

Missoula Housing Authority Board
Regular Board Meeting & Public Hearing
Wednesday, February 18, 2009

-MINUTES-

Members Present: James Hoffmann, Collin Bangs, Betty Zander, Joe Pietro, Sheila Lund, John Boyle, Sandy Mitchell

Members Absent: None

Staff Present: Lori Davidson, Jim McGrath, Gloria Fortier, Merah Shurtliff

Guests Present: Keithi Worthington

- I. Call to Order: The meeting was called to order at 5:42 p.m.
- II. Attendance: See above
- III. Minutes:
Regular Board Minutes January 21, 2009: Hoffmann called for comments. Bangs moved to approve the minutes, Pietro seconded and the minutes passed with all in favor.
- IV. Commissioner Comment/ conflict of interest disclosure: NONE
- V. Public Comment: NONE
- VI. Action Items:
 - a. Resolution 885: Authorizing a Change in Section 8 Admin Plan to increase search time for residents displaced by Public Housing disposition. This resolution increases the search time for tenants affected by the public housing disposition from a maximum of 90 days to a maximum of 120 days to find new housing with their vouchers. Hoffmann called for questions or comments. There were none. Mitchell moved to approve Resolution 885. Boyle seconded and Resolution 885 passed with all in favor.
 - b. Resolution 886: Authorizing an Increase in Loan to Garden City Neighbors for property tax payment and 2008 tax preparation. GCN will need an additional \$800 to pay for preparation of the 2008 tax return and second half property taxes are due in May. Hoffmann called for questions or comments. There were none. Bangs moved to approve Resolution 886. Pietro seconded and Resolution 886 passed with all in favor.
- VII. Staff Reports:
 - a. HOME grant award: Davidson stated on February 9, 2009 the City Council unanimously approved the HOME and CDBG awards recommended by staff, among them the additional \$200,000 requested to augment the initial \$150,000 award from last year for Garden District was approved.

- b. Missoula Housing Corporation disbursement: Davidson informed the Board the final disbursement of funds from Missoula Housing Corporation in the amount of \$48,564.87 has been received. Only \$1,828.03 of MHA's cost is un-reimbursed. In response to a question by Bangs, Lori said this money will go into the development fund.
- c. Contracting for FSS coordinators: Davidson recommended to the board to change the current FSS coordinator positions to independent contractors. Worthington does not feel a resolution or motion is needed to make the change. Davidson said these contracts will be effective June 1, 2009. Lund asked how long the contracts will be and Davidson replied one year, and added that the amount of the contract is based on the grant award. Currently these positions are under an employment agreement and this expires June 1, 2009. Davidson added that a Request for Qualifications will be needed because the contract is over \$65,000 which is above the procurement level. These positions are currently held by Rebecca Stancil and Tamara Kindred.

Boyle asked if these two individuals are selected for the independent contractor positions where will they operate. Davidson said they will have their own office space, insurance coverage, equipment, etc. and be true independent contractors. Performance goals and well defined reporting requirements will be established. Worthington stated the reason for the Board's consideration is MHA in essence is taking these positions and outsourcing them. She added the two current employees may not be the successful candidates and would be out of a job. Boyle is concerned. Davidson stated the two current employees feel it is in their best interest to be independent contractors. Mitchell asked if non-compliance and an exit strategy would be outlined in the contract. Davidson said yes.

Boyle asked how this would benefit MHA. Davidson said there would be a reduction in expenses and more space would be available in the office. Davidson stated she is looking into bringing on at least one more staff person when MHA takes on the management of Equinox and Garden District. These positions are outside of MHA's regular pay scale which is a cause for concern as it can cause morale problems with other staff. McGrath stated the way the grant is set up the FSS positions cannot do anything other than FSS. He said this can open the door for these positions to work in other areas for MHA and with other organizations.

In response to a question by Hoffmann, Davidson said MHA has applied for a Public Housing FSS Coordinator and a ROSS Grant Coordinator. The ROSS Grant is a three year grant and all housing authorities who are interested should have one within three years. Hoffmann asked if there would be more outsourcing with these positions. Davidson does not see outsourcing any positions other than these social services positions because they are funded from a separate source that cannot be spread throughout the entire organization. She added the ROSS Grant does come with a \$10,000 administration fee.

