

Emerald Development and Economic Network, Inc.

Board of Directors Meeting
Tuesday, March 3, 2020

AGENDA

1. Approval of Minutes of the January 7, 2020 Meeting

2. Governance Committee Report* – **Michele Sommerfelt**

Resolution GV2003659 – To accept the nomination of Beth Adams an official Board member of EDEN, Inc. Board of Directors

Board Development – Housing Stability Services – Khaz Ra’el

3. Finance Committee Report* - **John Mark Tichar/Sharon Parks**

Presentation of December 2019 financial statements for review and acceptance by the Board (motion required)

Resolution F2003662 – The Board of Directors of EDEN hereby authorizes the organization to enter into a 36-month Master Services Agreement (the “Agreement”) with Everstream as its internet service provider. The Board of Directors of EDEN authorizes Elaine M. Gimmel, Executive Director, to sign any and all documents associated with the Agreement.

Resolution F2003668 - The Board of Directors approve to amend the EDEN, Inc. 403(b) Retirement Plan, that the In-Service Distribution at age 59 ½ provision to the Plan, is amended effective February 10, 2020 as follows:

Item 43 Distribution Prior to Severance/Events

Hardship (safe harbor) is available for:

Deferrals

Age 59 ½ In-Service Distributions is available for:

All sources that are 100% vested

4. Properties Committee Report* - **Douglas Shelby/Michael Doud**

Resolution H2003663 – The Board of Directors of EDEN hereby authorizes the organization to enter into a one-year contract (1/1/2020-12/31/2020) with Area Cleaning Service, LLC in the amount of \$150,000 for general cleaning and bio-remediation services for the Norma Herr Women’s Center.

Resolution H2003664 – The Board of Directors of EDEN hereby authorizes the organization to enter into a construction contract with Millstone Management in the amount of \$188,783.58 for the substantial renovation of two units and the common area at 1233 E. 58th Street as part of the Phase V renovation.

Resolution H2003665 – The Board of Directors of EDEN hereby authorizes the organization to enter into a construction contract with Millstone Management in the amount of \$302,958.62 for the substantial renovation of four units and the common area at 7022 State Road as part of Phase V renovations.

Resolution H2003666 – The Board of Directors of EDEN hereby authorizes the organization to enter into a construction contract with C and B Construction Inc. in the amount of \$175,966.14 for the substantial renovation of two units at 13340 Wainfleet as part of Phase V renovations.

Resolution H2003667 – EDEN has advertised and received bids according to the guidelines and regulations of the Ohio Department of Mental Health and Addiction Services for the proposed new construction in connection with the Community Capital Improvements Program MH-1099 known as Emerald Alliance XI, 3875 W. 25th Street, Cleveland, Ohio, and the Board authorizes the Executive Director to award the contracts contingent upon concurrence by the State of Ohio, to Down to Earth Landscaping, C.C. Mitchell, and Petty Group.

5. Programs Committee Report* - **Dennis Morton/Michael Doud**
6. Fund Development Report* - **Elaine Gimmel**
7. Presidents Report* - **Dennis Morton**
8. Executive Director's Report* - **Elaine Gimmel**

Adjourn

Note: *Board Minutes and Committee reports are maintained on file at EDEN offices

EMERALD DEVELOPMENT AND ECONOMIC NETWORK, INC.
BOARD OF DIRECTORS MEETING
Minutes
Tuesday, January 7, 2020

Board Members Present: Dennis Morton, John Mark Tichar, Douglas Shelby, Michele Sommerfelt, Matt Large, Therese Sweeney Drake, Amanda Miller and Jon Petrus

Phone: Susan Licciardi, Josh Levin and Timothy Williams

Absent: Mark Dodds, John Price, Ken Silliman, Hal Gunder, Ed Chatmon and Francine Bell

EDEN Staff Present: Elaine Gimmel, Michael Doud, Sharon Parks and Laurel Martinson

President, Dennis Morton, called the Board of Directors meeting to order at 5:32 p.m.

1. **Approval of the Minutes for the November 7, 2019 meeting**

The November 7, 2019 Board of Director Meeting minutes were approved as submitted. Motion by Therese Sweeney Drake and seconded by Douglas Shelby. The motion passed unanimously.

2. **Governance Committee Report* - Michele Sommerfelt**

The Governance Committee met on Monday, December 2, 2019.

- Adam Schleyhahn resigned from the Board due to a job relocation in California. The seat for Vice President is vacant, and we are calling for members to self-nominate. If you are interested in filling the seat until September 2020, please inform Michele, Dennis or Elaine know.
- Elaine met with Beth Adams, Chief Tax Officer at Key Bank as a potential Board member candidate. Beth was given the Board application packet, and we are waiting to hear back from her.
- Board orientation is planned for February after the Governance Committee meeting, but may be postponed until the other new members have joined the board.
- EDEN Committee worksheets are due before the March Board meeting.
- The Governance Committee meeting is scheduled for Monday, February 10, 2020 from 5:30 – 6:30 pm.

Resolution GV2001661 – The Board of Directors of EDEN, Inc. authorizes the Executive Director to enter into a contract with **Janus Small and Associates** to complete work on the agency's 3-year Strategic Plan. The amount is not to exceed \$26,400. The contract will include internal and external data collection, work sessions with staff and Board, stakeholder interviews and a final Strategic Plan document. The timeframe will be from January - July 2020. Motion by Matt Large and seconded by Douglas Shelby. The motion passed unanimously.

Board Development - Nick Stroup, Director of Technology discussed the technical and HMIS data entry areas of his department. Nick also, discussed what's ahead for 2020 in the IS Department, such as, a security initiative, changes in Cuyahoga County HMIS system, remote work/disaster preparedness, and the MRI transition.

3. **Finance Committee Report* - Sharon Parks/John Mark Tichar**

The Finance Committee met on Monday, December 16, 2019

The full finance package is posted on the board portal.

The November 2019 Financial Statements were presented for review and discussion.

