



**MEETING MINUTES  
HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY  
June 25, 2020, 9:00 a.m.**

**Zoom Teleconference**

<b><u>COMMITTEE MEMBERS PRESENT</u></b>	<b><u>STAFF PRESENT</u></b>
Katherine Galian (Chair)	Komi Kalevor, Executive Director
Melinda Bell (Vice-Chair)	Yaling Huang-Dressel, Housing Controller
Sheila Greenlaw-Fink	Melisa Dailey, Housing Program Coordinator
Vince Chiotti	Annette Evans, Homeless Program Manager
Gary Whiting	Shannon Wilson, Housing Development Coordinator
Sid Scott	Liz Morris, HCV Manager
Dave Bachman	Emily Nichols, Program Coordinator
Cindi Otis	Katie Warden, Intern
Ben Sturtz	
Renee Brouse	<b><u>ABSENT</u></b>
Balen Younis	Josh Crites, Assistant Director
Eric Schmidt	
Jason Hitzert	

**I. ROLL CALL** – 9:00 a.m. A quorum was present.

**II. ACTION - APPROVAL OF MINUTES FROM May 28, 2019**

Motion: Sid Scott

Second: Gary Whiting

Vote: All approved

**III. DISCUSSION - ORAL COMMUNICATIONS & MEMBER UPDATES**

**MEMBER UPDATES**

The three new board members introduced themselves: Renee Brouse, Balen Younis, and Eric Schmidt.

Gary – people are still buying and selling homes. There are great interest rates, very low inventory, and more buyers than sellers.

Cindi – her job is still on hold since the people she works with are medically fragile that must socially distance. She does drop off groceries and supplies and go for walks with masks and has a lot of phone calls.

Melinda –works at Union Gospel Mission Women’s Life Change; the thrift store is open again. Took in two women since COVID started. Men’s mission is quarantining two weeks before allowing them to stay at the downtown site.

Sheila – at CHF, two staff who work from home. Things aren’t dramatically changing. Have loans paying off, draws, and projects closing. She is hearing lenders are offering different terms now; the Metro bond project applications at the County are exciting since it is the largest chunk of money going forward in Washington County for affordable housing, but there are a lot of unknowns and pressures on developers. She is reviewing seven applications next week and will be asking applicants who the clients (populations) are that they serve and how they will serve them.

Ben - is working on a project in the Hollywood District on a TriMet site that is near where the Jeremy Christian incident happened and it’s a very impactful space; BRIDGE is doing outreach there this summer.

Sid – he is seeing a rebound of work that slowed/paused when COVID-19 started. He senses optimism in development projects. Potential construction costs are stabilizing, general signs of this happening.

Jason – in Special Session of the legislature; debating extension of eviction moratorium and rental assistance funds; reaching out to expand Federal dollars.

Katherine – getting emergency assistance funds out to the community at Community Action. Hoping the eviction moratorium is extended. Assisting head start children to kindergarten and doing a summer program.

Dave – hard at work during COVID-19 with rent collection, more of a monthly process instead of a five-day process. He is working with residents on collections and repayment plans. Averaging about 96% collections in Oregon, slightly less than that in Washington. There are folks who are unable to pay slight increases each month and they are referring these people to agencies who can assist with payment to prevent evictions. For operations, offices are open by appointment and they also utilizing cleaning protocol; less preventative maintenance happening but trying to increase work orders while using COVID-19 protocols. This work is easier in counties that are in Phase II.

Renee – continuing to operate the Good Neighbor Center which is a homeless center. They have been able to place families into permanent housing during COVID-19, with two ready to move out. Just brought back all staff on June 13th. Business as normal, looking for funding, and looking for housing that will work with them. They are partnering with the triangle project.

Balen – case manager at Lutheran Family Services and helping immigrant people find jobs. People have many problems like housing that are due to different cultures; he works from homes right now. For people in America the major concern is finding a home, and it is twice as difficult for people who are new here. He did not have a lot of

support when he moved here from Iraq five years ago, he felt on his own. He is trying to transfer his experience with immigrants to our committee.

Eric – as an at-large member he is learning from the group.

## **ORAL COMMUNICATION**

### **IV. EXECUTIVE DIRECTOR'S REPORT**

The Housing Authority's 2020 budget was approved by HABOD. For staffing, on any given day there are staff working remotely but the work is getting done. Phase II did not materialize last week since COVID rates are increasing; face coverings inside are required starting today. Housing works with the public a lot and is enforcing social distancing. A new challenge is supportive housing services since the bond measure passed which will bring \$40-50 million to Washington County in the next decade. Housing is working with the CAO and HHS and Community Development to put together the implementation plan. The money comes in April 2021.

