

**AGENDA FOR THE MEETING OF THE
BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF JACKSON COUNTY**

September 21, 2016

1. Call to Order
2. Roll Call
3. Brian-KDP Certified Public Accountants, LLP-Review of 2015 Audits **10.0**
4. Approval of Minutes of Previous Meetings:
 - August 17, 2016 **2.0**
5. Hearing of Visitors (on items not on Agenda):
6. New Business:
 - Scott-Approval of Resolution 2016-08; Authorizing the Signing of PHA Certification of Compliance Grants and Loans for Newbridge Place **4.0**
 - Scott-Approval of Resolution 2016-09; Fair Housing Resolution **4.0**
 - Jason-Approval of Resolution 2016-10; Authorizing the Purchase of Property **4.0**
 - Cara-Approval of Resolution 2016-11; Authorizing Adopting Revised Voucher Payment Standards **4.0**
 - Jerryck-Approval of Resolution 2016-12; Authorizing Signing and Acceptance of Tax Credits, Grants and Loans for the Creekside and Freedom Square II Developments **4.0**
 - Joan-Update on Recruitment Process **15.0**
7. Financials:
 - Brian-July Financials **7.0**
8. Bills and Communications:
 - Scott-Reminder of Board/Staff Retreat-Scheduled for October 1, 2016 @ The Bella Union Restaurant **3.0**
9. Department Reports:
10. Secretary's Report:
11. Unfinished Business:
11. Adjourn

**MINUTES OF THE
BOARD OF COMMISSIONERS OF
HOUSING AUTHORITY OF JACKSON COUNTY
August 17, 2016**

CALL TO ORDER: Joan Middendorff called to order the meeting of the Board of Commissioners at 12:13 PM at the Housing Authority of Jackson County, 2231 Table Rock Road, Medford, Oregon.

ROLL CALL: The following persons were present:

Commissioner, Joan Middendorff
Commissioner, Lori Magel
Commissioner, John Hanson
Commissioner, Pat Stoddard
Commissioner, Kimberly Clark
Commissioner, Cate Hartzell (arrived at 12:17PM)

Absent: Commissioner, Jay Stormberg

Visitors present: Rick Dyer, Jackson County Commissioner-County Liaison

Employees present were:

Scott Foster, Executive Director
Brian Conover, Director of Finance
Jason Elzy, Director of Development
Riley Pierce, Director of Maintenance
Cara Carter, Director of Housing Programs
Christie Van Aken, Director of Social Services
Jennifer Jennings, Housing Choice Voucher Supervisor
Dianna Berry, Asset Manager
Andrea Miranda, Project Developer
Brenda Doggett, HR/Office Manager

APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

The minutes July 20, 2016 were approved as presented.

HEARING OF VISITORS/ITEMS NOT ON THE AGENDA:

None

NEW BUSINESS:

Approval of Resolution 2016-07; Authorizing the Signing and Acceptance of Tax Credits, Grants and Loans for Newbridge Place and the approval of the attachment to the resolution: 1.3 Authorization and Acceptance Form. Lori Magel motioned for approval. John Hanson seconded motion. Motion passed with all Commissioners present in favor.

FINANCIALS:

Brian Conover distributed the June financials along with the Financial Summary report for this period.

BILLS AND COMMUNICATION:

Scott Foster announced that the Board/Management team retreat will take place October 1st, 12:00PM-4:00PM at the Bella Union Restaurant.

Brenda Doggett distributed an information sheet to the Board providing them with directions for access to HUD's online Training for Board Members.

DEPARTMENT REPORTS:

The construction of Parkview Terrace Apartments is complete and the property will be fully leased no later than September 1, 2016. The Concord Apartments has experienced unforeseen delays which has extended the completion date to December 13, 2016. Patriot Station is making progress with rafters on one building, framing going up and all pads are in.

SECRETARY'S REPORT:

Scott Foster reported that Christie Van Aken applied to Meyer Memorial Trust (MMT) for a grant that would financially support the hiring of an Eviction Prevention Specialist. AT MMT's request we have a meeting scheduled for September 20, 2016, which is a good sign that we are a serious contender to receive the grant money.