A motion was made to accept the November 2019 Financial Reports. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

Budget Highlights:

- The 2020 budget is a 3.9% increase over 2019
- ADAMHS Board Revenue remained the same as 2019 - \$1,858,748
- United Way remained the same as 2019 - \$101,500
- Norma Herr – no change (\$496,595)
- Rent Revenue – Decrease of \$53,292 due to decrease in scattered sites revenue due to units needing to be vacant for renovations.
- Administrative Fees increased due to an increase from ODSA and \$50,000 from OHMAS for front desk. OHMAS gave us an additional \$25,000.
- Other Income – Increased due to budgeting of Worker's Comp refund received yearly.
- Controller - The Finance Department is being restructured to have three Accounting Managers and divide the responsibilities of the previous Controller's position to these three Managers and the CFO.

Resolution F2001660 – Based on the review and recommendation for approval by the Finance Committee, the Executive Committee of the Board approved the Agency Operating Budget for the 2020 Calendar Year. Date Adopted: December 16, 2019

4. **Properties Committee Report* - Douglas Shelby/Michael Doud**

The Properties Committee met on Tuesday, December 3, 2019

The Properties reports were presented for review and discussion.

- WSM – We hope by the end of January that two of the vacant apartments will be occupied by families.
- Rent increases have gone into effect for the PSH buildings. Winton and Inez Killingsworth did not get increases.
- CMHA - Last month we had 11 vacancies and today we're at 9.
- Capital project reports were included in the Board packet for review.
- The project team met with LMHA to revisit the Bridge Point Commons PSH project. A tour for LMHA to visit a PSH is being planned for January, 2020.

5. **Programs Committee Report* - Dennis Morton/Michael Doud**

The Programs Committee met on Tuesday, December 3, 2019

The Programs reports were presented for review and discussion.

- Mainstream Application – The lottery went very well. We received over 4,200 applications over 3 days, and 500 applications will be electronically selected for the wait list.

6. **Fund Development and Communications Report* – Elaine Gimmel**

- Annual Fund – we have received over \$18,000. The Annual Fund started at the end of November and will continue through the new year.
- EDEN applied to CMHA for 25 Project Based VASH vouchers for Emerald Alliance XI.
- The next Annual Fundraiser is underway and is being planned for June.

7. **Presidents Report* - Dennis Morton**

Updates were provided in addition to those presented in the Finance, Properties, Programs, and the Governance Committee Reports.

- Dennis asked to set up parameters for explanations on the financial statements.

8. **Executive Director's Report* – Elaine Gimmel**

Updates were provided in addition to those presented in the Finance, Properties, Programs, and the Governance Committee Reports.

- Elaine was approached by John Anoliefo, Famicos Foundation to see if we would be the property manager for their building on 1850 Superior Avenue. We asked to review their financial and compliance information. We also want to review their audits. A walk thru of the building is scheduled for next week.
- Cuyahoga County Health and Human Service Levy – The levy is on the March ballot, and it will be asking for an increase. The levy will support the PSH projects for operating and support services.

There being no further business, the Board Meeting adjourned at 7:19 p.m.

The next Board Meeting is scheduled for March 3, 2020.

*Reports maintained on file, and located on the Board Portal.

Meeting notes Governance Committee February 10, 2020

Attendance:

Michele Sommerfelt, Dennis Morton, Elaine Gimmel, Michael Doud, Josh Levin (phone)

Board Development Topic for next Board meeting

- Presentation by Housing Stability specialist and a consumer.
- Potential May, July topic: Rapid Re-housing program? Rep from CMHA? Rep from HUD or presentation by EDEN staff about HUD?

Vacancy – Vice President of the Board

- Adam Schleyhahn has resigned from the Board due to a job re-location. Announcement was made at the January Board meeting of this vacancy. No one has indicated interest in serving in this position for the balance of Adam's term. Issue should be brought to the attention of the Board again at the March 3, 2020 Board meeting.

Board Recruitment

- Elaine has made contact with a potential Board member from KeyBank. Beth Adams is scheduled to meet with Governance Committee members on 2/14. Pending outcome of that meeting, Beth will be nominated to the Board at the 3/3/2020 Board meeting.
- Elaine is in process to set meetings with potential candidates from the Greenbridge area and a possible recommendation from County Councilwoman Cromwell. Amanda Miller recommended a potential board member from the Slavic Village area. All of these candidates would be CHDO qualified.
- Committee postponed discussion re: research to enact a formal policy regarding Board member leave of absence and/or voluntary suspension of a term. Elaine will bring the issue to the staff general counsel and Committee members will review Code of Regulations before April committee meeting, with a goal of presenting a recommendation to the full Board in May 2020.
- Orientation session planned for March/April for Jon Petrus and others that come on board.

Review current Strategic Plan (Annual review in March)

- Elaine and staff are updating the Strategic Plan 2017-2020 document to include 2019/2020 work. Governance Committee reviewed updates and made recommendations for additional comments and references.
- Document will be available for review at March 2020 Board meeting and will be submitted to Janus Small and Associates as foundation for the upcoming Strategic plan work.

Strategic Plan 2020-2023

- Timeline for project:

Apply for foundation funds	Aug.- Oct 2019 completed
Select consultant firm	Nov.- Dec. 2019 completed
Contract work	Jan.- July 2020 in process
Final product for review	July/August 2020
Vote at Annual Meeting	September 2020
- Strategic Planning Steering Committee membership invitation process is taking place between now and February 19, 2020. Aim to have 6-7 Board members and 6-7 staff members on this committee. Steering Committee will meet 5 times between February and

July, led by JSA, to prepare Strategic Planning document for recommendation to the full Board.

- Strategic Planning survey will be sent out to full Board and staff by Janus Small and Associates (JSA) during the week of 2/17/2020. EVERY BOARD MEMBER IS ENCOURAGED TO COMPLETE THE SURVEY by March 16, 2020.

