

Missoula Housing Authority Board

Regular Board Meeting
Wednesday, May 18, 2022

-MINUTES-

Members Present: Kaia Peterson, Jack Richards, Sheena Comer Winterer, Teigan Avery
Members Absent: Collin Bangs, Kila Shields, Erma Mack-Wilkes
Staff Present: Lori Davidson, Jim McGrath, Mary Melton, Adam Ragsdale, Sam Oliver
Guests Present: Ryan Sudbury

- I. Call to Order: The meeting was called to order at 5:37pm.
- II. Attendance: See above
- III. Approval of Minutes: Regular Board Meeting – March 16, 2022
 - 1st: Avery
 - 2nd: Comer WintererNone opposed, motion passes.
- IV. Commissioner Comments/Conflict of Interest Disclosure:

None
- V. Public Comments on items not on the Agenda:

None
- VI. Action Items:

None
- VII. Staff Reports:
 - a. COVID-19 update

Davidson: Because we know that COVID is still moving around, we haven't made any changes in our precautions. I do want to get a reading from the Board about whether you think we should meet in person next month or have a hybrid meeting. What is the Board's wish on how we meet next month? Or is it too early to tell?

Comer Winterer: Can we decide in a couple weeks?

Davidson: Yes, there's no rush.

Avery: Could we default to meeting in-person next month, but change to Zoom later if needed?

Davidson: It's up to the Board.

Peterson: I like that suggestion, Teigan.

Davidson: Okay, so next month we'll meet in-person and if that needs to change, I'll let everyone know.

Ragsdale: Let's make sure we have a cut-off date to make a decision so we can coordinate logistics.

Davidson: Let's set that cut-off date as the Wednesday before the Board meeting.

b. Public Housing final close-out

Davidson: We have three more steps to take. The audit has been issued, but has not yet been approved by HUD. They need to approve that before we can move forward. The next step is an attorney's opinion that we've met all the steps for the close-out. Ryan that would fall in your court. Then the Board will pass a Resolution to finally close out the public housing program.

c. Villagio update

Davidson: Villagio is really taking off now that they've solved the framer problem. They're starting framing on the fourth floor of Building B.

Oliver: Building A's roof assembly will be complete on Tuesday. We can progress with insulation and sheetrock after that. Building B roof assembly is expected to be done in July. The interior mechanical, electrical, and plumbing are all following in right behind the framing. Things are going well.

d. Trinity update

Davidson: There has been good progress on the construction. They're starting siding soon at the Cooley site. We still haven't heard about the results of the RFP from the City for the Navigation Center and have no update regarding the TSOS.

Oliver: The second floor of the townhomes on the east side are being framed later this week. Then they'll begin foundations for the townhomes on the west side. It'll progress nicely by the time we're done with the siding on the bigger buildings.

e. Speedway and 819 Stoddard

Davidson: You may recall we put the sale of 819 Stoddard on hold until we get the final Public Housing close-out. For Speedway, we're talking about a different way to tackle that and tackle grant writing in general. In the strategic planning sessions we talked about whether we should hire someone to do outreach and social media, although that wouldn't be a full-time position. Kaia suggested a nice match would be grant writing and development. We're entering into the budgeting season and we're going to take a look at whether that's something we can put into the regular budget.

f. Strategic planning – succession planning

Davidson: Our strategic planning facilitator, Sarah, sent out a document with her summary of action items and priorities we set during the sessions. I was thinking of focusing on making sure everyone was in agreement that we covered everything and have the right people as points of contact. One item on this document is "How do we measure success" and that conversation is scheduled for next month's board meeting. Kaia, I know you emailed city council members to ask about a meeting – have you heard back from anyone?

Peterson: Yes, I spoke with Mike Nugent. He was very receptive and supportive of getting together. He was going to identify a small cohort to meet with. That was toward the beginning of this month, so I'll reach out to him. Ryan, we're hoping you'll participate with us in these conversations with the City. We're focusing on what's unique about being a quasi-governmental agency and if there's anything we're not leveraging yet.

Davidson: On Sarah's document, under action items, is "outreach with city". That's where we're talking about creating a snapshot of numbers and programs and projects. That's also where we have website content review. Kaia sent us a couple referrals and Adam is having conversations with those referrals soon. The Leadership Team will continue to work on the items on this list that are in our court. If there's anything we can do to assist the Board as you pursue the items you're working on, let us know.

Peterson: One thing to keep in mind is this is a living document. It's something we can keep referring to and building on. I think it'd be great to keep strategic planning as a standing agenda item so we can keep revisiting it.

Davidson: Collin has requested to step down as Chair, but stay on the Board. Our bylaws state that the Vice Chair steps into the position of Chair and completes the term. The next election is in October, so Kaia would step in as Chair through then. Our bylaws state the vacant Vice Chair position is elected by the Board the following month, so we'll elect a new Vice Chair at next month's meeting.

Comer Winterer: Would you want the new Vice Chair in attendance at all of the succession planning meetings?

Peterson: The idea is to form a succession planning committee. We can have 3 board members on the committee. Collin and I are committed, so we're looking for another board member to join. It doesn't have to be the Vice Chair. Lori, Collin, and I had a great conversation to get us started and I'd like to share a few highlights and what we're recommending for how we move forward from here. We discussed how has Executive Director succession planning happened in the past and what are Lori's hopes for where to go from here and her role in the organization going forward. At the strategic planning session Lori expressed interest in continuing to play a role in the organization. That is up to the Board and the incoming Executive Director as to how they handle that, but we discussed with Lori that we support it and it would be fantastic. There are a few specific areas Lori can really add value and provide support. The three main areas identified were seeing through the Villagio and Trinity projects, working through the lawsuit, and financial support and oversight with Debbie. We envisioned having her stay on as needed or for a defined number of hours. We talked about what would the process be and asked Lori if there are any internal candidates. We wondered whether there are any regulatory requirements stating we have to do a national search or public search, or can we do an internal process if we choose.

Davidson: I'm not aware of any specific requirements for hiring a new Executive Director. Our normal procedure for staff hiring is to open the position to internal candidates first and if there are no internal candidates, then open the position up to a public search. It's up to the Board how wide of a public search they want.

Peterson: We don't need to make any decisions tonight. It is helpful to know if we have any restrictions that we have to follow. Our understanding is no.

Sudbury: I'll follow-up and make sure. If I find something, I'll let you know.

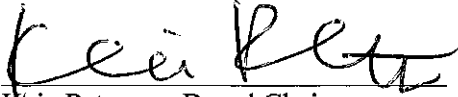
Peterson: The next step discussed was to start with the Executive Director job description and have a conversation about what are we looking for in a new Executive Director. The idea is to have this small group take the existing job description and build off that, then bring to the full Board and layout a proposed process for hiring. The last thing we asked Lori is how can we recognize her and all of her service. That should be part of this transition, to recognize Lori and highlight MHA in the broader community. I don't have a timeline in mind yet. At the next board meeting, everyone bring your thoughts on the existing job description and we'll incorporate any feedback from Lori as well. The small group will then come up with a draft and bring that back to the full Board in July. Is anyone interested in volunteering for either Vice Chair and/or to be the third member of the succession committee?

Comer Winterer volunteers to be on the succession committee.

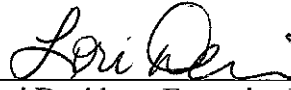
VIII. Other Matters:

None

I. Adjournment: The regular meeting was adjourned at 6:17pm.



Kaia Peterson, Board Chair



Lori Davidson, Executive Director