

**Longmont Housing and Human Services Advisory Board  
Minutes of January 9, 2020 Meeting**

- Members Present: Jake Marsing, Graham Steers, Polly Christensen (Council Liaison), Brian Coppom, Deanna Blair, Kaitlin Abbitt, Karen Phillips, Shiquita Yarbrough, Madelyn Woodley arrived at 8:02 pm
- Members Absent: Ann Baldwin
- Staff Present: Nicole Blair, Kathy Fedler, Eliberto Mendoza
- Guests Present: None
- Agenda Item 1: ***Call to Order:*** LHHSAB Chair Brian Coppom called the meeting to order at 7:04 p.m.
- Agenda Item 2: ***Public invited to be heard:*** No public present.
- Agenda Item 3: ***Introductions of new Longmont Housing and Human Services Advisory Board (HHSAB) members.*** Kaitlin Abbitt, Deanna Blair, Karen Phillips and Shiquita Yarbrough are the new advisory board members and Brian Coppom was appointed for another term.
- Agenda Item 4: ***Approve minutes from the December 12, 2019 meeting:*** Jake Marsing called for a motion to approve the minutes; Graham Steers seconded the motion. Passed unanimously.
- Agenda Item 5: ***Designate the official posting location for the HHSAB meeting agendas for 2020.*** North door window will be the posting place for 2020. Kaitlin Abbitt motioned and Jake Marsing seconded. Passed unanimously.
- Agenda Item 6: ***Consider and take action on a request for Down Payment Assistance Loan Modification.*** Kathy Fedler reviewed request to extend repayment terms for DPA Loan (client file #800). Summary of questions/comments from HHSAB members: Wanted to know about employment, history. Why didn't client request the deferment (option 3) which would not involve payments and the loan would be paid when the house was sold? Does she have a first mortgage, is she current on it? The \$100.00 is more than the previous payment and she struggled with that so concern if this is setting her up for failure.
- Staff advised the board that the client did meet with a housing counselor to review budget and the client is able to make the \$100 per month payments.
- Safe route would be go with option 3 and if she makes payments then we can accept payments, this option would be safest route for her as the primary goal is to keep people in their homes and the \$100 might be a struggle; The board admires the fact that she is trying to make payments; Can board change the amount of monthly payments to a lesser amount? What does default look like, process?
- Staff advised that the City of Longmont is not likely to foreclose on the home due to low amount, most likely would be collections if client defaulted again. Staff advised board can recommend option 3 (loan balance deferred) and Kathy Fedler will check and ensure that option 3 meets the guidelines of the Down Payment Assistance Program.

Jake Marsing motioned for Option 3 deferment while encouraging client to make payments when she can and that the deferment is within the guidelines (Kathy Fedler will check guidelines), if not in guidelines then option 2 will automatically be given to client, letting her choose lower monthly payment; motion was seconded by Graham Steers. Passed unanimously.

Agenda Item 7: ***Review and comment on draft 2020 Work Plan.*** Staff reviewed 2020 draft work plan and previous training topics that have been done. Board needs to decide what is most helpful to the board with their duties during the trainings scheduled in February, May and July. Comments and questions were:

- Board would like a training in summertime on how to score applications, maybe review an application and score it similar to a case study example.
- Best practices on site visits/evaluations of agencies
- Outcomes - how to track and measure outcomes, what are different outcome measures, etc. Some agencies struggle with measuring outcomes. One suggestion was using webinars that everyone could watch independently.

Staff will update work plan and bring to February 13, 2020 advisory board meeting for final review and adoption. February training will include a review of affordable housing goals and strategies to provide a better understanding and discussion.

Agenda Item 8: ***Determine agency site visit schedule for 2020.*** Staff shared revised Site Visit Procedure. Staff shared that there are 13 agencies that need to be monitored in 2020. Staff will continue to do desk audits. Plan is that staff will schedule in the first half of the year monitoring visits with the agencies and board members will then sign up for a date/time that works within their schedule. Comments: Goal is to have 10 agencies done by August as the Fall can be very busy with funding hearings and scoring. Board would like to add OUR Center to the site visit schedule. Deanna Blair stated she may have a conflict with Mental Health Partners. Board doesn't feel it is a conflict for a site visit, but she would probably need to abstain from voting for funding for that agency. Staff advised that the city's training will cover in more detail what is a conflict and when to recuse from a vote, etc.