Next meeting: THURSDAY April 16, 2020

5:00-6:30 pm (possibly including Orientation) location TBD

Emerald Development and Economic Network, Inc.

Resolution No. GV2003659

**The Board of Directors of Emerald Development and Economic Network, Inc.
("EDEN") approves the following Resolution:**

Based upon the recommendation by the Nominating Committee, The Board of Directors of EDEN accepts the nomination of Beth Adams as an official Board member.

Motion: _____

Second: _____

Date Adopted: March 3, 2020



Housing Is Our Foundation

Board of Directors Application

- Confidential Information -

Personal			
First Beth	MI Ann	Last Adams	
Home Address 6937 Great Oaks Parkway Independence OH 44131			
Home Phone 216.264.8094	Work Phone 216.689.4559	Cell Phone 216.978.5402	E-mail beth_a_adams@keybank.com
Employer KeyBank			Title Chief Tax Officer
Employer Address 100 Public Square Cleveland OH			
Type of business or organization Financial Services			

Education/Training/Certifications			
	Name & City of School	Year Graduated	Degree
High School	Padua Franciscan HS	1990	
College	Miami University	1994	Bachelor of Science in Business
Other	University of Akron	2001	Master of Taxation

Community Involvement/Special Interests

Organization	Role / Title	Date of Service
1. Juvenile Diabetes Research Foundation- Served as a Board Member for 2 terms and was then asked to serve as Treasurer and participate on Exec Council for a term (3 term limit). Chaired the Accounting Room for the annual JDRF Walk for 15 years, including for 9 years after term limits required me to retire from the Board. Participated in annual strategic planning process.	Board Member Treasurer/Exec Council	1999-2005
2. Beach Brook -Development Committee assist in planning annual fundraising events. Coordinated the annual Giving Tree and Holiday party for the children and my firm, Deloitte.	Volunteer, Committee Member	1996-2001
3. Playhouse Square Partners	Member, Jump Back Ball Committee	1997-2004
4. College Now Greater Cleveland – Mentor to first generation college student who finished Bachelor degree in two years.	Mentor	2015-2017
5. Tax Executive Institute of Cleveland – Created several new events and programming, jointly created first social media presence for the organization, and originated Technology Committee as Chair	Board Member, Committee Chair	2006-Current

Please list notable achievements in your service to the above organization/s: See above

Please describe your other volunteer experience:

After many years focused on philanthropic Board, Committee, and Gala work I took a pause to focus on my career and toddlers while volunteering time as a family at our favorite charities- St. Malachi Back Door Ministries and the West Side Catholic Center, as well as many individual events in Northeast Ohio.

I have also been very involved in our local parent teacher organization at the primary school and middle school in increasing capacities and currently serve as the President of the middle school PTO.

Now that our children are teenagers, I would like to dedicate my time and experience again advising organizations that support the Northeast Ohio community.

Please describe your interest in serving on EDEN's Board:

Throughout my career I have been involved with advising and supporting real estate developers, property managers, low income housing tax credit projects, new market tax credits and now opportunity zones. Therefore, I feel comfortable with the business operations of EDEN. However most importantly the mission of EDEN to provide housing stability to marginalized groups and end youth homelessness is very near to my heart and therefore I feel I can give passionately of my time and leadership experience to this organization.

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Community Contacts					
Please mark contacts that you maintain in the community:					
	Manufacturing/Retail	X	Financial	X	Media
X	Government		Labor		Judicial
X	Education	X	Philanthropic		Related agencies
X	Community Service	X	Legal		
Do you know any current EDEN Board members? No					
Are you willing to advocate on behalf of EDEN? Yes					
Are you willing to allow the agency or others representing the agency to use your name as a source of referral for fundraising? Yes					
Provide any additional information about your community contacts: I have a broad professional network although most within the financial services and legal profession.					

Board Requirements			
Please check each duty you are willing to perform on a regular basis:			
x	Attend Board Meetings	x	Cultivate prospective donors
x	Serve on committees and attend committee meetings	x	Identify potential contributors
x	Chair a committee	x	Make personal requests for contributions
x	Suggest names for Board membership	x	Sign fundraising letters
x	Help organize and attend special events	x	Accompany staff on visits to donors/prospective donors
x	Make an annual financial contribution according to personal means	x	Attend meetings during the workday
If you left any box blank, please explain why:			

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Skill Sets

Please mark the skills and/or interest that bring you to EDEN's Board:

x	Finance	x	Business Management	x	Accounting
	Human Resources		Fundraising		Grant Writing
	Administration		Outreach/Advocacy		Nonprofit Experience
x	Community Service	x	Leadership Development		Law/Legal Issues
	Policy Development	x	Real Estate	x	Banking
	Program Evaluation		Information Technology		Web Design
	Public Relations	x	Strategic Planning	x	Event Planning
	Campaign Planning		Education/Instruction		Medical/Healthcare
	Membership Growth	x	Marketing/Social Media	x	Poverty / Homelessness Issues

Tell us about the skills you checked and/or provide information about other skills that you maintain: I have business experience in all areas checked.

Committees

As a member of the Board of Directors, you will soon find the majority of the work is done at the committee level. Here is a list and brief description of committees which make up our Board. Please check the appropriate committees which will best serve your particular skill sets. We encourage you to join at least one committee.

	Executive Committee: Review and monitor overall management of EDEN's Board of Directors activities and serve as Board liaisons to staff leadership. Meetings are held on an as needed basis throughout the year.
	Finance Committee: Review and monitor all fiscal matters for EDEN; Meetings are held on the fourth Wednesday of every other month at 1pm
	Properties Committee: Review and monitor the acquisition, management and disposition of all real property in which EDEN has an interest; Meetings are held on the first Tuesday of every other month at 2pm.
	Programs Committee: Review and monitor the management of and participation in all public and privately funded programs of the Corporation; Meetings are held on the first Tuesday of every other month at 3pm.