Boyle believes there is a real downside to a contract vs. an employee. He hopes MHA is doing this because it is better for the agency and not because it is better for the two individuals. There is much more control over an employee. Davidson stated at this time these individuals work very independently as it is. Lund asked who would be responsible for writing the grant for renewal. Davidson stated the individuals would be responsible for writing the grant renewal, and if they chose not to renew it would be done in-house.

- d. Disposition of public housing: Davidson said Senator Tester's office informed her MHA has been awarded 20 vouchers for the tenants who will be displaced by the public housing disposition. She does not know what kind of vouchers they will be at this time, but after a call with the HUD Denver office they thought they would be tenant protection vouchers that would become part of the voucher baseline allocation after a year. Davidson added the HUD Attorney advised getting started on the process of getting title searches completed on the properties to find any potential problems. This will also speed up the process of removing the Declaration of Trust when the units are sold. A request for cost proposal as been submitted to all title companies in Missoula. The cost is small so no advertisement for bid is needed.

Davidson stated there is still one party interested in purchasing all the units. She suggests preparing a Request for Proposals for parties interested in purchasing all the units together. If there is a satisfactory response from this RFP a request for permission from the HUD Special Applications Center to change the method of sale from fair market value/public bid to negotiated sale will need to take place. Otherwise we would proceed with a fair market value/public bid.

Boyle asked Bangs if he believes the appraisals that were originally completed on the houses are still valid. Bangs believes they are. The Board discussed the current housing market in Missoula. Bangs thinks the chances of selling all 20 units at fair market value are very small. Davidson and Mitchell both said the houses are reasonably priced. Pietro wonders if the repairs needed on the units would affect the sale. Bangs is wondering how the strength of home inspections will affect the sale of the houses. In response to a question by Zander, Bangs said the conditions of the houses are on average fair to good for the age of the house.

- e. Joseph Residence change in staffing request: Davidson said this will be voted on by the Garden City Neighbors Board and Morton as already given his consent. Since MHA is intertwined with the Poverello and management of the units, she wanted to get the consent of the board. The Poverello has asked for permission to change the staffing at Maclay Commons from 24-hour to 12-hour staffing with a security and alarm system, including security cameras that will be monitored 24 hours a day from the Valor House.

Davidson has asked the staff to come up with a plan for emergency response and neighborhood relations. She added the cameras will be able to record lease violations, etc. and help with the eviction process. In response to a question by Mitchell, Davidson said the Poverello will bear the cost of the security and alarm systems including the cameras. Davidson gives her recommendation to do this. The Board discussed their

feelings on how many cameras would be adequate. Worthington stated video is better in proving damages and cutting down on staff time when pursuing evictions.

- f. IDC/Garden District Update: Davidson said the closing is set for February 26, 2009. She said there will be a pre-construction meeting the following week to discuss Davis Bacon requirements. This is a requirement for the HOME and CDBG Funds. The realtors reported that interest in the lots has picked up. The doctor group is interested in lot two and lot three. They would like to set up a meeting with the IDC Board. There has been no update from Peak Health and Wellness regarding lot five. Davidson has applied for Neighborhood Stabilization Program funds for purchase of a lot at Intermountain for replacement public housing and potentially homeownership units. It appears that an NSP application needs to be submitted by the City (or County – Id) if the State’s NSP plan is approved by HUD. There has been no information from the City yet. She said IDC is on the Governor’s list for funding of infrastructure at the Intermountain site.

VIII. Old Business:

- a. Board Strategic Planning: Davidson, Hoffmann, Bangs, McGrath, and Ragsdale met with Melissa Bangs and finalized the talking points for the meeting with the Mayor. They will be meeting with the Mayor on February 23, 2009 to involve him in the strategic planning process. Davidson is hopeful this will lead to a meeting with OPG. The various meetings with stakeholders will be included and conducted in the five year plan.
- b. Staff satisfaction survey: Davidson said Sally Mullen is out of town until mid-March, but she spoke with her colleague, Terry Kendrick. Davidson will set up a meeting with Kendrick and Mitchell in the near future to discuss the process and price of conducting a staff satisfaction survey.

IX. New Business:

- a. Move Regular Board Meeting to March 25, 2009. Davidson and McGrath are attending the NAHRO Legislative Conference and will be out of town during the time of the regular scheduled Boarding Meeting.

The regular Board Meeting of the Missoula Housing Authority will be held on March 25, 2009.

- X. Adjournment: The meeting was unanimously adjourned at 6:35 pm.

James Hoffmann, Board Chair

Lori Davidson, Interim Executive Director