

## **Missoula Housing Authority Board**

Regular Board Meeting

Wednesday, January 17<sup>th</sup>, 2024

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### MINUTES-

Members Present: Jack Richards, Kaia Peterson, Tiegan Avery  
Kila Shields, Sam Oliver, Jennifer Cerutti, Collin Bangs  
VIA Zoom: Sheena Comer Winterer

Members Absent: None

Staff Present: Mary Melton, Evan Hauser, Adam Ragsdale, Jim McGrath

Guests Present: VIA Zoom: Susan Aaberg

- I. Call to Order: The meeting was called to order at 5:43 pm.
- II. Attendance: See above
- III. Approval of Minutes: Regular Board Meeting – November 15, 2023  
Cerutti: Moves  
Bangs: 2<sup>nd</sup>  
**Approved**
- IV. Commissioner Comments/Conflict of Interest Disclosure: None
- V. Public Comments on items not on the Agenda: None
- VI. Action Items:
  - a. Resolution #1156 – Board Approval of Second Amendment to HOME Program Loan Agreement, and Authorization of Executive Director to Sign  
Richards: Moves  
Avery: 2<sup>nd</sup>  
**Approved**
  - b. Resolution #1157 – Board Approval of MHA Employee Pet Policy  
Cerutti: Moves  
Bangs: 2<sup>nd</sup>  
**Approved**

VII. Staff Reports:

a. Wildflower Loan Extension

Oliver: We were able to extend the loan for the next 4 years at a 6.96% rate which is exciting. Wildflower is the first in line of 2 properties for rehab. We will be applying for a competitive 9% tax credit. We are hoping to get awarded this year, but it may take a year or two. It was nice to get that done and submitted before the end of the year.

b. Discussion regarding MHA Annual Strategic Plan/Board Training

Oliver: In discussing our past successes and looking at future planning, I was asked to make a list of priorities for the next year. We decided we would talk about expanding this into a Leadership Team/ Board event where we could talk about yearly strategic goals and utilize the afternoon to engage in a Board training. Similar to last year where we split it up into sessions, we were thinking we could continue that. We saw great success last year and we were hoping to continue that. It will also give us a chance to have some facilitated board training for those that have never been through one. We could also customize it to fit our Board specifically.

Peterson: There was that Board training that was sent around taking place in February with Keegan Flaherty and a number of non-profits. When I saw that I thought it would be cool if our Board could get together for a training. This would allow us to have conversations with each other and get on the same page and continue to build our Board culture. Sam has shared the idea of doing some form of annual strategic conversation. This is really good practice to keep those strategic and long-term goals in mind and present and make sure we are all on the same page on the direction of the organization. We wanted to see if the Board would be interested in one or both of those components. Sam can do some outreach to find a contractor that is a good fit for facilitating one or both of those topics. We are planning on reaching out to Keegan and seeing if she would be a good fit for our organization.

McGrath: I have worked with her at the state level with our CoC. She has got a different way of doing things which is very effective. She is very knowledgeable and thoughtful in her approach.

Oliver: She has a wide range of nonprofit exposure. I respect the work she has done.

Peterson: If we are comfortable moving forward on this, having Sam approach her, and having her present a proposal we can go over would be the next step.

c. Upcoming Changes to HUD Programs

McGrath: Mostly this is a heads up for you. You will need to make some changes to the admin plan down the road to accommodate for some of these upcoming changes we must implement. HOTMA has made a lot of changes to a lot of programs. They are wanting us to implement sweeping changes for how we determine eligibility and continuing eligibility. There are still things we are awaiting further guidance on. There will be a lot of changes that HUD says we have to make but then there will be some that are at the discretion of the local agency. By and large the changes are pretty good, but

some will make it harder for us to operate and harder on the participants. No official timeline on when we can implement these changes as HUD is upgrading/replacing 9 different data systems, several of which we operate with. We cannot implement HOTMA until those data systems are up and running. I have heard that it could be effective as early as this spring to sometime next year. We have been using a protocol for inspections called housing quality standards. This is geared towards primarily health and safety and is fairly straightforward. Now we will be switching over to INSPIRE(National Standards for the Physical Inspection of Real Estate: Inspection Standards). This will be significantly stricter and could be tough for some of the smaller owners/landlords to comply with from a financial standpoint who have older out of date buildings/rentals. This could be tricky for us and effect some relationships with long standing volunteer landlords. We have started outreach and education before we officially roll it out.

