

City of Lawrence

Affordable Housing Advisory Board

August 8, 2016 minutes

MEMBERS PRESENT: Stuart Boley, Rebecca Buford, John Harvey, Dana Ortiz, Shannon Oury, Tim Stultz, Matt Sturtevant, Nancy Thellman

MEMBERS ABSENT: Emmanuel Birdling

STAFF PRESENT: Casey Toomay, Assistant City Manager; Scott McCullough, Director of Planning and Development Services; Jeff Crick, Planner II; Danelle Dresslar, Community Development Manager; Brad Karr, Community Development Programs Analyst; Danielle Buschkoetter, Management Intern

Chair Matt Sturtevant called the meeting to order at 11:00 am.

1. Approve minutes from July 11, 2016 meeting

Shannon Oury moved to approve the meeting minutes from July 11, 2016. John Harvey seconded the motion. The motion passed 8-0.

2. Public Comment

Erika Zimmerman, Executive Director of Lawrence Habitat for Humanity, spoke to the board about the demonstration project on La Salle St and the impact it will make on the chosen local family; the house will be a six bedroom house for a family of ten with a wall-raising set for some time in September.

3. Review Kansas Health Foundation [Health Equity Partnership Request for Proposal](#) and consider recommending a letter of support for the United Way grant application

Danielle Buschkoetter spoke to the board about the grant and how the City will partner with the United Way of Douglas County. This is a three year grant, at up to \$100,000 per year, which will focus on a collaboration of local agencies to address issues that relate to health disparities in Kansas, including housing. The United Way will be the lead applicant on the grant proposal. Nancy Thellman asked if the City or the United Way would administer the grant. Buschkoetter said the grant can only be administered by a non-profit, not any form of local government.

Erika Dvorske, President and CEO of the United Way of Douglas County, spoke to the board about the application process for this grant. The first year of the grant is focused on developing the plan for addressing the issues that relate to health disparities. A letter of intent to apply for the grant is the first step, which triggers a capacity assessment for the applicant and also the community. Thellman asked who conducts the capacity assessment. Dvorske said a third party consulting firm has been hired by the Kansas Health Foundation to conduct the capacity assessment; applicants will use the results of the assessment to write their grant proposal. Rebecca Buford asked if just the United Way, as the lead applicant, would be conducting the capacity assessment. Dvorske said yes, just the lead applicant would conduct the capacity assessment, but the grant proposal was structured so that any organization submitting a letter of intent is allowed to undertake the assessment, even if they have no intent to actually apply for the grant. Thellman asked if there was any expectation of local matching dollars. Dvorske said there would not be any local matching dollars. Casey Toomay asked about the requirements for a letter of support from this board. Dvorske said the timeline would be

submitting the letter intent before the August 22, 2016 deadline, completing the capacity assessment by October 1, 2016, with the actual proposal then due by October 14, 2016; the letter of support from this board would be due with the grant proposal.

Sturtevant indicated Justice Matters was also thinking of applying for the grant, in partnership with the City of Topeka, to cover both Topeka and Lawrence. Sturtevant asked if the letter of support would come from the AHAB, or from the City Commission. Toomay said it could be either. Oury asked if each local agency would also be asked to write a letter of support. Dvorske said yes, it would be better to have letters of support from both the AHAB and each local agency. Oury asked staff to research if the bylaws of the board allowed the individual agencies represented on the board to also write individual letters of support.

Sturtevant moved to have Toomay draft a letter of support to be reviewed at a future meeting and research the board members' joint and individual support of the application. Oury seconded the motion. The motion passed 8-0.

4. Monthly Financial Report - June

Toomay presented the board with the June Financial Report for the AHAB.

5. Discuss possible dates for retreat and create list of questions and topics

The results of the Doodle Poll indicated there were no dates out of forty one options that the entire board could all meet. There was one date that only Dana Ortiz was unable to attend, September 1, 2016. Ortiz indicated she could rearrange her schedule to be able to attend on September 1, 2016. Sturtevant asked where the retreat would be held. Toomay said the retreat would be a public meeting, so it would be convenient to meet in the City Commission room.

Toomay gave the board a sample agenda for the retreat, breaking down the day into discussions about a strategic plan. Topics for the retreat would include an environmental assessment of where are we now, an organizational direction of where should we be going, a strategy formulation of how do we get there, implementation planning to identify actions required, and a final executional update to again define where are we now.

Thellman asked if the retreat should be longer than 9 am to 1 pm. Oury said she would support a longer meeting to be able to come out of it with a definite plan. Sturtevant suggested 8 am to 2 pm with a lunch break.

Sturtevant asked if an outside voice was needed to lead the retreat. Oury said she spoke with the Executive Director of Boulder Housing Partners, who hired an outside company to assist with their strategic plan, which was based on a market study of the changing housing numbers over a long period of time; they have committed to build 2,000 units over the next 10 years. Sturtevant mentioned Mary Brooks with the Housing Trust Fund Project, but realized the retreat was only three weeks away and scheduling someone from out of town could be difficult. Thellman asked if the board felt there was enough expertise in the room now to make well informed decisions. Ortiz indicated her bias is on the very low side of the poverty picture. Buford felt there is a lot of local knowledge in the room, but a market analysis or outside group could provide a broader view to assist with creating a plan. Thellman asked about the extent of Tom Markus' experience with affordable housing. Stuart Boley said Markus has a lot of affordable housing experience. Boley said he was struggling with the role of the advisory board; he thought the representation of local organizations on the board might skew things toward advocacy for those organizations while leaving out other members of the community. Boley said the board should be trying to provide advice and leadership to the entire community on a very difficult issue, and that should be the focus of the process. Oury agreed and again recommended inviting a realtor to the retreat to provide housing market information. Boley suggested packing the house at the retreat

to have even more local knowledge available. Harvey suggested the Mid-America Regional Council could help at some point, but not within the short three week timeframe before the retreat.