UNFINISHED BUSSINESS:

Joan Middendorff advised the Board that the Succession/Recruitment Committee had selected the two additional members and they are Cara Carter and Brenda Doggett. Joan requested that any comments, questions or information that the Board and management staff members may have be sent to Brenda and she will forward them to the committee members for discussion during their succession/recruitment meeting(s). Cate asked to be informed of the scheduled meetings.

The regular meeting was adjourned at 12:45 PM.

DATED: _____

Joan Middendorff, Chairperson

ATTEST:

Scott Foster, Secretary

RESOLUTION 2016-08

AUTHORIZING SIGNING OF PHA CERTIFICATION OF COMPLIANCE

WHEREAS, the final rule for Public Housing Agency Plans proposed on October 21, 1999 required that the Housing Authority of Jackson County (“Housing Authority”) submit a 5 year plan and an annual plan, and

WHEREAS, it is the desire of the Housing Authority to submit the Annual Plan for 2017 and sign the required “PHA Certification of Compliance with the PHA Plans and Related Regulations,” now therefore;

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Jackson County that Chairperson, Joan Middendorff, be authorized to sign the PHA Certification of Compliance with the PHA Plans and Related Regulations to be submitted to HUD with the Annual Plan for 2017.

DATED: September 21, 2016

Joan Middendorff, Chairperson

ATTEST:

Scott Foster, Secretary

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2017, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of Jackson County
PHA Name

OR-015
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2017

5-Year PHA Plan for Fiscal Years 20__ - 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Joan Middendorff	Title Chairperson
Signature	Date

RESOLUTION 2016-09

FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS, that it is the policy of the Housing Authority of Jackson County to ensure equal opportunity in housing to all beneficiaries. Therefore, the Housing Authority of Jackson County does hereby pass the following Resolution;

BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS of the Housing Authority of Jackson County that the Housing Authority of Jackson County shall not discriminate in the sale, rental, leasing, or financing of housing because of race, color, religion, sex, gender identity, sexual orientation, national origin, marital status, source of income, age, limited English speakers, disability or familial status.

The Housing Authority of Jackson County will assist all persons who feel they have been discriminated against because of race, color, religion, sex, gender identity, sexual orientation, national origin, marital status, source of income, age, limited English speakers, handicap or familial status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.

The Housing Authority of Jackson County will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of its beneficiaries their rights concerning equal opportunity in housing.

DATED: September 21, 2016

Joan Middendorff, Chairperson

ATTEST:

Scott Foster, Secretary

RESOLUTION 2016-10

**AUTHORIZING THE PURCHASE OF PROPERTY
LOCATED AT 659 BERRYDALE AVENUE, OREGON**

WHEREAS, the Housing Authority of Jackson County (HAJC) desires to purchase a single-family home on a .18 acre parcel located at 659 Berrydale Ave, Medford, Oregon for \$159,900 for the purpose of eventual expansion of HAJC office, driveway and parking space, and;

WHEREAS, the Housing Authority of Jackson County has entered into a Purchase and Sale Agreement dated August 31, 2016, and said Agreement is contingent upon approval by the Board of Commissioners of the Housing Authority of Jackson County, therefore;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS of the Housing Authority of Jackson County; the Housing Authority is authorized to purchase property located at 659 Berrydale Avenue, Medford, Oregon using Housing Authority funds;

BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS of the Housing Authority of Jackson County that Scott Foster, Executive Director, and/or Jason Elzy, Director of Development, be authorized to sign the documents associated with the said purchase of property on behalf of the Housing Authority of Jackson County.