Housing issued our Metro Bond RFP and received seven apps requesting \$71M which would create almost 850 units of housing in Washington County. The Tigard Triangle project is closing today; there will be a virtual groundbreaking video going out hopefully tomorrow. Our project in Tigard, The Fields, 264 units is almost finished and is taking applications. The Housing Authority is a partner in this project, kudos to DBG LLC our development partner. We have three recruitments going on right now: Gary Calvert retired this month and we are recruiting for an Asset Manager; a Development Coordinator was hired; and the HMIS recruitment is going well.

Sheila - What is expected for lease up in Tigard, how long will it take to lease up? Komi said six months. Shannon is not sure of timeline; there were 30 people on the list a couple weeks ago.

### **V. STAFF REPORTS**

#### **A. Financial Statement**

Yaling Dressel reported – the financial statement, only represents the Housing Authority and not Affordable Housing. Sec. 8 is doing OK and have \$900K in reserve; challenge is HAP is not enough to pay for increases due to COVID-19 interims for people who lost their jobs; we are in conversations with HUD and have received CARES funds for Admin but not HAP payments. Public Housing is on track; proration is higher than projected; and tenants are paying more in rent than projected. Housing is doing much more monitoring and not doing small maintenance and instead doing capital improvements to maintain for long term and thus not using those funds for maintenance. Cornelius 14 units only has 6 months of info; local fund cash balance is higher than we projected due to anticipating allocation of funds to the Affordable Housing portfolio and this did not happen. The budget was approved for next year. Also working with County on CARES Act with \$1.7M for homeless programs; \$200K allocated to community partners. Also getting ready for audits.

## B. Housing Choice Voucher Program

Liz – the waitlist has been closed since 2015. It's down to 872 households; have not pulled anyone since last year and do not project pulling anyone until HAP costs go down or we are able to get more funding. Occupancy at 91.23% which is good; 2,694 vouchers utilized. Summer is a big time to move; staff are getting a lot of port outs and port ins, as well as moves. Interims have seen a significant decrease to almost normal levels so there has been some relief in workload for staff. The lobby is open three days a week for 3-hour windows for walk ins; we continue to monitor that situation and whether it needs to be scaled back. Meetings with Occupancy Specialists are available by appointment, but we encourage online, email, and phone meetings.

Health Careers Northwest is a 5-year program that has been approved for an additional 6th year; Peter met the training goals for the program and there are 14 more training spots for the next year starting in September. Peter will also assist participants going into nursing and other medical professional jobs and help with job placement.

Katherine mentioned that our outcomes for Health Careers Northwest are higher than other programs.

## C. Public Housing

Liz reported that occupancy is at 98.4% which is good; there is a goal of turning over units in 18 days and we are achieving 31.6 days so staff is working on this. Emergency work orders have a good response; routine work orders are under the HUD standard, too. The Maintenance Team is doing really well. Josh is the interim manager for Public Housing while the position is being advertised. The recruitment closes on Sunday.

Katherine – why does it take so long to turn units over? Ling said we give clients on our waitlist 10 days to decide whether they want to move into Public Housing. We are making changes so the unit turns do not take so long. Also, the Public Housing waitlist was updated in March with new applicants.

## D. Affordable Housing

Liz reported we are in transition with new property manager. Occupancy is 95.1%; more reports are coming in the future as the transition from Infinity to Cascade is completed. Komi mentioned Cornelius Place got a new roof.

Sheila likes the new table of Housing Authority partnership projects.

## E. Programs and Special Projects

Liz – The Housing Authority can Project Base up to 20% of our vouchers. Around July 1 we will close our waitlist for properties with Project Based Vouchers and only open it to people who meet special preferences. Up to now this waitlist has been completely open which inflates the waitlist and an applicant could be on it for 6-12 years. We do have future projects that will utilize PBVs. Liz will send information to let our networks know when PBV units become available; 32 units will open in the Fall.

The FSS program is being rehabbed; 67 households are currently in the program and we are now in the process of growing the program. New caseload assignments mean all FSS participants will get contacted within the next two months to refresh their goals.

## F. Report on Homelessness

For the Emergency Operations Center there are four key areas for CARES funds. 1) Reopening Family Promise shelters to serve 10 households; shelters closed down at the start of COVID-19 and are currently using hotel rooms; contracts are going through the County system. 2) The Safe Sleep Village is a sanctioned camping program to serve up to 50 campers at a site that also provides toilets, handwashing and security to assist with transition from the streets. It is a challenge to locate properties that meet public safety requirements and receive neighborhood support. 3) Opening a hotel voucher program for high risk houseless persons in alignment with the Safe Sleep Village. They are trying to reduce the high numbers of people who are camping. 4) Addressing RV parking and how to accommodate that so people can stay and have sanitation support. She is identifying other smaller camp sites and working with cities to review policies and risk assessments with the different jurisdictions.

