

## Oregon State Housing Council

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**Council Members:**  
Jeana Woolley, Chair  
Mayra Arreola  
Tammy Baney  
Aubre L. Dickson  
Michael C. Fieldman  
Zee D. Koza  
Adolph "Val" Valfre, Jr.

## OREGON STATE HOUSING COUNCIL MEETING October 04, 2013 Meeting Minutes

MEETING LOCATION: Conference Room 124a/b ; North Mall Office Building;  
725 Summer Street NE | Salem, OR 97301

**Call in Number:** 1-877-273-4202; **Room Number:** 4978330

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### Housing Council Members Present:

Jeana Woolley, Chair  
Aubre Dickson  
Mike Fieldman  
Val Valfre  
Mayra Arreola  
Tammy Baney  
Zee Koza

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### OHCS Staff Present:

Margaret Van Vliet, Director Oregon Housing and Community Services  
Julie Cody, Program Delivery Division Administrator  
Diana Koppes, Business Operations Division Administrator  
Katherine Silva, Executive Assistant to the Director  
Heather Pate, Program Manager Multifamily Finance and Resources Section  
Rem Nivens, Government Relations and Policy Advisor  
Mike Boyer, Legislative and communications Coordinator  
Karen Clearwater, Regional Advisor to the Department  
Vince Chiotti, Regional Advisor to the Department  
Kim Travis, Community Engagement Manager

### Guests Present:

Tom Cusack, Oregon Housing Blog  
Shelly Cullin, Chrisman Development  
Michelle Diester, Oregon Legislative Fiscal Office

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### 1. CALL TO ORDER

Chair Woolley calls the October 4, 2013 meeting to order at 9:02 a.m.

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### 2. ROLL CALL

Chair Woolley asks for roll call. Present: Mayra Arreola, Tammy Baney, Aubre Dickson, Mike Fieldman, Zee Koza, Adolph Val Valfre, Jr. and Chair Jeana Woolley.

### 3. Approval of Housing Council Meeting Minutes

#### a. September 6, 2013

Chair Woolley noted for council members that Val Valfre worked with staff on minor changes to the minutes to correct non-substantive errors and thanked him for this effort; she then asked for any additional corrections to the September 6<sup>th</sup>, 2013 meeting minutes. There being no further corrections the motion was read:

**Motion:** Val Valfre moves that the Housing Council approve the, 2013 meeting minutes as written. Zee Koza seconded.

**Vote:** In a roll call vote the motion passes. Members present: Mayra Arreola, Tammy Baney, Aubre Dickson, Mike Fieldman, Adolph Val Valfre Jr., and Chair Jeana Woolley.

### 4. Public Comment

Chair Woolley called for anyone in the audience or joining by phone who wished to provide public comment for the council's consideration to come forward. With no one identifying themselves, the council proceeded to the next agenda item.

### 5. 2013 NOFA Discussion

Diana Koppes, Business Operations Division Administrator provided council members with a overarching description of the NOFA process stating that application have been received by the Department. Once received each application goes through a threshold review for financial feasibility followed by a threshold review for sponsor capacity. Applications that meet both thresholds are forwarded to the scoring committee who will score each project individually. The scores are then forwarded to the smaller scoring committee for consideration and recommendations to the Director.

Council members reviewed and provided feedback to staff regarding the project summary template which will be used in the NOFA Presentation at the November 15<sup>th</sup> housing council meeting.

Mayra Arreola asked about the role of the Regional Advisors in the NOFA process?

Chair Woolley echoed this question, adding that she received feedback that there was not as much direct Department step-by-step assistance this time despite the traditional role of the RADs to provide technical assistance with the application.

Julie Cody stated that RADs providing technical assistance was still a function of the advisors; however, within this process the RADs reported questions back to the Department to be answered collectively and reported back out to all applicants in published FAQs. FAQs were published 3 times

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during the process to ensure that the Department was providing consistent information and keeping the level playing field. Department staff also benefited from being able to note in one place where areas of confusion came up in order to improve the process going forward.

Diana Koppes reminded council members that the Department is operating the existing NOFAs under the temporary rules adopted back in June. The current temporary rules are set to expire on December 18th and cannot be extended for an additional 180 days. The Department will be looking to establish permanent rules in January of 2014 so that HOME and LIHTC NOFAs can be issued next mid or late spring. A post-NOFA workshop will be held to work through specific issues that surfaced during the process and staff will communicate with partners regarding the projected timeline for public input which will also be shared with housing council members.

Julie Cody, Program Delivery Division Administrator, added that for the amount of change represented in this process, OHCS partners did really well and the Department is looking forward to further dialogue about how the process can be further improved. Cody reported that comments and suggestions for process improvement are currently being received and have been worked on concurrent to this NOFA in an effort by staff to be proactive and keep the timeline moving toward the next NOFA.

Director Margaret Van Vliet acknowledged and applauded staff for their work, as this the most rigorous process OHCS has undertaken in comparison to the past Consolidated Funding Cycle. Van Vliet stated that staff have learned a lot and will continue to listen and refine moving forward. Aubre Dickson commented that his original impression of the NOFA process was that the scoring would be overly daunting, but found that the scoring sheets a formatted well and were very helpful. He further commented that the construct of the scoring may need to be adjusted to eliminate repetitiveness and incorporate missing information referenced by applicants, but overall he congratulated staff on this effort.

Val Valfre added that the feedback he has received has been very positive, particularly with regard to the accessibility of staff and amount of information provided.

Chair Woolley congratulated the whole Department on the huge undertaking in light of all other ongoing changes. She also encouraged staff to recognize that although the process may be imperfect, it is a best effort and work in progress that everyone should feel good about.

### 6. **OHCS Transition Planning**

OHCS Director Margaret Van Vliet provided council members with an overview of the transition plan project timeline reminding them the scenario build process will wrap up at the end of October. Van Vliet presented a full overview of the scenario build process and what work product is expected from that process. This presentation can be found on the Housing Council website.

### 7. **Report of the Director**

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Director Van Vliet had nothing further to report.

### 8. **Report of the Chair**

Chair Woolley deferred her report until the November meeting.

### 9. **Other**

Chair Woolley requested that council members prepare the November meeting to be a long but fruitful meeting and that all members make every effort to attend.

### 10. **Adjourn State Housing Council Meeting**