DATED: _____

Joan Middendorff, Chairman

ATTEST:

Scott Foster, Secretary

RESOLUTION 2016-11
RESOLUTION ADOPTING VOUCHER PAYMENT STANDARDS

WHEREAS, new Housing Choice Voucher payment standards have been created due to changes in the Fair Market Rents (FMR) published by HUD and due to changes in the local housing market making it more difficult for HCV participants to secure housing;

WHEREAS, it is necessary for the Board of Commissioners to adopt the new Housing Choice Voucher payment standards to assist families in securing housing;

THEREFORE BE IT HEREBY RESOLVED by the Commissioners of the Housing Authority of Jackson County that new Housing Choice Voucher payment standards are adopted, effective December 1, 2016.

BEDROOM SIZE	FMR	CURRENT	PROPOSED	% OF FMR
0 BEDROOM	\$615	\$615	\$676	110%
1 BEDROOM	\$649	\$705	\$713	110%
2 BEDROOM	\$862	\$943	\$948	110%
3 BEDROOM	\$1255	\$1250	\$1255	100%
4 BEDROOM	\$1439	\$1365	\$1439	100%

DATED: _____

Joan Middendorff, Chairperson

ATTEST:

Scott Foster, Secretary

**RESOLUTION 2016-12
AUTHORIZING SIGNING AND ACCEPTANCE
OF TAX CREDITS, GRANTS AND LOANS
FOR CREEKSIDE AND FREEDOM SQUARE II**

WHEREAS, it is necessary from time to time for the Housing Authority of Jackson County to apply for tax credit and grant programs from LIHTC, LIFT, HOME, HDGP, GHAP, LIWP, OAHTC and other funding sources, and,

WHEREAS, the Housing Authority of Jackson County desires to have Scott Foster, Executive Director and Jason Elzy, Director of Development, authorized to sign the Authorization and Acceptance forms for tax credit and grant programs applied for on behalf of the Housing Authority of Jackson County for funding for up to 100 units of affordable housing in a two developments known as Creekside and Freedom Square II. The project sites are located at 200 South Haskell Street in Central Point and 3439 Avenue C in White City. The Board of Commissioners, by this action, agrees the Housing Authority of Jackson County will accept the responsibilities and requirements of any tax credit and/or grant or loan programs applied for in this application, now therefore,

BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS of the Housing Authority of Jackson County that Scott Foster, Executive Director, and Jason Elzy, Director of Development, be authorized to sign the Authorization and Acceptance Forms, and,

BE IT FURTHER RESOLVED, that Scott Foster and Jason Elzy be authorized:

1. To apply to Oregon Housing and Community Services for loans or grants from LIHTC, LIFT, HOME, HDGP, GHAP, LIWP, OAHTC and other funding sources.
2. To apply for all loans necessary to complete the funding of the project.
3. To execute all legal documents associated with the tax credit and grant programs (including the encumbrance of valuable property owned by the corporation). To execute all loan documents.
4. To sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit and grant programs awarded to the project.

DATED: _____

Joan Middendorff, Chairman

ATTEST:

