



Portland Housing Bureau

Portland Housing Advisory Commission

Tuesday, February 4, 2014

3:00 p.m. – 5:00 p.m.

Portland Housing Bureau

421 SW 6th Ave, Ste 500

Portland, OR 97204

✓ = PHAC public member action item

► = PHB staff member action item

Meeting Minutes

Members Present: Marc Jolin, Andrew Colas, Carter MacNichol, Elisa Harrigan, and Sarah Zahn.

Members Excused: Carmen Rubio, Colin Rowan, Deborah Imse, Jesse Beason, Rey Espana.

Staff Present: Traci Manning, Paul Stewart, David DiMatteo, Kim McCarty, Jaymee Cuti, Javier Mena, Lisa Oreskovich, Mike Johnson and David Sheern.

Agenda Item	Discussion Highlights	Outcomes / Next Steps
Welcome & Review Meeting Purpose, Review Minutes	Marc Jolin opened the meeting. There were no minutes to review because a quorum was not reached.	✓ Review January minutes at next meeting.
Public Testimony	Bobby Weinstock, Northwest Pilot Project, wanted to bring to everyone's attention that there is new housing inventory data. He had been working with Ben and Antoinette at the Portland Housing Bureau on this data project. At 51-80% MFI there is a surplus of 44,000 apartments. At 0-30% MFI there is a deficit of 22,000 apartments. The plea is for public funding, for example the NOFA, to take into account this data and deficit. This surplus is determined by how many households with certain incomes are within the City of Portland and the number of apartments available to them at that MFI. An average of 29,000 households rent at the 51-80% MFI. Carter MacNichol: Are there are measures of this shift? Bobby: We are seeing more and more availability at the 51-80% MFI. The biggest shift is at the 31-50% MFI where there used to be a surplus and now households to apartments are	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
	about even. Traci: Are many of these people being rent burdened? Bobby: Roughly 69% of income for those with the lowest income households are put towards housing. The plea is to help these types of households and those that are in serious need. This data comes from the American Community Survey. The data lags behind about 3-4 years and, therefore, this problem is probably even worse. The specific data we are working from comes from 2006-2010.	
PHAC Items Follow-up	February Legislature: David Sheern discussed any updates to legislature. The Housing Alliance document handout refers to the Emergency Housing Account (EHA) and State Homeless Assistance Program (SHAP). The request is for \$1.5 million to EHA and \$.5 million to SHAP to help keep at risk families in their homes. Carter: How much of the \$1.5 million goes to the County? David: I'm not sure, but a big chunk because the funding distribution is based on homelessness. David provided brief updates on the other Housing Alliance bills highlighted in the handout. Specifically, the bill around support for residents to purchase manufactured home parks has long, ongoing conversations around the process of the sales of these parks. Elisa Harrigan noted that she believes this bill includes floating homes, as well. Budget: Leslie Goodlow provided a quick budget update. The budget is on time. We will receive questions back about what we submitted by the end of next week. The budget work sessions are the end of March to the beginning of April. The Mayor's budget will be out in April and the vote on the final budget will be June 19th. We still need to submit our equity document and program summary by February 18th.	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
	Traci: We were given three budget priorities which came from the Portland Plan categories – Homelessness and Hunger, Emergency Preparedness, and Complete Neighborhoods. We kept these priorities in mind when we submitted our decision packages. Traci asked Elisa to discuss the decision package regarding Fair Housing and Title VI Programs. Elisa discussed how Community Alliance of Tenants (CAT) currently provide resources to renters such as the Renters Hotline, but that the services do not run deep or provide a lot of support and planning. This decision package would allow them to pilot a program that provide clinics to renters help provide counseling, help with requesting reasonable accommodations from landlords, translation services, and letter writing. It would be a pre-step to legal support by helping provide alternative solutions to eviction. Traci discussed the final package for \$3 million General Fund One-Time Funds. These funds can be used citywide. This gives us the flexibility to use the funds where most needed. We are hoping that for every \$1,000,000 invested that we can leverage \$4,000,000 in other funds. Carter: This funding request of \$3,000,000 is bigger than what was asked of before? Traci: Yes, this is the one-time only funding. I believe you asked for a bigger number so I followed through with your request. This is straight up funding so a larger amount would be nice. Carter: Are the add packages on this handout prioritized? Traci: Yes, by ongoing asks and one-time asks. NOFA Section 108: Traci provided a quick update on the progress of the Section 108 NOFA. No applications have been submitted as of this date and there has not been a lot of interest yet. Javier Mena noted that they are expecting two applications – one from Hacienda and the other on the Rosa project. The funding for the latter pulled out and they are not looking for new funding.	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
