

1440 Pine Neighborhood Advisory Committee Meeting Minutes

Thursday, August 22, 2019 3:30pm-5:30pm

St. John's Episcopal Church

1419 Pine St. Boulder, CO

In Attendance: Judy, Melanie, Nate, Brooke, Bill, Michael Moran, Heather Dudok, Kristine Edwards, Kristine Edwards, Ashley Langley, Elly Johnson,

Absent: Mark, Anne, Sarah, Susan, Carey, Ann,

1. **3:30 – 3:40** Approve attached minutes from prior meeting (second and voice vote of those present)
 - Minutes will be more timely in the future.
 - Mike Moran is the Listener 'in' chief.
 - All present agree to approve the minutes.
 - Chris- Are we taking some of these processes too seriously?
 - Mike- Would like to see that we are a part of a community that can talk to each other more informally.
 - Judy- Fine to not take the minutes seriously unless there is real substance to it.
2. **3:40 – 3:50** Any updates on schedules, construction, etc. from Attention Homes?
 - October 25 Certificate of Occupancy
 - Timeline for lease up is end of Oct. beginning of Nov., and then try to stretch in small groups of 5 or so until full occupancy.
 - The investors want it to happen more quickly.
 - Plan to be fully leased up around Thanksgiving to the end of December.
 - 10 Boulder County Department of Housing and Human Services.
 - 30 from Coordinated Entry process
 - MHP administers the vouchers.
 - Ross Property screens for eligibility and then fill out an application for tenancy.
 - Hopefully have the list of people moving in by early to mid Oct.
 - The process is clear, timing is not as far as finding individuals.
 - Currently having weekly calls about tenant selection process.
 - Starting to pull names in Sept.
 - MHP Navigator will help AH staff to gather documentation.
 - Qualifications to be entered into One Home system, and then further qualifications to receive the tax credit.
 - Fair housing laws do not allow us to specify the geographic regions, we are prioritizing those who currently/want to live in Boulder County.

- This happens naturally, because you already have those connections.
- We have not yet seen a young person who wants to leave the community that they are connected to.
 - It is rare to see a person leave the community where they have support systems and resources.
- A lot of the work now is more internal. Less activity outside of the building.
- Construction inside can be performed later times.
 - Nail guns, floor buffers, etc.
 - Please let AH know if there are disruptive noises and we will work with the construction company.
- Staffing Update: Interviewing for Transition Specialist positions.

3. **3:50 – 4:00** Discuss and approve group name: Chris and Judy to share thoughts. Proposed: 1440 Pine Neighborhood Advisory Committee (second and voice vote of those present)

- Committee overboard
- Take Neighborhood out?
 - Chris asked if anyone was attached to the word ‘neighborhood’.
 - Advisory committee is the most important.
 - Brooke does not feel comfortable with the word ‘advisory’.
 - Internally
 - This could lead to the assumption that the advice that we (property managers) get is how we have to manage the property.
 - Our history has bubbled back up. We should acknowledge that we still have some things to work through.
 - Advisory Committee has a legal status that is protective.
 - It indemnifies us.
 - 1440 Advisory Committee
 - **TASK: Chris** - Put name out there to the entire group in an email vote.
 - We have no role in fundraising.

4. **4:00 – 4:10** Leadership team and meeting times: Proposed Mike Moran, Susan Dawson and Bill Spencer. Susan has ongoing obligation out of state on 4th Thursdays. Can we move meeting time?

- **TASK: Bill**- Send out schedule of meetings to make a decision on.
- Judy cannot do Wed.
- AH could do first Wed. but has obligations other Wednesdays.
- Is Monday or Wed ok?
 - Yes
 - Timing for one person, 4:30 meeting or get out at 3:30.

- **TASK: Leadership** - Heather would like more information before we decide where the next meeting will be held.

5. **4:10 – 4:25** Membership number and formula: Nate to present formula. Group to discuss and vote or assign next steps and tasks. Need number of members, number necessary for voting and whether proxies are allowed.

- Taken from GNSO.
- Min and Max of stakeholders. Will work either way.
- AH representation is kept constant.
- Size of group... beyond 16 is way too big.
- Guidelines for how many people in categories.
- Highly formalized and probably not for this context.
- Judy is not a neighborhood member, outside advocate for residents. City council could be changed to external youth advocate.
 - We could call it City of Boulder at large representation.
- Want to ensure that there is appropriate representation.
- We currently have a lot of AH representation and that is not our intention, Ashley will take notes for the time being, who is the best person to represent?
 - Given constraints of time have it be a float position.
 - Programs updates, the appropriate staff for the agenda.
 - If AH has more than one person at a meeting we will have only one person vote. Others can observe.
- Talk things through until everyone is on the same page.
- Do the Board and Staff members get two separate votes?
 - The entity of AH has one vote.
- Proxy is fine, we will never have every member here at once.
- Could we place names?
 - Sarah's intention is to not be active in this committee.
 - **TASK:** Place the appropriate names, even as placeholders would be helpful.
- Downtown Boulder Business - Zoey Polk, Pedestrian Shops
 - Objective person, can't commit right now.
 - **TASK: All-** Bring prospect names to the next meeting.
- 1440 resident representation will not happen right away. We want to give them time to get settled, want to get to know residents first. Maybe at the 6 month mark we can explore this further. In April. This will be better to give them time to settle and learn about the project.
 - Will also give us time to find out our purpose.
 - Not unreasonable to have more than one resident participating, one can vote, others can certainly observe.