Thellman asked if there should be a public invitation to the retreat. Sturtevant said the board should invite special guests, but due to time constraints not provide an entire day of public comment. Boley agreed and suggested inviting a realtor, the Health Department and the United Way. Sturtevant asked Toomay if staff could suggest someone to facilitate the meeting. Toomay said she felt City staff could lead the board through a facilitated planning exercise, but not sure if staff could provide what the board is requesting in technical knowledge or market analysis content. Sturtevant asked for a list of who the board would like to have at the retreat, other than someone from the Board of Realtors, possibly Ron May or someone else from the school district, and someone from the Health Department. Thellman suggested someone from Bert Nash. Buford suggested someone from the Lawrence Community Shelter. Tim Stultz suggested Larry McElwain from the Chamber of Commerce and Bobbie Flory from the Lawrence Home Builders Association. Boley suggested representatives of the neighborhood associations. Toomay asked if individuals who are currently living in affordable housing units should be invited. Oury said it might be better if people currently on the waiting lists had a voice. Toomay asked if any other developers should be included. Stultz suggested property managers. Boley suggested James Dunn from Landlords of Lawrence. Danelle Dresslar asked if each neighborhood association would be invited or LAN. Boley said someone from LAN to represent the neighborhoods.

Sturtevant asked the board to consider what content they felt needed priority at the retreat. Thellman said the role of the AHAB in evaluating and recommending development applications that contain incentives, such as NRAs or IRBs. Oury said to define what tools are available in each category of the matrix/housing spectrum. Buford asked if there was an official priority list of the board. Oury said the dot/wish list exercise established a list of priorities. Toomay said the board would need to formalize the wish list and define each item as a strategy or a goal. Sturtevant said a priority to him was defining the vocabulary; what is affordable housing, what is work-force housing. Ortiz agreed and added the agency vocabulary such as transitional housing, temporary housing, and permanent supportive housing. Ortiz also said she would also like a deeper discussion on the trust fund and methods of funding revenue stream. Oury said the board will need to decide whether to spend down the trust fund balance each year or accumulate funds for a bigger project.

6. Other New Business/ Future Business

Thellman spoke to the board about the Mental Health Consortium created out of the Justice Matters' Nehemiah Action Assembly. One group in the consortium is working on access to mental health care and has identified three priorities: what happens to people when they get out of a mental health crisis center, how to shorten the time for someone needing a psychiatric consultation, and affordable wrap-around transitional housing. Thellman suggested relieving the consortium of their parallel work on affordable housing by promising the AHAB will concentrate on transitional supportive housing for the mental health community and ask the City to bring on one more seat to the AHAB board for someone from Bert Nash or someone with expertise in transitional supportive housing. Ortiz said the intensity and commitment of permanent supportive housing could easily take up an entire housing trust fund; it is a different classification of housing and Ortiz said she is not sure a group like the AHAB could make recommendations on a program of that type. Boley said the board should be aware of the entire spectrum of housing. Oury said it would be important to know the need of that type of housing, but whether the AHAB can meet that need with the trust fund is a different question. Oury explained the LDCHA has one property with six units of permanent supportive housing which costs around \$120,000 to \$130,000 per year to run; she does not know how many additional units the community needs in that category because of the transient nature of those clients. Thellman asked whose responsibility is the transitional supportive housing. Oury said the LDCHA and Bert Nash, and Dresslar said the Salvation Army, all provide those types of units; the LDCHA partners with DCCA and Bert Nash to provide the counseling side of the services required for the individual clients. Buford said she did not think it would be a bad idea to have a representative of Bert Nash or DCCA or someone else who works with that population on the AHAB. Ortiz said she just wanted to make sure the AHAB did not recommend the consortium stop their work on this specialized issue. Toomay asked if it would help if someone from the AHAB aided the consortium. Thellman said she felt someone would get left behind if multiple groups are working on affordable housing in parallel rather than in concert; at a time when the community is talking about a mental health crisis center and the need to have

housing for individuals leaving the center, she thought the AHAB would be a group to study that need because of the professional representation of housing specialists. Oury said it would not be a one solution problem because not all individuals with mental health issues need supportive housing with intense intervention. Thellman said she thought it was important there is a group accountable to an elected body that has a revenue stream to address the issue; should that group be the AHAB or should it be left to a Justice Matters group to find a potential solution and then pitch it to the AHAB in the hopes it gets adopted. Sturtevant said the streamlining of those groups could be part of the retreat environmental assessment, and the outcome at the end of the day could be the need for another voice permanently on the AHAB.

7. Next Meeting.

Sturtevant asked the board if the retreat will serve as the September meeting of the board, or if they would like to also have the meeting on September 12, 2016. Toomay suggested the board keep the regular September 12, 2016 meeting scheduled based on items that may need to be reviewed, such as the letter of support for the United Way grant application or review of the two development proposals referred by the City Commission. Sturtevant and Oury both said they would not be able to attend the meeting on September 12, 2016.

8. Adjourn

Thellman moved to adjourn the meeting. Stultz seconded the motion. The motion passed 8-0 at 12:17 pm.

Future Meeting Dates / Tentative Agenda items

September 1 - retreat

September 12 – review letter of support for United Way grant proposal, policy for reviewing and recommending LIHTC/NRA/IRB projects, discuss Housing Trust fund year-end balance

October 10 - review two development proposals, dedicated funding stream options

November 14

December 12

These minutes were approved by the Board 9/12/16.