	EPIC: Traci pointed out that without a Director of Equity, Policy, and Communications (EPIC), it is a good time to look at the EPIC department and its functions as it evolves. Independent contractor Kate Allen will be stepping in to help on policy projects in the meantime. Fair Housing Testing: Traci switched focus to the Fair Housing testing currently being performed. The Fair Housing Advocacy Committee (FHAC), which is Portland in conjunction with Gresham and Multnomah County, has been contacted about this testing and has been asked not to discuss the testing being performed because it could affect the results. It is taking longer to perform the testing because of lower vacancy rates and they need these vacancies to accomplish the testing. Conflict of Interest Form: Leslie asked people to complete the annual Conflict of Interest form and to return them to Lisa Oreskovich. The reference section of the form does not need to be completed.	
Governance/Joint BAC	Amy Trieu, Commissioner Saltzman's Office, follow-up up with PHAC about the joint BAC mentioned at January's meeting. She discussed the purpose of governance. HUD has a good definition of this. Better connections can be made with Gresham and Multnomah County if we had a stronger system. The Mayor and Commissioners are looking forward to adopting a framework of governance by Spring. One piece of the joint BAC which excites Saltzman is having citizens from each jurisdiction meet together to discussion common issues and best practices. The first vision of the joint BAC mentioned in the last PHAC meeting is not working as thought. Currently, budgets are being presented in multiple places such as CCEH, PHAC< and the CBAC citizen group. At this point there are different budget interest groups that review the budget and the concern is to try to get everyone on the same page. Home Forward is in a different sphere altogether and we are trying to find ways to include them. We are hoping to have an earlier start to this join BAC group for next year's budget.	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
Equity Focus	Marc moved the conversation to Equity Focus and asked that the focus be about equity on the contract development side and bring a larger discussion on equity to the PHAC retreat. Javier Mena provided everyone with PHB's project data which included specific MWESB data and said they are constantly trying to improve on these numbers. Andrew Colas: Can you add a column to this project data sheet that lists the prime contractors on these projects? It would be nice to see if any of the prime contractors are MWESB contractors, as well. Javier: That is the next phase. We want to begin to look deeper into the subcontractors for that information. We do not have it at this time. Andrew: It would be nice to see who is regularly used on these projects. Carter: Are the majority of MWESB firms used as subcontractors? Also, I would like to point out there is a typo in the MWESB data for the 1200 Building project. Andrew: This chart provides good information. You just need to add that prime contractors column. It would be nice to state who the developers are to see if they are adhering to MWESB. Carter: What is your MWESB stated goal? Javier: We have adopted 20%. The Strategic Plan has a target of 25%. Marc: It looks as though the prime contractor or developer might be what is listed as "Project Sponsor" on the first chart provided. Carter: I worry about apprenticeships and workforce development with MWESB firms. If they are not getting as much work and experience then it is hard for them to be picked to contract or subcontract on projects. Andrew: It is hard to build capacity if you are only given small jobs or few jobs. People look at productivity rates when hiring and you need consistent work to help boost them. Minority companies are having difficulty with this.	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