- St. Johns and FUMC are good to have a part of this committee as they are both proximal neighbors. Suzanne Hoover FUMC is in Connie is out. Where does Faith fall into? Business?
 - Simply don't want overrepresentation of any group.
 - Reasonable to add that there is a 2 year service time. Have the option to renew once. Want to rotate people and keep it fresh.
 - At the Boulder Shelter for the Homeless - After the first year or so, meetings have been set quarterly and now they might not even need to meet that much.
6. **4:25 – 4:40** Group purpose: Review edits to purpose statement taken from GNSO. (See text below agenda)
- It looks great. A lot of time and effort went into creating this document. No changes from the group.
7. **4:40 – 4:55** Group liability report back (Judy) Suggested status potentially under AH
- Secretary of State doesn't care about us if we are not handling money.
 - If individuals are interested in giving, that's fine, the group should not give any gifts.
 - Judy spoke to people who recommended this group being under the nonprofit organizations umbrella.
 - If there were contentions, it might be an advantage for the group to not be under the nonprofit.
 - Should have the group go through volunteer procedures. Volunteer insurance.
 - We do background checks, training, etc.
 - We invite those wanting to volunteer with AH to do so. We do have insurance.
 - Committee of the BOD. Mike reports back to BOD.
 - Different for youth participating because they are under staff supervision.
 - Chris prefers that this is not owned by AH. More principal than anything else.
 - This group will not be making any decisions that could directly harm clients and therefore is not liable.
 - Real risk to AH to wrap this group into the organization.
 - If someone went rouge there would be a risk.
 - If we can't resolve an issue, there is a process outlined in GNSO to elevate that.
 - AH is held accountable of our commitments.
 - Unnecessary risk for AH to take.
 - Structure and liability issues are two different issues.
 - Judy would like the group to look at this, Mike to talk to BOD.
 - Brooke said it would really roll up under Gardner. The investors need to be involved at this point to see if we can get under insurance.

- Brooke has never seen a neighborhood group like this have insurance.
 - **TASK: Chris-** Reach out to attorney to see what liability issues there are.
 - Much deeper dive that needs to be unraveled.
 - We are talking about this as if it is a choice and we are uncertain if this is one or not.
 - If it is a part of a 501(c)(3), then we are liable.
- 8. **4:55 – 5:05** Welcome to the neighborhood ideas and status (Anne)
 - Anne not present. Not discussed by group.
- 9. **5:05 – 5:30** General operating norms/suggestions (see text below agenda + any info collected re: how other similar groups function – Anne, Judy, Carey, Bill)
 - Please put links to reference materials in emails.
 - Email threads with reply alls do not always work well.
 - Communication to the group at large should come from a source/point person.
 - Bill can be the conduit of communication.
 - Someone to manage all of the information and to consolidate it.
 - Put items on the agenda to talk through them in person and not over text because it can be easily misinterpreted.
 - If items are left off an agenda, it is important that the person has the opportunity to bring it up if they feel that it needs to be discussed.
 - Transparent communication is key.
 - Engage in dialogue with each other.
 - How open is this group to meeting more often if there is a hot issue that arises?
 - AH is committed to as many meetings as we need to be involved in.
 - Property management is in the same boat.
 - Commitment to being responsive for everyone in the group.
 - There are things that could happen that we might not be aware of and it is important that we are made aware so they can be resolved.
 - Role of this committee is how to problem solve with each other.

Other topics:

- Should start thinking about the quarterly publicized meeting referenced in the GNSO. Nate wants to defer that until the property is occupied. Start tracking it now. Can do the first report January. First quarter of 2020, March/April might be a better time. Problems/kinks worked out. Let things settle first.

Next meeting:

- Interest in finding out more about the residents that might not be legal or ethical.
 - No solution.
 - Talk offline with leadership group. What it is that people want to know and how we can get there?

- Mike-To begin putting labels on people is when things start to get ugly.
 - The curiosity leads people down the wrong road of judgment.
- Important to let Sarah share what her intention was, once she does this, we can offer solutions and answers.
- Judy would like to clarify that she does not share these same sentiments.
- Is it a concern? Curiosity? Agenda item? We cannot surmise what Sarah meant.
 - Confusion around Sarah leaving the group and asking questions, proposing agenda items.
- We are going to do the very best we can to address the concerns or questions AH property managers etc.
- We can have relationships and conversations outside of this group.
- Can be helpful to provide education on our programs, selection/screening processes, etc.
- Cannot ignore our history, need to move past this and work together.