Permanent Supportive Housing – the new Metro Bond levy requires a local implementation plan. On July 6 Metro will convene a tri-county Summer stakeholder advisory committee with members from Washington County service agencies. Estimates are that it will take three years to ramp up to full value of collections; Washington County receives 33.3% of revenues. The final Local Implementation Strategy is due in December 2020.

Built for Zero has rehoused 24 chronically homeless adults; the challenge is CoC PSH funds were utilized, the resources are expended and no additional Shelter Plus Care funds are available. VASH households are on the waitlist but these vouchers are fully utilized. She is using Metro 300 funds to bridge resource gaps while waiting for Metro funds to come online and provide permanent placement.

The 2020 Point in Time data was submitted to HUD on Sunday; there was an increase in older adults which is a steady trend of the last four years. Substance use disorder is outpacing people with mental illness; housing to address this is a critical need.

Also, it is still a critical priority to have an adult year-round shelter.

Ben said it seems like funds and programs are disjointed right now.

Annette said they are trying to coordinate so people don't have to shop around while being sensitive to communities of color. Katherine Galian said a big challenge is the delivery mechanisms vary by County since each one is doing things differently. In Washington County funds go through Community Action and they are working with seven agencies to get the funds out. It's a centralized process; also, they are going from 600 HH/year to 600 HH/mo. There is not infrastructure in place to deliver this volume of funding into the community so it's being built right now. These are systems that are horribly under resourced in the best of times and the community is feeling it now during the literal worst of times, with COVID-19 and economic challenges and racial injustice coming online all at once. An extension of the eviction moratorium needs to happen since it expires in six days and Community Action cannot get the funds out that quickly – it's just not possible.

Katherine said in Washington County they are layering assistance funds.

Balen asked about the rental payment grace period. The Washington County Board of Commissioners did not implement one; the County is legally unable to do that.

Katherine said Chair Harrington is asking the State for an extension. Tigard, Hillsboro and Beaverton do have extensions in place. At Community Action, households in Aloha will need to be seen first since they are in unincorporated Washington County. Hopefully the extension will be in place at the State by the end of the week.

Sheila asked if the key phone numbers are in one place and Katherine said yes they are on the Community Action website. Katherine will forward the flyers to be sent out to HAC.

Annette is hearing people are still becoming homeless because landlords are choosing to not renew leases at the end of a year; they are not being evicted.

#### G. Housing Affordability/Development Initiatives

Shannon - The 3 BR units at The Fields can be more difficult for households to find so she wants to point those out to the Committee. The CDP Metro Bond project will also have 3BR units. Housing added an Affordable Housing Development Coordinator, Andrew Crampton, who is coming from the City of Hillsboro. He assisted HAWC with the Willow Creek development application. Andrew has a Master's in real estate development from PSU and starts on July 13. Ben served on the interview panel.

### **VI. OLD BUSINESS**

NA

### **VII. NEW BUSINESS**

#### **2020 Housing Forum**

Komi said that the annual October Housing Forum is where HAC and HABOD meet on housing issues. In 2018 the theme was health, housing and supportive services – and now we have the supportive housing Bond funding. Our themes have been on point. Last year was housing and economic mobility; the themes come together when we go to the County Commission with new programs. We are coming to the HAC to what we should do this year due to COVID-19, when in the prior years there have been around 50 people in a relatively tight space. It may not be possible to reserve a room that would accommodate 50 people socially distanced at six feet apart. We also need a theme. Some topics suggested were transportation, parking, anti-displacement, racial equity. A possible title is “Intersections” if all these themes are covered. Three HAC members volunteered to be on a HAC Forum subcommittee – Sheila, Balen, and Renee. It is likely the forum will be conducted online. HAC members suggested using breakout rooms in Zoom to have conversations, and the possibility of hiring a facilitator for the meeting to manage the online platform.

#### **Metro Bond Update**

Shannon – a review committee is working through the evaluation process for the NOFA applications; staff reviewed all seven applications for completeness and all the projects were approved to move forward for committee review. The review committee will meet Monday June 29. Also, due to being furloughed Metro let their partners know they will need additional time to for their review. And, approval of the financial analyst contract at Washington County is taking longer than anticipated.

## **VIII. RESOLUTIONS/ACTION ITEMS**

NA

## **IX. ADJOURNMENT**

Meeting adjourned at 10:02 a.m.

Komi Kalevor  
Secretary/Executive Director