I am happy to participate on whichever committee I am most needed	Governance Committee: Oversee matters of corporate governance and administration for the Board of Directors; Meetings are held on the first Tuesday of every other month at 5:30 pm.
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Optional: Please attach resume

I have read and completed this application. I have had the opportunity to discuss any questions with the Board's Governance Committee and I wish to be considered for Board membership.



Signature

January 15, 2020

Date

Beth A Adams

Printed Name

On behalf of the Board of Directors who give their time, talent and treasure, we want to personally thank you for your interest in our organization. We will do our best to process your application in a timely manner.

Sincerely,

Dennis Morton
President, Board of Directors

Elaine Gimmel
Executive Director

OFFICE USE ONLY

Referred by: _____

**Please email, fax or mail to Elaine Gimmel, Executive Director.
Thank you.**

**Emerald Development and Economic Network, Inc.
7812 Madison Avenue
Cleveland, OH 44102**

**Phone: (216) 961-9690
Fax: (216) 651-4066**

egimmel@edeninc.org

**Emerald Development and Economic Network, Inc. (EDEN)
Board of Directors Job Description**

Members of the Board of Directors of EDEN will serve three-year terms* and will:

- 1. Commit to the mission, vision, and strategic goals of EDEN.**
- 2. Attend meetings of the Board of Directors:** Meetings are held up to 11 times a year. There may also be occasional special professional development trainings and/or special planning sessions. Board members are asked to attend all Board meetings each year and are required to attend at least 75%.
- 3. Actively participate on at least one committee and attend all or the majority of committee meetings:** Current committees are: Executive, Finance, Governance, Programs, Properties, and Ad-Hoc Fund Development.
- 4. Prepare for meetings in advance:** Commit to reading, preparing, sending, and considering materials in advance of meetings.
- 5. Make a personal financial contribution:** Every member of the Board is expected to make a personal financial contribution on an annual basis, in addition to in-kind contributions of time and resources, although no specific dollar amount is required, and amounts will remain confidential.
- 6. Serve as community ambassador of EDEN:** Be familiar with and speak in support of EDEN, allow his/her name to be used in support of EDEN, and participate from time to time in meetings with funders and/or other important community meetings.
- 7. Disclose any potential conflict of interest with EDEN.**
- 8. Refrain from discussing or sharing confidential Board business with non-board members.**

I understand that as a member of the EDEN Board of Directors, I will be held accountable to the expectations above on an annual basis.



January 15, 2020

Signature

Date

Beth A Adams
Printed Name

*A member may be elected to serve up to three consecutive three-year terms. After taking one year off from EDEN Board service, an individual may be re-elected to the Board.



Beth is the Chief Tax Officer for KeyCorp overseeing all matters related to federal and state income and franchise taxes as well as indirect taxes. In this role Beth is responsible for all tax planning, management of the effective tax rate, monitoring tax legislation, and structuring transactions and products for tax effectiveness. Prior to returning to Corporate Tax, Beth was a Director in Corporate Strategy where she served as a senior advisor to the Executive Leadership Team on high-priority initiatives around growth, investments, capital and expense optimization, product and segment strategies, cross-business initiatives and acquisitions.

Beth started her career with the accounting firm of Deloitte & Touche in their tax practice serving clients in a multitude of industries including Manufacturing, Real Estate, Venture Capital, and Gaming, ultimately settling on a focus in the Banking industry and serving the Great Lakes Region as an industry specialist. Beth also previously served as the Federal Tax Manager for National City (now PNC), where she was responsible for all federal compliance, planning and special projects, with significant LOB support for the Lease Finance and Community Development functions, especially related to Low Income House Tax Credit and Rehabilitation Tax Credit investments.

Beth is a graduate of the Miami University Farmer School of Business and holds a Master of Taxation degree from the University of Akron. Beth became a Certified Public Accountant in 1996, is a Director of the Tax Executive Institute for Northeast Ohio, and is on the Advisory Board of the Bank and Capital Markets Tax Institute. Beth was a Board member and Treasurer of the Juvenile Diabetes Research Foundation of NEO, is a mentor with CollegeNow Greater Cleveland, and regular volunteer with the St. Malachi outreach kitchen. Beth lives in Independence with her husband and two daughters.

<https://www.linkedin.com/in/beth-adams-a1ba255/>

EDEN, INC. – PROPERTIES COMMITTEE REPORT
BOARD OF DIRECTORS MEETING
2/4/20

Meeting date/time: December 3, 2019 @ 2:00pm

Present: Dennis Morton, Michelle Sommerfelt, John Mark Tichar, Ijaz Qureshi, Michael Doud, Richard Carr and Sharon Parks

Absent: Ken Silliman & Mark Dodds

Property Management:

CY2019 January-December and January CY2020 Vacancy Reports (attached)

- CY2019 report was handed out identifying vacant units across the portfolio of housing. The portfolio PSH bldgs. total occupancy rate is 94.9%. The HUD subsidized bldgs. total occupancy rate 87.5%. Scattered site occupancy rate 96.2% which includes 9 units under renovation or off line.

CY2019 Vacancy Summary Report January-December and January 2020 (attached)

- The CY2019 Year End report identified a steady increase in the amount of days to prepare a unit for occupancy for both LIHTC and Scattered Site units.

CY2019 April-January 2020 Move-Out Summary Report (attached)

- The CY2019 report identified reason for tenant move-out and destination. There was a suggestion to revisit board reports to identify trends and patterns.

CY2019 Rent Collection Budget vs Actual Summary January-December (attached)

- Emerald Commons & Greenbridge I & II ended the year in the positive for rent collected. The remaining sites experienced negative variance rent collection. There was discussion to integrate the PSH summary report to include information from the Rent Collection Budget Summary into one (1) report. Staff will look into capturing the information requested by board members

Facilities and Maintenance

Work Order Reduction Report (attached)

- The scattered sites techs are making concentrated effort to close out work orders in the system that have been completed in December/January and moving forward.

Request for Contract Approval for ACS effective 1/1/2020 – 12/31/2020

- The Committee members reviewed the Memo regarding Single Source Procurement and approved the process and documentation with one (1) edit to include language to obtain bids for 2021 contract year.

