



# Portland Housing Bureau

**Portland Housing Advisory Commission**  
**Tuesday, February 7, 2012**  
 3:00 p.m. – 5:00 p.m.  
 Steel Bridge Conference Room  
 421 SW 6th Ave  
 Portland, OR 97204

- ✓ = PHAC public member action item
- ▶ = PHB staff member action item

## DRAFT 1 10 12 Meeting Minutes

**Members Present:** Jesse Beason, Andrew Colas, Rey Espana, Marc Jolin, Shannon Singleton, Brian Wilson, Carter MacNichol, Carmen Rubio

**Members Excused:** Jacob Fox, Elisa Harrigan, Deborah Imse, Christine Lau, Toby Washington, Sarah Zahn

Agenda Item	Discussion Highlights	Outcomes / Next Steps
<b>Welcome &amp; Review Meeting Purpose</b>	Marc Jolin chaired this PHAC meeting.  Traci reviewed the agenda. January PHAC meeting minutes were approved with one small typo change.	
<b>Updates &amp; Announcements</b>	PHAC welcomed Commissioner Nick Fish's new Housing Policy Director, Sonia Schmanski.	
<b>PHAC Future Meetings &amp; Work Plan</b>	In order to enable more community members to participate in PHAC meetings and be more equitable in practice, future PHAC meetings will be held in various locations throughout the city. PHAC will also look to order	▶ Daniel will set up a meeting with the first subcommittee in preparation for the March meeting.

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	<p>refreshments from minority/locally owned businesses for future meetings. The March meeting will be held at NAYA on Tuesday, March 6<sup>th</sup> from 2:45-4:45 p.m. and the June meeting will be held June 5<sup>th</sup> from 3:00 to 5:00 p.m. at JOIN. Other locations will be identified for future meetings. The list of caterers will continue to be added to as more vendors are identified.</p> <p>PHAC acts as the budget advisory committee for PHB and the conveners of the conversation on important housing related issues. Topics for PHAC's work plan for the coming year include: Equity Business Plan, resource development, 10 Year Plan Reset, PHB Strategic Plan, data tracking and helping to inform the work on big bureau projects.</p> <p>Should PHAC move to a subcommittee structure to discuss the topics on the work plan? How are generative discussions on these topics had?</p> <p>There can be a standing topic at the end of each agenda to discuss the topic for next month's meeting and figure out what steps need to be taken to make a good use of the time and develop outcomes and expectations.</p> <p>A recap of any follow up questions and updates from any subcommittees can also be done at the beginning of the following meeting.</p> <p>PHAC can also bring in outside subject matter</p>	

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	<p>experts for particular topics at the implementation level and panel members can be identified to help create the agenda.</p> <p>PHAC will also be tasked with reviewing the second to last draft of PHB's Business Equity Plan and evaluation goals against community validation.</p> <p>Topics to Add to the Work Plan include:</p> <p>October – Telling Our Story</p> <p>Resource Development Plan, 5 Year Organizational Sustainability Study, competitive grants, local business community engagement, voter referendums, foundations., sources and uses of funds and how balance is achieved around funding gaps. How can members best use expertise and skills to engage City Council, how does PHAC do its messaging?</p> <p>July – Strategic Plan</p> <p>In depth analysis of the Strategic Plan, where is progress being made, state and federal legislation updates and overall messaging.</p> <p>PHAC members can form adhoc subcommittees and meet to discuss the chosen topics as the need arises.</p>	

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<p><b>PHB Budget Follow Up &amp; Debrief</b></p>	<p>PHB is currently responding to follow up questions around the decision packages from OMF in preparation for the budget presentation at City Hall on April 11<sup>th</sup>. Contractor discussions prior to budget decisions were an effective strategy and PHB plans to improve processes around analysis of equity impacts for next year’s process.</p> <p>In PHAC’s role as the budget advisory commission, a subcommittee could be formed to work in more detail and report back to the larger PHAC. This committee could meet earlier in the year and act as a channel for information as well as use outside expertise. It could also play a role in better explaining to OMF the impacts of programs and funding allotments. It could also have early conversations with City Council to familiarize them before the budget process to engage and use as a resource.</p>	
<p><b>NOFA Development Update</b></p>	<p>This yearly process PHB uses to make development funding decisions and tries to tie timing in with the State’s process. Portland usually gets two 9% projects a year. PHB had 17 responses this year for a total of \$11 million available funding. Projects were ranked based on responsiveness and staff and one City appointed minority reviewer using</p>	<ul style="list-style-type: none"> <li>▶ Komi’s staff (HDF Team) will host a meeting raising questions of equity and use the equity lens to help determine how we decide what is the “best” project to fund and look at past data and historical trends.</li> <li>▶ Daniel will add “NOFA Process” to the May PHAC subcommittee agenda.</li> </ul>

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	<p>several weighted criteria. Respondents felt the response turnaround time was a little short because the six week period included the holidays. Three projects out of the 17 were selected as follows: Medford Hotel (CCC), Greenview Terrace (Rose CDC) and Project Network (Lifeworks and Home Forward).</p> <p>What factors make the “best” project?</p> <ul style="list-style-type: none"> <li>• Readiness to proceed</li> <li>• Financing</li> <li>• Leverage</li> <li>• How many other resources are being brought to the table</li> <li>• Does it serve the desired population</li> </ul> <p>Should PHB consider including private developers in this process. PHB needs to balance policy overlays with use of a strategic and equity lens and also look back at to see what has and hasn’t worked historically.</p> <p>.</p>	
<b>Meeting Wrap-Up</b>	Veronica Bernier provided written testimony, attached as Exhibit A.	

Exhibit A

PORTLAND HOUSING ADVISORY COMMISSION

Your Comments: Homeless Concerns - Transitional Housing - maintain health in "housing" - HAP, Sect. 42, Sec 8, Project Based, Sec. HUD.

- I Budget - allow for individuals in system (eg ADL, Etoh,)
- II Homeless \$ - \$4-7 million use Nutrition to Boost Health in shelters Hire A RDA.
- III Headstart Link With Intergenerational Housing.
- (IV) U-Shape, Square - Apt.

Do you wish to speak at today's hearing? Yes  No   
(Comments limited to 3 minutes)

Name J. Veronica Bernier Today's Date February 7, 2012  
Representing PSU alumna, 2005, PHAC Volunteer, Health Educator  
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Thank you for sharing your thoughts.