	Carter: Part of the issue is that minority companies are given one-off jobs and that doesn't help, or do much for equity. That type of behavior does not build a system. Javier: We want to look deeper into these MWESB numbers to understand them and not let contractors cheat the system. Marc: Small projects seem to use MWESB companies more. Sarah: I agree that these numbers need more evaluation. Nate McCoy: It has happened before where you un-layer this data you see some uncertified work. There are some concerns with cheating the system. Andrew: The numbers can be misleading. You need to start tracking the data better and see which companies are growing and can be leaders. Carter: You could give different scoring to MWESB because they don't get as much experience. Elisa: Can you assess the risk of experience? Treat it like a case study? Sarah: The developers take on a guarantee risk when hiring subcontractors. This is why they like companies that come with a lot of experience. Carter: I'm not sure this bureau is responsible for technical assistance in that area. We need to define our role. Nate: This matter is already being talked about. Traci: We could ask different experts to come in and talk on these topics and answer any questions you might have. Karl: This is a great discussion. I deal with profession services, contractors, and vendors. I can tell you that contractors are good about wanting to meet our goals. There is funding, big and small, out there to be used.	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
	MULTE Follow-Up: Javier provided a quick follow-up on MULTE. We consider this an indirect process. We have less influence on this type of program. This program is agreed upon between the County and the City. We do not have internal systems to check on MWESB component. Nate provided additional feedback on two of the development groups. Outreach was made to two development groups to ask about the process and MWESB. One group was difficult to talk with. The other group, Gateway, was a much easier conversation and is at an MWESB of 23% in this process. The next round of applications I'll be more involved in and will have upfront conversations with them about resources and the different MWESB contractors available to use. Carter: Therefore, it is not a requirement of the MULTE, but you can at least educate them on MWESB. Andrew: Is there an equity portion in the MULTE application? Javier: Yes, but it is soft. We know there is interested and we need to start taking a harder look at the detail. Marc: Are you not able to turn down an application if they are not committed to meeting MWESB requirements? Javier: Like with the NOFA, we ask that they meet PHB's equity and MWESB mission. They provide a plan with the MULTE application on how they are committed to meeting our goals. Carter: Can you strengthen this process and tighten that portion of the requirements? Traci: This is what we are working on. It is currently a three year pilot that we are testing out. Andrew: There is one developer in particular, Whitmore, which did not have any MWESB participation. I tried to send an email to you about then back in June to warn you about ensuring they have MWESB participation, but I did not receive a response. These developers line up contractors months in advance. At this point, it is now too late to enforce MWESB	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
	participation. As a member of PHAC, I am here to help you with these decisions and nobody listened. Javier: I understand that the ball was dropped in this specific case, and even before you tried to make us aware of that issue. We should have made MWESB demands even earlier than that. We need to go back to these developers and explain MWESB participation so they better understand our requirements and goals. We need to do it before they are even approved. Nate: It is a pilot which means there is room for improvement. I've been brought in to help with the MWESB criteria moving forward. Andrew: Looking at your equity work it looks as though Nate has a huge chunk of the work. Do you have enough time and help on this, Nate? Nate: I'm going to do what I can. If we need more help we will bring it in. NOFA Review: Javier explained the intention to expand the equity lens on the NOFA process and how Karl has been talking with proposed developers on equity. We help a Meet and Greet for last year's NOFA and will be doing the same for this year. The date of the Meet and Greet is March 12, 2014. We believe that Home Forward might have something for the Section 108 NOFA, as well.	
PHAC Business	Traci reviewed the need for scheduling the PHAC Retreat. It was noted that Friday is the best day for this meeting. Lisa will send out dates for late February and early March. 9am-3pm worked for everyone last year. Everyone liked last year's location Humboldt Gardens and we will try to hold it there again this year. Traci noted PHAC membership will be discussed at the PHAC Retreat. PHAC reviewed Commissioner Dan Saltzman's response letter to PHAC's letter regarding Hacienda using the Section 108 loan program.	
For the Good of the	Marc noted the January minutes will be reviewed next meeting.	

Agenda Item	Discussion Highlights	Outcomes / Next Steps
Order	The meeting was adjourned.	

DRAFT