Project Development Report

1. EMERALD 11: Location: 3881 Pearl Rd **Contractor:** JGJ Construction

Status: The project was awarded a grant in the amount of \$500,000 from Republic Services. This grant provides necessary funding for our furniture, fixtures, and equipment, allows us to change the common area flooring to a more resilient floor, and funds our contingency reserve. An upcoming milestone in the construction of the building to start roofing at the end of March is being closely monitored. We have had a number of weather days since the slab was poured in mid-December of 2019, which has caused the contractor to lose productivity.

2. BRIDGE POINT COMMONS PSH Project: Location: 338 Bridge Street, Elyria **Contractor:** PIRHL Construction

Status: The team continues to work with LMHA on trying to obtain project based vouchers. OHFA has a multi-family board meeting in March, of which, the development team to obtain board approval, must have 50% of the vouchers committed. LMHA has a review committee meeting on February 14th (they are reviewing our original application again) to provide an answer on if they will recommend our project to receive vouchers at their Board meeting on February 26th. We have received several support letters that have been sent to LMHA from CSH, Mayor Whitfield and Congresswoman Kaptur. The process for the zoning variance with the City of Elyria remains disputed, outside council has been engaged.

3. Scattered Sites/Group Homes/HUD properties/Bridgeway Properties

A. EDEN Initiative Phase IV: **Location:** 6907 Detroit, W 50th, W 48th and W 41st Street

Contractor: C and B Construction and Sander Contracting Inc.

Status: Construction has been completed at W 41st, W 50th and W 48th Street. Each property has received a certificate of occupancy and lead paint clearance. Currently awaiting final approval of DSS inspections to initiate relocation of the residents from 6907 Detroit into the units. Construction is planned to start on 6907 Detroit on February 10th. One relocation out of this development has been completed. Our target completion date for this project is September 2020.

B. **Status:** EDEN Preservation Phase V: **Location:** E 58th, Wainfleet, and State road.

Status: We received proposals for construction that are favorable against the budget. Once finalized, we will go to construction contract and pull the building permits. We will be working towards financial closing with OHFA and the City. Part 58 review has been completed with the City, it is still pending with OHFA. Our plan and target dates is to start construction on State Road by June of 2020.

C. EDEN Preservation Phase VI: **Location:** Baltic, Coventry

Status: This project is currently on hold

D. EDEN Strategic Initiative **Recovery Housing: Location:** TBD

Status: The ADAMHS Board has prioritized the project as 1a in 2020. We are not sure what ODMHAS will prioritize for 2020. We discussed the project with the City of Cleveland. They have indicated the project fits their funding model. The timing of the project is unknown as to when it will initiate.

E. **EDEN Expansion Initiative Phase I: Location:** E 162nd V/L and 7919 Madison Avenue.

(new construction) **Status:** We have received a conditional commitment letter from the City of Cleveland to fund about 50% of the project. We will be submitting the project to OHFA in May of this year to complete the financing package. This project looks favorable for 2020. We have secured vouchers from the COC.

F. **Nelson Court: Location:** 11710/11714 Nelson Court- Lakewood **Status:** We have applied for HOME funds from the City of Lakewood for \$300,000 for rehab of this property. We have proposed a gut rehab with an added unit to each building rooftop. This would be a 10-unit project. We are going to leverage the proceeds of the sale from W 45th Street into the deal and submit the project to OHFA for funding in May. We have starting the land development process with City planning. We have ADAMHS Board vouchers on 8 units and would need vouchers for the expansion units.

G. **Properties: Brookside:** We had a fire in this single family house in mid-January. It was deemed a total loss and the maximum EDEN can recover is replacement value. We have pursued pricing on rehab and are also considering demolishing the existing structure and using the insurance money as leverage to construct a new dwelling. We would also propose to construct a new two-unit townhouse at 703 E 162nd. We have discussed the project with

the City of Cleveland and they think this project will qualify for their program. (See attached worksheet on cost comparisons). The insurance funds and CITY HOME would be the only sources.

E 114th Street: We have discussed an 8 to 9-unit project with the City, blending potential rehab of our existing 3 unit building (or demolition and new construction) and the acquisition of three (3) City land bank parcels. We have received preliminary approval on the land bank lots. This project is in the Mayors Transformation initiative and the area has a tax credit project next to our house. We will need vouchers (CMHA?) for the newly constructed units.

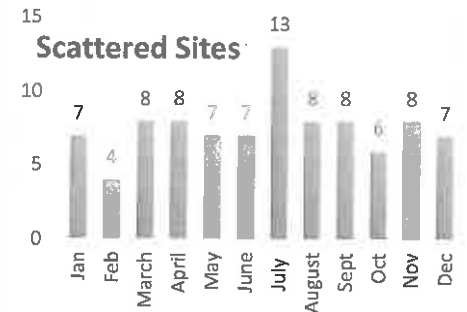
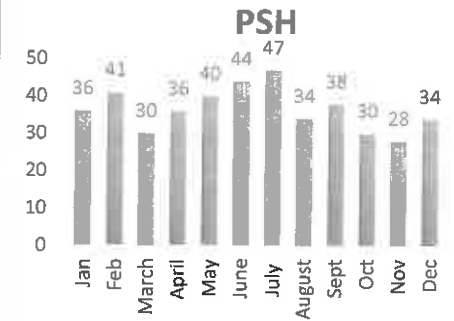
Granada: Unit 11 has been rendered a total loss. Unit 22 was inspected this week and it was discovered that the roof is leaking again. There is water damage in this unit including the ceiling and flooring. We are working with Oswald and EDEN counsel to file a claim against State Farm, who the condo association has property insurance with. This may turn into litigation.

Third Project: We are still awaiting direction from the Detroit Office of HUD for next steps on transferring the subsidy and selling the project.