Peterson: How many private landlords do we work with now roughly?

McGrath: We work with about 300 Landlords and about 90% of our units are with the top 20 larger property management companies, who are managing a variety of properties.

Peterson: We need to be thinking about ways we can help landlords in finding funding for rehab. Potentially HRC Rehab Fund. We can talk later about that because there is some potential there and I would hate to lose those long-standing landlords with this transition. We will need to make sure we have time for discussion when these topics are brought before the Board because it will be important to have a good conversation surrounding these changes.

#### d. Stonehouse Change of Use

Oliver: After Alliance church approached us with interest in using this property as an additional office space for tenancy support/ navigation we have now signed a lease and keys will be handed over tomorrow. This seems like a mutually beneficial relationship as they will be helping to house folks that will potentially be placed in one of our properties. We have a clause in the lease that allows us to go a different route with the property once we close out of public housing is official. We may want to sell or repurpose the space when that time rolls around. They would like us to consider them as a potential buyer if and when we do intend to sell down the road.

Peterson: Seems like a great solution and partnership.

#### e. National Museum of Forest Service History

Oliver: The project is on the street right now being bid. Continuing to work with the design team and remain optimistic. If everything works out as planned, we are hoping to break ground this Spring.

Peterson: I am looking forward to seeing this project in action.

#### f. Trinity & Villagio Update

Oliver: Trinity reached full occupancy. It was a really big deal. On the operational side of things we are seeing some growing pains. Properties of this size and scale require

attention of the same size and scale. We are not outmatched but simply anticipating what we will need to do in the future as we work through various hiccups. It has been a bit of a learning experience through the stabilization period. Villagio has about 75 people moved in, 14 approved applications pending, and 100 still being processed through blueline.

Bangs: Has the Villagio income been enough/on tract to satisfy the banks?

Oliver: We have until the end of April to complete leasing and filling the building and we think that is doable to satisfy the bank requirements. We are right on track.

Peterson: Huge kudos to staff, navigation building challenges over the Holidays.

Oliver: We have been victims twice now of a faulty main breaker at both Villagio and Trinity. We had to relocate a number of families at a moment's notice in the middle of the night during a Holiday weekend. Our staff really stepped it up and pitched in to rectify the situation quickly. As we grow, we are learning and I can't say enough about our staff.

g. Annual Visit from Auditors in February

Oliver: They will have their annual review and board report at the end of next month.

Ragsdale: They will be here from 2/5 - 2/16 so they won't be here for our regular board meeting. When they are ready to do their report, we will reach out to the Board.

h. Main Office Remodel/ Update

Oliver: We are exploring a lite remodel here at MHA headquarters. This is driven by staff safety concerns going along with recommendations from some of our partner organizations. We have a few things that are outdated. It will be a general dress up of the office and a remodel of the main lobby.

VIII. Other Matters: Close for Executive Session: Executive Director Annual Performance Review\

The Board exited Executive Session and stated for the record that Sam Oliver has done an excellent job in his first year as Executive Director. Sam Oliver has shown skill in communication, job knowledge, problem solving, and decision making. He has a wonderful work ethic, is committed to the mission and impact of MHA, and is dedicated to leading and supporting the staff team. The board looks forward to continuing to support Sam Oliver and the Missoula Housing Authority.

Peterson & Comer Winterer recommended a 5.00% merit-based raise for ED Sam Oliver.

Comer Winterer: Moves

Cerutti: 2<sup>nd</sup>

**Approved**

Meeting adjourned at 6:45 pm

  
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Sam Oliver, Executive Director

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Kaia Peterson, Board Chair