

**SPECIAL MEETING MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY  
HOUSING AUTHORITY BOARD OF COMMISSIONERS  
Thursday, November 3, 2022, at 3:00 p.m.  
Hybrid via Zoom and In Person**

**PRESENT:**

Chair David Glasson  
Vice Chair Rebecca Chaffee  
Commissioner Jan Davis  
Commissioner Tiffany Turner  
Commissioner Steve Holland  
Secretary Jennifer Westerman

**ABSENT:**

Julie Overby

**Staff Present:**

Katie Bonus, Director of Operations  
Cynthia Mitchell, Executive Assistant/HR

**Public Present:**

Kelly Rupp, Member of the Public  
John Chatburn, Director of Development at Community Frameworks  
Matthew Hurd, Community Frameworks  
Paul Plakinger, Pacific County  
Darian Johnson, Pacific County Human Services Program Manager  
Susan Yirku, Member of the Public  
Michelle Layman, Member of the Public

**1. Call to Order:**

(a) Chair Glasson called the meeting to order at 3:00 p.m.

**2. Changes and Additions to Agenda, if any: None.**

**3. Opportunity for Public Discussion:**

(a) Kelly Rupp was on a call with Darian Johnson and Vice Chair Chaffee with members of Rural Community Assistance Corporation. RCAC had heard from the Department of Commerce that the current round of Rapid Housing Acquisition Grant is intended for homelessness.

(b) Darian Johnson is looking to get clear language from the Department of Commerce for the Rapid Capital funding.

**4. New Business:**

(a) Workshop to Discuss Alder House

Secretary Westerman introduced John Chatburn and Matthew Hurd of Community Frameworks. They have opened communications with the Department of Commerce

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regarding Alder House. Mr. Hurd reported that the funding application deadline for the current Rapid Capital NOFA is due January 12, 2023. Priority populations are families with children, people with chronic mental illness, and seniors. There are two types of awards for shelters and housing for homeless youth and for buildings where at least half the units are dedicated at 50% AMI or below. Commerce has not yet distributed funds to rural communities and is looking to provide funds to a rural community. We are looking for confirmation from Commerce that this project qualifies under the NOFA, but Mr. Chatburn thinks it does. In the Great Rivers counties, there are 7.9 million dollars total. The state rural set aside has 19.4 million dollars available. We can apply for up to 10 million dollars in funding but should not need that much.

Secretary Westerman reported that the board should discuss what populations Alder House would serve so that Community Frameworks has some direction going forward. She also shared preliminary sketches of the Alder House floorplan from Sarah Brede of ZBA Architecture. Without reconfiguring the space, Ms. Brede estimated 80 thousand dollars per unit. With reconfiguring of units, it would be more expensive per unit, but the units would be larger. Current preliminary estimates are that it will cost about 4 to 5 million for acquisition and rehab plus additional soft costs.

Secretary Westerman proposed serving either seniors or individuals with chronic mental illness, both of whom are in the NOFA. We would partner with a mental health provider to provide services for clients with chronic mental illness. Secretary Westerman mentioned that she is unsure if we could fill all the rooms with just seniors. They are a large demographic need in Pacific County, but they may not want to live in a congregate living situation.

Kelly Rupp asked if there were any city infrastructure changes that would benefit the property and tenants. Secretary Westerman responded that additional bus service would be beneficial, and potentially additional parking. Darian Johnson mentioned Dial-a-Ride as a potential transportation solution.

Vice Chair Chaffee asked if we are anticipating on-site management. Ms. Bonus responded that we are anticipating on-site management for 35 units. Ms. Bonus does not have concerns about managing either population. We have systems in place for managing senior housing and we have managed mental health housing in the past. She added that as long as you have a good mental health service provider, it works well.

Secretary Westerman mentioned that ALTSA could be interested in subsidizing units. They would serve either population. She has not yet met with them regarding this.

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Commissioner Turner mentioned that there is need for mental health rooms in the area. Ms. Johnson asked what sort of documentation is needed to determine eligibility for mental health housing. Secretary Westerman responded that typically we need a disability verification from a caregiver. Ms. Johnson added that about 55% of the individuals in Coordinated Entry at this time have mental health needs.

Michelle Laymen asked if mental health would include drug treatment. Secretary Westerman responded that substance use disorder is included among mental health issues. We would need to discuss the specifics with a partner as the treatment process is a little different. We have not yet discussed if supportive services for the mental health demographic would include treatment.

Commissioner Holland asked who we have been talking to about potentially providing mental health services. Secretary Westerman responded that she has been talking to Community Integrated Health Services. They have not met yet, but they have a good track record and were able to keep 89% of people housed during COVID.

Chair Glasson asked which demographic has a greater need according to our numbers. Secretary Westerman responded that our numbers suggest a greater need for non-elderly housing and that the percentage of homeless individuals with mental health needs is high.

Commissioner Davis is unsure that we could fill Alder House with exclusively seniors and asked if we could serve both. Secretary Westerman responded that we do manage housing that includes both populations, but that they have a tendency to have conflicts. She feels it is better to do one or the other.

Vice Chair Chaffee asked what age is considered eligible for senior housing. Secretary Westerman thinks it would be 62. The Community Frameworks people think the minimum age is 55+ according to the HTF handbook. Vice Chair Chaffee asked if we had documentation on the need for mental health housing. Secretary Westerman responded that we would get the numbers from CCAP.

Chair Glasson asked the Commissioners to chime in on which population they feel we should target with Alder House. Commissioners Holland, Davis, and Vice Chair Chaffee were leaning towards senior housing. Commissioner Turner and Chair Glasson felt that people in north part of the county should drive the decision. No motion was made; Commissioners are leaning towards senior housing.

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5. **Unfinished Business:** None.

6. **Executive Session:** None.

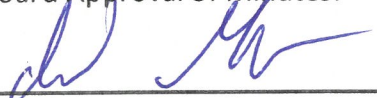
7. **Adjournment:**

(a) The next Board Meeting will be on Thursday, December 15, 2022, at 10:00 a.m.

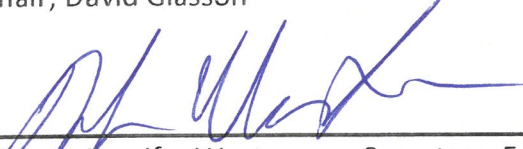
(b) Chair Glasson adjourned the meeting at 3:48 p.m.

Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

  
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Chair, David Glasson

12/13/22  
\_\_\_\_\_  
Date

  
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Attest: Jennifer Westerman, Secretary, Executive Director

12/15/22  
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Date