Meeting adjourned at 5:05pm

Agenda Item 5

Group size and composition

Neighborhood Advisory Committee Size					
	Minimum Size	Maximum Size	Minimum Proportion of Representation	Maximum Proportion of Representation	Average Proportion of Representation
Whittier and downtown Boulder residents	4	6	40%	50%	39%
Whittier and downtown Boulder businesses	1	2	10%	18%	11%
Other Whittier and downtown stakeholders	1	2	10%	18%	12%
Attention Homes	1	1	10%	10%	8%
Property Management	1	1	10%	10%	8%
1440 Pine Resident	1	2	10%	18%	12%
City of Boulder	1	2	10%	18%	10%
Total:	10	16	100%	100%	100%
Minimum required in attendance or via proxy	Quorum Size	Quorum Size			
Whittier and downtown Boulder residents	3	5			
Businesses/Stakeholders/Other	1	1			
Attention Homes/Property Management	1	1			
1440 Pine Resident	1	1			
City of Boulder	1	1			
Total:	7	9			

Agenda Item 6

Purpose statement

The committee is responsible for the maintenance, amendment and governance of the provisions outlined in the Good Neighborhood Statement of Operations (GNSO) adopted between the Operating Partnership and the surrounding community in 2018 and posted on the Attention Homes website. ([LINK](#))

This includes the following:

Section 1. Provide forum for ongoing communication and integration, furthering community relationships and oversight of the GNSO;

Section 2. Host quarterly meetings with AHA to provide the opportunity for community members to raise concerns, ask questions, learn about, and provide feedback on AHA operations;

Section 3. Review reporting provided from AHA on the 1440 Apartments and ensure obligations from the GNSO are being met; and,

Section 4. Consider any proposed changes to the GNSO and make appropriate changes as deemed necessary by the committee in accordance with the committee's governance rules.

Agenda Item 7

Group liability report back

1440 Information about organization of Advisory Group – notes by Judy Nogg, August 2019

1. There are no requirements by the Secretary of State, as long as no financial transactions transpire. It is a different matter if there are any financial transactions (which may well include in-kind donations).

Since the 1440 Neighborhood Advisory Group doesn't have any donations/fundraising in its mission or agreement, it is probably best to stay away from all fundraising, gifts and donations as part of the group. However, individuals wanting to provide in-kind or other donations should be encouraged to do so directly to the nonprofit. This would include start-up donations at the commencement of services.

1. Per conversations with Colorado Nonprofit Development Center E.D. and Colorado Nonprofit Association Policy Director.
 - The best way to structure a nonprofit's community advisory group is through the nonprofit for many reasons – legal protections, oversight, structure, and volunteer interaction (which the neighborhood agreement encourages). And logic – the existence of the group stems from the nonprofit's programs.
 - It is a benefit to the nonprofit board to have the advisory neighborhood group under their wing. If disagreements between the neighborhood group and the nonprofit develop, they can better be handled in-house.
 - On the other hand, it was mentioned (once) that it might be to the advantage of the neighborhood group to be independent so that they could exert external leverage more easily if there were disagreements. However, the group would then have to provide its own screening, training, and insurance which might be beyond the scope of this particular group.
 - Nonprofit legal counsel at Attention Homes can determine if insurance is best through D & O (as a committee of the board) or through Volunteer Insurance (which 1440 no doubt has since volunteers work with vulnerable populations).
1. Best practices for nonprofit advisory groups are hard to find, since most searches actually highlight the main nonprofit board and not a citizen advisory group to a nonprofit. However, the Boulder Homeless Shelter already provides a model.
1. Since the agreement encourages community/resident interaction, it is a sound notion that the neighborhood group members (and all future neighbor volunteers) undergo your normal volunteer screening and training and insurance. As I'm sure Attention Homes is well aware, it is best practices for all nonprofits with volunteers, especially those who work with vulnerable populations, to have screening, training, and volunteer insurance as a protection both to clients and volunteers.

Agenda Item 9

General operating guidelines for consideration

- Please provide links in all correspondence. It takes a bit of digging to remember where things are located. It helps a lot if you don't have to dig around to find documents / references.
- Can we get the notes turned around a bit faster? I think the draft should be sent out the day after the meeting with the request for any additions / corrections to be returned on a similarly tight schedule. A first agenda item for the group should be to approve the notes from the prior meeting.
- I propose that the leadership / steering committee be responsible for the upcoming meeting's agenda and that the agenda should be made publicly available a week before the next meeting. It should contain some time for unscheduled items.
- If one of us takes a task that needs to be part of the next agenda, I would like to include the output of that task to be included with the agenda email. I like to be able to pre-process in advance of a meeting.
- Adding items to the agenda - It strikes me from the email exchanges over the last few days that it is very easy for written comments sent over a wide distribution to be misunderstood. I suggest if there are requests for specific agenda items that we allow the committee / group the opportunity to make sure we understand the request before determining its propriety.