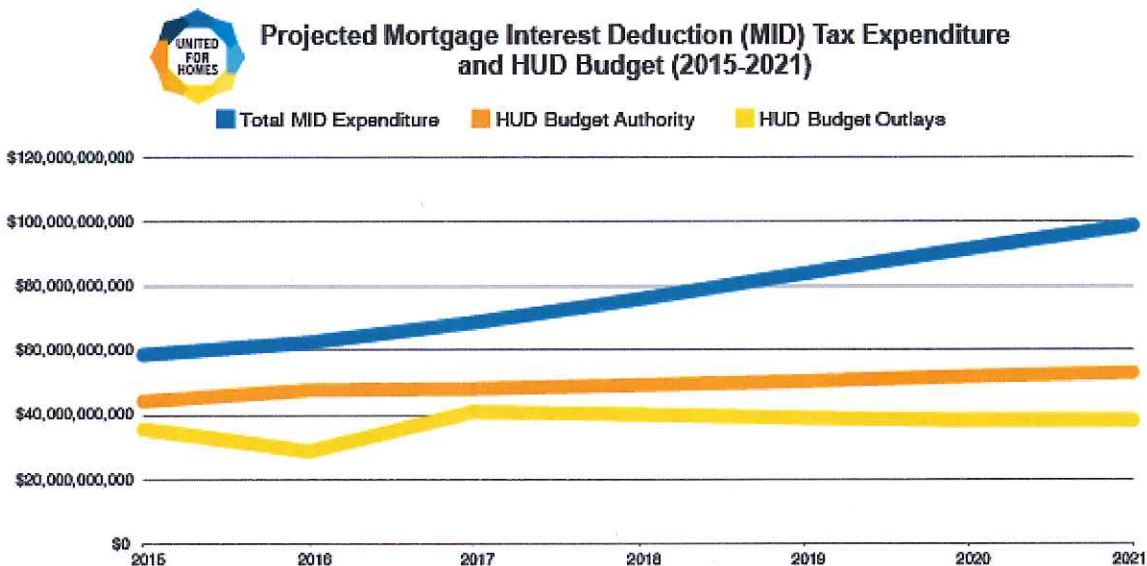
Scott Foster, Secretary

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Fact of the Week: Projected Mortgage Interest Deduction (MID) Tax Expenditure vs. HUD Budget (2015-2021)



Note: Not in constant dollars.

Sources: MID projections from Table 14-2B of OMB's Analytical Perspectives (2015). HUD budget authority and budget outlay data from OMB FY17 historical tables 5.2 and 4.1, respectively.

Note: Not in constant dollars.

Sources: MID projections from Table 14-2B in OMB's Analytical Perspectives (2015). HUD budget authority and budget outlay data from OMB FY17 historical tables 5.2 and 4.1, respectively.

Press Contact

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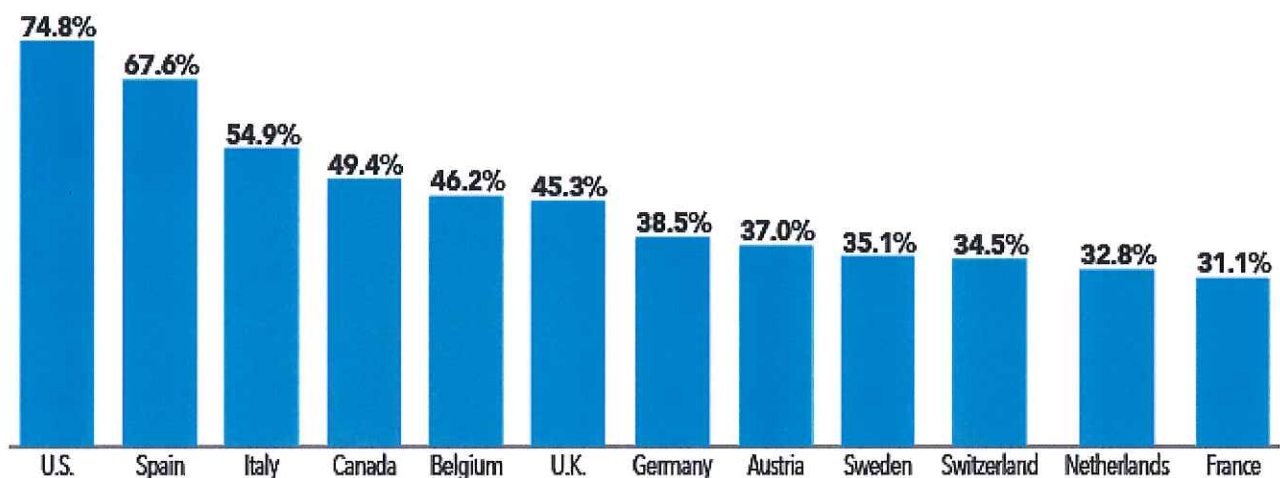
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Fact of the Week: U.S. Housing Cost Burdens for the Poor Compared to Other Advanced Nations

Median Housing Cost as a Percentage of Income Among Poorest 20% of Renter Households by Country



Source: Carliner, M., Marya, E. (2016). *Rental housing: An international comparison*. Cambridge, MA: Joint Center for Housing Studies at Harvard University.

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