

Affordable Housing Resident Oversight Committee Minutes

December 8, 2021, 6:00 PM
ZOOM Webinar

Voting members present: John Engen, Mayor, Heidi West, City Council Designee, Katie Carlson, Housing/Real Estate Representative, Gerri Stiffarm, Community Member, Christine Littig, Community Member, Riley Jacobsen (Housing Nonprofit Representative)

Voting member(s) absent: Lori Davidson, Missoula Housing Authority, Paul Herendeen, Banking/Finance Representative, Laura Bird, Community Member, Will Sebern, Community Member

Alternate(s) absent: Bobbie Jo Weston, Alternate 1

1. LAND ACKNOWLEDGEMENT

Katie Carlson read the land acknowledgement.

2. CALL TO ORDER

2.1 Roll Call, determination of quorum

3. INTRODUCTIONS

3.1 Name, pronouns & role

The members introduced themselves.

3.2 Review of norms

4. APPROVAL OF PRIOR MEETING MINUTES

The minutes were approved as submitted

Moved by: John Engen, Mayor

Seconded by: Gerri Stiffarm, Community Member

I move to approve the meeting minutes from November 10, 2021.

5. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

6. INFORMATIONAL ITEMS

6.1 Meeting Schedule Discussion

The committee members discussed the schedule for the upcoming Affordable Housing Resident Oversight Committee (AHROC) meetings. The meetings for the next six months will be scheduled. If there were any conflicts the meeting can be cancelled two weeks before.

Emily Harris-Shears, Affordable Housing Trust Fund Administrator, shared membership update. Mistee Brown has stepped down. Riley Jacobsen has been promoted from alternate to general member in the Housing Nonprofit Role. There is one vacancy. The filling for the vacancy is in process.

7. ACTION ITEMS

7.1 Allocation Plan

Emily Harris-Shears, Affordable Housing Trust Fund Administrator, did a presentation on Affordable Housing Trust Fund Fiscal Year 2022 Allocation Plan draft. For details please find the attached presentation online. Ms. Harris-Shears mentioned the goal of the presentation of the draft is to review the public comments received on the draft, and the plan is also presented to get an approval from the Mayor.

The plan has been posted to Engage Missoula, and it was also shared with relevant non-profit organizations and developers. It received one public comment.

Ms. Harris-Shears announced proposed changes to the Scoring Criteria for the Unified Application Round. Bonus Scoring will now be scored by staff only.

Ms. Harris-Shears shared the AHTF received it's first private donation from Dori Gillels for \$1,000.

Heidi West asked if AHTF money will be spent in grant form vs low interest loans.

Ms. Harris-Shears provided clarification that the Trust Fund will not be getting the loan money back until next year. Once the money is received, it would be counted as new money and probably used as re-awarding.

Heidi West asked if the Trust Fund Reserve is funded by a certain percentage of the total AHTF.

Ms. Harris-Shears added that in the last meeting she proposed a new policy around the Reserve Fund, keeping in mind what is considered realistic for doing competitive award cycles. Ms. Harris-Shears proposed that a maximum of 20% of the balance in the year can be directed towards the Reserve Fund.

Heidi West asked if the second round of funding is going to be flexible enough for applicants to hold funding until other funding sources are secured until the match is met.

Ms. Harris-Shears provided clarification that holding the fund without actually meeting the grounds is situational to the project. Factors such as if it is a good time for them to apply and where the project is, is considered. If they are not fully committed it does not disqualify the applicant.

Christine Littig asked if there is any reason to not be able to change the contingencies after each application round if adjustment is needed.

Ms. Harris-Shears and Katie Carlson provided further clarification that after feedback has been received, changing contingencies can be considered mid year if something did not work. Ms. Harris-Shears added that she will add a section about changing the contingencies in the annual policy manual. She will also add the information about the reserve plan policy.

Moved by: Christine Littig, Community Member

Seconded by: Gerri Stiffarm, Community Member

I move to recommend the Program Year 2022 Annual Allocation Plan to Mayor Engen for approval.

Vote results: Approved

8. COMMITTEE MEMBER COMMENTS

Katie Carlson recommended that Jeff Smith from WGM come and give a presentation about the Larchmont proposal.

9. STAFF COMMENTS

Emily Harris-Shears announced that Zoe Walters has a new role as an Assistant Planner and will not be working with AHROC anymore. Ms. Shears acknowledged and showed appreciation for Zoe Walter for stepping in with different projects even with projects that were beyond her work scope.

Emily Harris-Shears, Katie Carlson, Riley Jacobsen and Aubrey Godbey are setting up 1:1 meetings with committee members to build connection and learn more about goals for the upcoming year.

10. ANNOUNCEMENT OF NEXT MEETING DATE/TIME

Next meeting will be January 12th, 2022 at 6-8pm.

11. ADJOURNMENT

The meeting was adjourned at 6:56pm.