- H. **Transitional Aged Youth Project – A LIHTC** application will most likely be submitted in 2021 in PSH pool. Project would be part of Housing First Initiative and partners will be CHN, EDEN and FrontLine Service at this time.
- I. **Elderly Senior PSH facility** – Discussions are taking place about the need for affordable housing for homeless elderly as well as elderly tenants in PSH that cannot age in place.

2019 Vacancy report

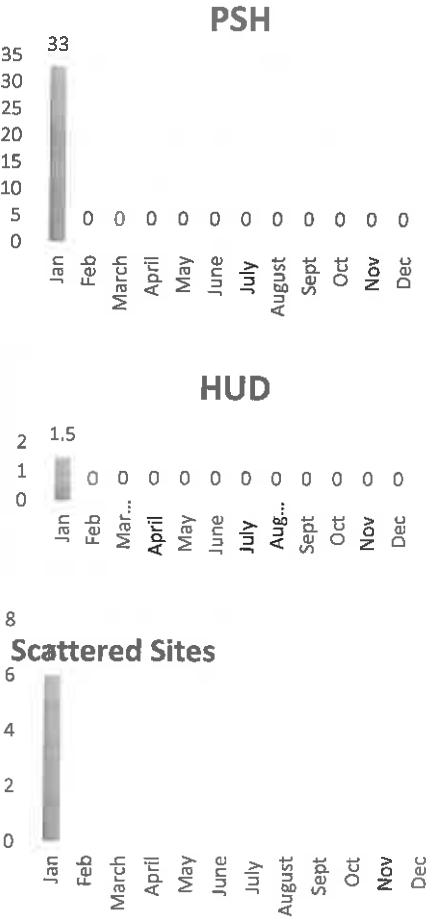
2019 Vacancy report		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Dec Occ	Vacancy	Under	
														%	%	Eviction	
Permanent Supportive Hsg	CMHA units	Units															CMHA vacant
Emerald Commons - 52		52	0	0	1	2	4	2	1	2	2	2	2	96.2	3.85%	2	
Liberty - 72		72	5	5	3	3	2	3	2	2	5	5	7	88.9	11.11%		
Northridge -30	15	30	1	1	2	2	2	1	4	4	3	1	1	96.7	3.33%		1
South Pointe - 82	60	82	7	9	6	7	7	8	2	3	3	3	3	96.3	3.66%	1	3
Edgewood Park - 63		63	2	1	0	4	7	5	5	2	1	1	2	96.8	3.17%	1	
Greenbridge - 70+1	48	71	6	7	6	7	7	7	9	6	7	4	3	95.8	4.23%		2
Winton on Lorain - 40		40	1	2	1	0	1	3	4	3	2	1	0	100.0	0.00%	1	
Buckeye - 65	46	65	8	8	6	6	3	4	4	3	5	5	4	90.8	9.23%		6
West Village -66	25	66	5	5	2	2	1	4	6	0	1	1	2	95.5	4.55%	1	2
Inez Killingsworth-66		66	1	2	2	3	5	5	6	3	2	2	2	92.4	7.58%		
Greenbridge II - 60		60	0	1	1	0	1	2	4	6	7	5	2	98.3	1.67%		
Total Vacancy:	194	667	36	41	30	36	40	44	47	34	38	30	28	94.9	5.10%	6	14
Independence Place - 23		23	0	1	2	1	0	0	0	0	0	0	0	100.0	0.00%		
Hunter House - 48		48	0	0	0	2	1	2	2	3	0	1	1	97.9	2.08%		
		71	0	0	2	3	1	2	2	3	0	1	1	98.6	1.41%		
HUD																	
Third Project Apts - 7		7	1	1	1	1	2	3	0	0	0	0	0	100.0	0.00%		
Wieder-Silver Manor - 17		15	2	2	3	3	4	4	3	2	4	4	4	73.3	26.67%	(5 family units)	
Franklin-10		10	0	0	0	1	0	1	1	1	1	0	0	100.0	0.00%		
HUD Total Vacancy:		32	3	3	4	5	6	8	4	3	5	4	4	87.5	12.50%		
ADAMHS Board																	
Scattered Sites -195		184	7	4	8	8	7	7	13	8	8	6	8	96.2	3.80%	0	
Units Under Renovation			8	8	6	6	6	6	0	5	5	5	5	5*			
									* Will be used for 6907 Detroit relocation								
Units Off Line / Hold for Rehab			10	10	10	11	14	12	14	7	7	5	4	4			
Group Homes		67	4	4	5	6	3	5	7	8	10	7	6	4			



* Will be used for 6907 Detroit relocation

2020 Vacancy report

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan Occ	Vacancy	Under	
													%	%	Eviction	
Permanent Supportive Hsg	CMHA	units	Units													CMHA
																vacant
Emerald Commons - 52		52	2										96.2	3.85%	1	
Liberty - 72		72	4										94.4	5.56%		
Northridge -30	15	30	1										96.7	3.33%		1
South Pointe - 82	60	82	1										98.8	1.22%	1	1
Edgewood Park - 63		63	2										96.8	3.17%	1	
Greenbridge - 70+1	48	71	4										94.4	5.63%		3
Winton on Lorain - 40		40	1										97.5	2.50%		
Buckeye - 65	46	65	6										90.8	9.23%	1	6
West Village -66	25	66	4										93.9	6.06%	1	2
Inez Killingsworth-66		66	7										89.4	10.61%		
Greenbridge II - 60		60	1										98.3	1.67%		
Total Vacancy:	194	667	33	0	0	0	0	0	0	0	0	0	95.1	4.95%	5	13
Independence Place - 23		23	0										100.0	0.00%	1	
Hunter House - 48		48	4										91.7	8.33%		
		71	4	0	0	0	0	0	0	0	0	0	94.4	5.63%		
HUD																
Third Project Apts - 7		7	0										100.0	0.00%		
Wieder-Silver Manor - 17		15	1.5										90.0	10.00%	(5 family units)	
Franklin-10		10	0										100.0	0.00%		
HUD Total Vacancy:		32	1.5	0	0	0	0	0	0	0	0	0	95.3	4.69%		
ADAMHS Board																
Scattered Sites -195		187	6										96.8	3.21%	0	
Units Under Renovation			5*													
Potential relocation for 3rd project, or will be used for 6907 Detroit relocation																
Units Off Line / Hold for Rehab			4													
Group Homes		67	4													



