kevin P. Joseph and Larry Gross were absent. There was a quorum present.

### **PUBLIC ATTENDANCE**

Guests and staff present for all or part of the meeting include: Linda Uhl, Chief Counsel; Daniel Brennan, Senior Director of Programs; Daniel Drost, Director of Energy and Housing Services; Troy Fullmer, Manager of Housing and Compliance; Bill Glover, Manager of Lending; Jodie Stevens, Counsel; Barbara Brann, Inspection Services Manager; Lauren Bustard, Director of Housing Choice Vouchers; Deborah Turcotte, Public Information Manager; Clyde Barr, Policy Analyst; Jane Whitley, Director of Human Resources and Facilities; Margaret Bean; and Jody Rollins, Office Administrator and Note taker.

### **ADOPT AGENDA**

*Commissioner Hayes made a motion seconded by Commissioner Gregory to adopt the September 19, 2017 agenda. The vote carried unanimously.*

### **COMMUNICATIONS CONFLICTS**

There were no communications or conflicts reported.

### **APPROVE MINUTES OF SEPTEMBER 19, 2017**

*Commissioner Talarico made a motion seconded by Chair Anastos to accept the revised September 19<sup>th</sup>, 2017 minutes. Commissioners Gregory, Talarico, and Davis voted to accept the revised minutes. Commissioner Hayes abstained.*

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

Chair Anastos provided the following updates:

Building - - The Building Committee met and things are looking good. We are waiting for results of the Environmental Study.

John informed Peter of his intent to step down as Director of MaineHousing. His last day as Director will be January 5<sup>th</sup>. Questions concerning the process and candidates ensued.

*Commissioner Gregory made a motion seconded by Commissioner Hayes pursuant to 1 M.R.S.A 405.6(1) to go into Executive Session to discuss personnel matters. The motion carried unanimously and the Board went into Executive Session with Chief Counsel, Linda Uhl.*

The regular meeting of the Board reconvened at 9:30 A.M.

### **2017 QUALIFIED ALLOCATION (QAP) PUBLIC HEARING**

Chief Counsel Linda Uhl opened the public hearing at 9:30 A.M. She introduced the Commissioners and key staff relative to the work on the QAP. Treasurer Hayes introduced Deputy Treasurer Matt

Colpitts. Bill Glover provided an overview of the stakeholder process. The public comment period ends on October 22 at 5:00 P.M. If there are no significant changes made, the Board of Commissioners may vote to adopt the Rule at the next meeting on November 21. The Rule is then presented to the Attorney General's Office and the Governor for approval and filed with the Secretary of State.

The following members of the public provided testimony – Jeff Levine, City of Portland; Jay Waterman, Portland Housing Authority; and Greg Payne, Avesta Housing. A full transcript of the public hearing is attached to the minutes.

The public hearing closed at 9:56 A.M.

## **DIRECTOR UPDATES**

Director Gallagher provided the following updates:

- Met with Governor LePage and Peter Anastos to discuss his retirement.
- As reported by Chair Anastos, January 5 will be Mr. Gallagher's last day of work.
- Dan Brennan assumed management oversight responsibilities for the Homeownership, Development, and Asset Management departments, which aligns all program departments under one senior director.
- Health Insurance – Anthem and Unum Long Term care insurances have a rate hold, Dental insurance a 7.5% increase.
- All Staff Day on December 12<sup>th</sup> at the Augusta Civic Center will feature our continuous improvement / lean initiatives with guest speakers. Commissioners are invited to come for all or part of the day.
- Lee Goldstein of Business Contingency Group met with over 15 key staffers to begin formulating a disaster recovery plan.
- Leadership Development – consultants reviewed curriculum with the leadership team, staff development trainings begin on November 16 with the first class on Creative Decision Making; MaineHousing is currently offering online Microsoft office training, and the leadership development training applications are due on October 20.
- Successful Housing Conference - - survey results indicate high ratings for speakers and workshops
- NCSHA Fall Conference in Denver – MaineHousing is participating in two different workshops – one with Denise Lord called Supporting Affordable Home Construction and Rehabilitation; and another with Mark Wiesendanger called "Best of HFAs: Rentals".
- Attended the Maine Association of Public Housing Director Meeting.
- Meeting with Senator Volk on October 20<sup>th</sup>.
- Received emails from the towns of Auburn, Biddeford, and Bath concerning mixed income development in the QAP.

## **ENDORSEMENT OF THE STRATEGIC PLAN**

Director Gallagher said the strategic plan was distributed and reviewed by the Leadership team, staff have provided input, and the Commissioners received a copy and overview at the September meeting. He commented that Margaret and Denise did a great job in leading the effort. This plan offers more detail than the last one. Margaret explained that the plan was edited to be more user friendly instead of adding a glossary. Margaret asked for the Board's endorsement of the plan. An email with a copy of the final plan will be sent to the Commissioners. A one-page summarized version of the plan will be developed and distributed as well. The Strategic Plan



should be on the 2018 calendar (possibly November) for an update review. Margaret was thanked for her good work by the Board.

*Commissioner Gregory made a motion seconded by Commissioner Hayes to endorse the Strategic Plan for 2018 to 2023 presented to the Commissioners at the September 19, 2017 Board of Commissioners meeting. The motion carried by a unanimous vote by the Board.*

#### **LEAN PRESENTATION AND GEMBA WALK**

John provided background information on MaineHousing's continued improvement efforts. John encourages people to solve problems for continued improvement. The group toured the Housing Choice Voucher and Asset Management departments to look at their work improvement boards.

#### **QAP DISCUSSION**

The Commissioners discussed some of the testimony provided at the public hearing. Staff will review and address every comment provided at the public hearing.

#### **DEPARTMENT REPORTS**

The following items were discussed:

- The November Board meeting will be held on November 21<sup>st</sup>.
- A suggestion was made to add calendar dates to the refinancing and restructure deals information presented by Asset Management.
- Pathways to Opportunity Pilot client base.
- Kudos for a clean and unmodified audit report, HCV collaboration with Bath Housing, homeownership sales are great, and foreclosures aren't bad.

#### **ADJOURN**

*Commissioner Hayes made a motion seconded by Commissioner Whitten to adjourn the meeting at 11:21 a.m. The meeting was adjourned by a unanimous vote of the Board.*

Respectfully submitted,



Donna Talarico, Secretary