Agenda Item 9: ***Site Visit Updates:***

Community Food Share – Jake Marsing shared the following: CFS partners with different organizations and pantries such as Children Youth and Families and OUR Center, to provide food as well as having open times when individuals can come in and shop. They are in a leadership transition and very excited about new leadership. Surprised by the large scale of their operation and their large volunteer base; seeing it in person was very remarkable. The layout of the floor was worth mentioning as it was obvious that they gear everything to help ensure that participants get what they need as far as healthy food options. Community Food Share wants people who use services to walk in and walk out with dignity, not “here is a box,” participants get to select items like a grocery store experience. Eliberto added that the desk audit showed they have been operating in the deficit - as some donors have pulled out, they had to pull from reserves; but they have a strong plan to turn financial situation around and recover reserves. One question that was asked is do the agencies/businesses have to pay for the food, like a

membership fee? Staff followed up with Community Food Share after the meeting and they do charge agencies a \$500.00 annual fee.

Foothills United Way – Graham Steers shared the following: Foothills United Way and Mile High United Way (MHUW) merged in July 2019. Employees are excited about the merger and had good things to say. Mile High United Way is very well resourced and were able to create an online tool to allow candidates for the PIE program (financial literacy) to receive matching funds for education, housing and business development. If you qualify you take classes and open your account and United Way will match funds for a period of time. Once you graduate you get those funds. They had 70 participants in 2019, 27 of which were from Longmont and there were 7 new homeowners in 2019. There is room in program for more participants so they are hoping that the online tool will help with that.

The Board of Directors isn't a representation of who the program serves as they are very wealthy individuals from the Denver area. Question was asked are the people they serve represented by the board and are they connected with the communities that Community Food Share serves? They had very good answers about the level of involvement that the board members take on a routine basis and various activities that put them in direct contact with the participants. Suggestion to have someone from the demographic that they serve on the board.

Desk audit results were that they are a very financially sound organization with great resources. It was recommend that they possibly look at having an Advisory Board and staff shared that EFAA does this well and could possibly be looked at as a resources. The PIE program, historically partners with an outside agency who help clients get through the PIE program and MHUW just pays for the program. Concern is with the merger and Foothills United Way no longer being around how committed is a very large organization to continue this small program in Boulder County? MHUW reported that they are 100% committed to this program.

Agenda Item 10:

***Human Services Needs Assessment update.*** The data that is collected helps decide how this board will allocate funding in 2021-2025 as this assessment sets the priorities. Kathy Fedler shared the draft survey document. In process of updating five year Consolidated Plan for the CDBG and Home funding as well as Human Service Needs Assessment that will cover the next five years and the following jurisdictions are working jointly on this: The City of Boulder, Boulder County, City and County of Broomfield and the City of Longmont. Engaged a consulting firm to complete this work as well as inputting data into the HUD system for the Consolidated Plan.

There is a Community Engagement plan, which consists of hosting open events where people can go to and fill out surveys, 5 events have been completed and 1 more is planned. Next step is to do the resident survey, which is the draft that staff shared. Survey will be available in paper form, no postage necessary and electronic format. Will go to all of the agencies that we work with who in turn can share it with their clients, housing properties, etc. Goal is to have a very broad distribution. There will also be resident focus groups, stakeholder agency interviews, some will be one on one interviews and others will be focus groups. Staff shared the agency list that board recommended as to who should be part of the one on one interviews and focus groups, etc. If anyone is

missing from the list let Kathy know as soon as possible. Consolidated Plan needs to be ready end of February first part of March. Human Service Needs Assessment about 1-2 months behind that.

Agenda Item 11: ***Nominate and elect HHSAB officers (Chair and Vice-chair) for 2020.*** Current chair, Brian Coppom reviewed duties of chairs and vice-chair. Eliberto Mendoza shared that current vice-chair Ann Baldwin does not want to be appointed again. Jake Marsing motioned for Brian Coppom to be appointed for another term as chair; Graham Steers seconded the motion, and offered a friendly amendment, which was accepted, to also nominate Jake Marsing to be Vice-chair. Opened floor for any other nominations; no nominations. Passed unanimously.

Agenda Item 12: ***Other business:*** Staff shared thank you letters that were received from agencies that received funding for 2020.

Board would like to take a group picture at February meeting.

Question about status of Inn Between request from December meeting. Kathy Fedler stated going to council for approval on January 28 (AH Funding) and February 25 (CDBG and HOME funding).

Madelyn Woodley shared information about upcoming MLK events.

Agenda Item 13: ***Adjournment:*** There being no other business to conduct the meeting adjourned by consent at 8:35 p.m.