Vacancy Summary Report - 2019

LIHTC Projects

	Total Vacant units:	Have Applicants	Made Ready	Avg days to Make Ready:	Total CMHA units	CMHA Applicants	Non-CMHA units	Non-CMHA Applicants
Jan-19	36	19	18	28	15	0	21	19
Feb-19	41	23	25	31	19	4	22	19
Mar-19	30	19	19	32	16	9	14	10
Apr-19	32	25	23	27	17	11	15	14
May-19	40	28	15	23	16	5	24	22
Jun-19	42	32	19	27	19	10	23	22
Jul-19	46	33	22	43	17	5	30	30
Aug-19	34	29	18	45	14	11	20	18
Sep-19	38	25	24	46	14	7	24	18
Oct-19	30	17	16	38	10	0	20	20
Nov-19	28	24	13	46	11	9	17	15
Dec-19	34	24	17	50	12	4	22	20

Occupied units

Average Total days vacant	Average days to lease after make ready date	Avg days to Make Ready	Residents Moved-in	Moved-out	CMHA Moved-in
71	40	33	10		
56	22	34	5		
84	46	37	15		
120	91	29	10	13	3
139	102	36	11	16	6
70	44	26	9	11	1
112	61	50	8	9	5
114	71	42	25	7	5
80	27	51	10	14	1
93	51	40	18	12	7
64	37	26	8	5	0
100	58	42	7	12	2

Scatter Site Units

	Total Vacant units:	Have Applicants	Made Ready	Avg days to Make Ready:						Average Total Days vacant	Average days to lease after make ready date	Avg days to Make Ready	Residents Moved-in	Moved-out
Jan-19	7	4	4	30						45	11	34	3	
Feb-19	4	4	3	12						0	0	0	0	
Mar-19	7	4	4	19						0	0	0	0	
Apr-19	8	2	2	31						99	11	89	2	1
May-19	7	4	5	39						53	5	48	1	1
Jun-19	7	4	3	83						102	20	42	4	3
Jul-19	13	4	9	25						4 Rehabbed units on Lee rd were occupied in July			4	7
Aug-19	7	2	4	26						40	18	22	6	2
Sep-19	8	5	5	31						88	40	33	4	1
Oct-19	6	2	5	23						57	26	30	5	2
Nov-19	8	3	8	28						0	0	0	0	1
Dec-19	9	3	7	45						249*	172*	26	2	3

* 2 out of service units

Project based units

Occupied units

	Total Vacant units:	Have Applicants	Made Ready	Avg days to Make Ready:						Average Total Days vacant	Average days to lease after make ready date	Avg days to Make Ready	Residents Moved-in	Moved- out
Jan-19	3	1	3	34						0	0	0	0	
Feb-19	3	0	2	51						161	52	109	1	
Mar-19	4	0	2	51						0	0	0	0	
Apr-19	5	3	2	51						56	13	44	2	1
May-19	6	4	3	50						0	0	0	0	2
Jun-19	8	4	4	29						148	49	44	1	2
Jul-19	5	2	3	25						67	42	28	3	0
Aug-19	3	2	1	21						108	31	14	1	1
Sep-19	5	2	1	21						0	0	0	0	3
Oct-19	4	1	1	21						0	0	0	0	1
Nov-19	4	4	4	28						0	0	0	0	0
Dec-19	2.5	2	3	24						154	108	17	1	0

LIHTC Projects

	Total Vacant units:	Have Applicants	Made Ready	Avg days to Make Ready:	Total CMHA units	CMHA Applicants	Non-CMHA units	Non-CMHA Applicants
Jan-20	33	29	25	41	13	8	22	21
Feb-20								
Mar-20								
Apr-20								
May-20								
Jun-20								
Jul-20								
Aug-20								
Sep-20								
Oct-20								
Nov-20								
Dec-20								

Occupied units

[illegible]

Scatter Site Units

	Total Vacant units:	Have Applicants	Made Ready	Avg days to Make Ready:				
Jan-20	6	2	5	52				
Feb-20								
Mar-20								
Apr-20								
May-20								
Jun-20								
Jul-20								
Aug-20								
Sep-20								
Oct-20								
Nov-20								
Dec-20								

Occupied units

[illegible]

Project based units

Occupied units

[illegible]

Rent Collection

2019 Budget Vs. Actual Summary

<u>PSH Bldgs</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Variance For the Year</u>	<u>% of Budget</u>	<u>Monthly budget</u>	<u>12 months budget</u>
Emerald Commons 3110	3354	2855	2438	1225	1101	-10348	-911	672	294	3122	979.78	919	5701.09	1.53%	30,983	371,798
Liberty 3120	1488	-2653	-208	-1345	119	-456	-1322	328	-387	-1390	-2120	-2645.09	-10591.32	-2.03%	43,567	522,798
Edgewood Park 3130	-511	-1417	2153	-1636	241	-3376	-2979	-1000	-5820	8851	2633.5	1013.68	-1846.84	-0.41%	37,417	448,998
Greenbridge 3140	-4143	2720	3585	-3154	-1879	394	-1243	-124	640	1206	1703.5	2414.66	2120.14	0.46%	38,192	458,298
South Pointe 3150	630	-1010	-408	-713	-2056	-4050	-1890	-595	-83	2886	1072.9	-36.49	-6252.63	-1.06%	48,933	587,198
Buckeye 3160	-6072	-4287	-1218	-2239	671	-531	-1830	112	683	-1128	-3795	-2689.3	-22322.81	-5.01%	37,117	445,398
Winton 3170	-1081	-1337	-1163	-791	1188	285	165	-2249	-2962	512	-1295	1196.64	-7531.6	-2.68%	23,383	280,599
West Village 3180	-352	52	975	-2002	-1089	1155	-1444	868	2166	-608	262.45	70.57	54.02	0.01%	40,017	480,198
Inez Killingsworth 3190	2908	-1112	-1525	-63	-958	-1541	-2930	-2825	-1776	-693	-3025	-1908.45	-15448.62	-3.02%	42,650	511,800
Greenbridge II	2004	5414	2762	3318	-854	-424	-997	-1491	-4605	-3596	-5801	6824.34	2554.19	0.57%	37,600	451,198
Northridge 1996	7	1081	86	-1084	-1614	-1458	-1819	-166	-2229	-173	-584.9	-960.85	-8914.77	-3.83%	19,375	232,499
Hunter House 4190	-183	92	-1145	199	-2069	-2139	-1605	608	-4553	170	-3516	-589.7	-14730.92	-3.95%	31,083	372,998
HUD Bldgs													-77210.07		430,315	5,163,781
Franklin 1994	-495	520	-347	233	-1400	554	209	5	-3061	-696	-744	1106	-4116	-5.56%	7,400	74,000
Wieder-Silver 4130	-1443	-1598	-1070	-1721	-4448	-2072	-2429	-271	-2746	-1832	-8193	-4375	-32198	-25.81%	12,474	124,740
Third Project 1995	-904	-2351	11212	-3049	-3355	367	-5386	-4879	3045	2176	300	256	-2568	-2.69%	9,561	95,610
EDEN-Owned																
Scattered Sites	-6974	-3334	-8622	-4177	-6418	-6721	-5023	-3113	-3936	-2365	-3148	301	-53530	-12.82%	41,741	417,410
EDEN-Managed																
Group Homes	100	-1388	974	2106	-427	892	-1251	-707	-2389	-1743	296	-78	-3615	-3.03%	11,917	119,170

Performance Management-Work Order Reduction

Date: 2.1.2020

Service Orders-Scattered Sites/Group Homes/Bridgeway

Backlog as of:			391						
Month	Date	January-20	February-20	Mar-20	Apr-20	May-20	Jun-20	Total to date	
Monthly Created	1.1-1.30	857						857	
Monthly Completed	1.1-1.30	466						466	
New Backlog		391							
Actual completed per day		23.3	0.0	0.0	0.0	0.0	0.0	0.0	
Target average completed per day		25							
Targeted total work orders for the month		580							
Inspections have increased			Backlog						
			Electrical						35 in backlog inc smoke det.
			Asset Alerts						23 in backlog
			Doors and related						60 in backlog
			Pest Control						34 in backlog
			Plumbing						65 in backlog
			217						

Service Orders-HUD Properties

Summary

Summary								
Backlog as of:			11					
Month	Date	January-20	February-20	Mar-20	Apr-20	May-20	Jun-20	Total to date
Monthly Created	1.1-1.30	28						28
Monthly Completed	1.1-1.30	16						16
New Backlog		11						
Actual completed per day		0.8	0.0	0.0	0.0	0.0	0.0	0.0
Target average completed per day	Quantity	5						
Targeted total work orders for the month		20						
				Backlog				
				Asset Alerts				in backlog
				Plumbing				in backlog
				Pest Control				5 in backlog
							5	

Service Orders-LIHTC Properties

Summary								
Backlog as of:			437					
Month	Date	January-20	February-20	Mar-20	Apr-20	May-20	Jun-20	Total to date
Monthly Created	1.1-1.30	779						779
Monthly Completed	1.1-1.30	342						342
New Backlog		437						
Actual completed per day		17.1	0.0	0.0	0.0	0.0	0.0	0.0
Target average completed per day		30						
Targeted total work orders for the month		600						

Emergency work orders: 18 Average time to complete to date

Target	24 hours
Total Completed	11 From 1.1 to 1.30

PSH Move out Summary - April 2019 to January 2020

		August/Sept	Oct/Nov	Dec/Jan
Eviction due to non-payment of rent	28	5	3	11
Deceased	17	2	4	1
Criminal activity	12	1	1	1
Voluntary departure	10	3		4
Transferred to another PSH	8	2	2	
Higher level of care	8	3	1	1
Abandoned	9	3	1	2
Incarceration	5		2	
Housekeeping	4			1
Eviction for other reasons	2	2		
Health Issues	1			
Obtained Voucher	2	1	1	
Obtained own apartment	1		1	
Total move out	107	22	16	21

EDEN INC.

REAL ESTATE DEVELOPMENT REPORT

February 1, 2020

1. **EMERALD 11: Location:** 3881 Pearl Rd **Contractor:** JGJ Construction
Status: The project was awarded a grant in the amount of \$500,000 from Republic Services. This grant provides necessary funding for our furniture, fixtures, and equipment, allows us to change the common area flooring to a more resilient floor, and funds our contingency reserve. An upcoming milestone in the construction of the building to start roofing at the end of March is being closely monitored. We have had a number of weather days since the slab was poured in mid-December of 2019, which has caused the contractor to lose productivity.
2. **BRIDGE POINT COMMONS PSH Project: Location:** 338 Bridge Street, Elyria **Contractor:** PIRHL Construction
Status: The team continues to work with LMHA on trying to obtain project based vouchers. OHFA has a multi-family board meeting in March, of which, the development team to obtain board approval, must have 50% of the vouchers committed. LMHA has a review committee meeting on February 14th (they are reviewing our original application again) to provide an answer on if they will recommend our project to receive vouchers at their Board meeting on February 26th. We have received several support letters that have been sent to LMHA from CSH, Mayor Whitfield and Congresswoman Kaptur. The process for the zoning variance with the City of Elyria remains disputed, outside council has been engaged.
3. **Scattered Sites/Group Homes/HUD properties/Bridgeway Properties**
 - A. EDEN Initiative Phase IV: **Location:** 6907 Detroit, W 50th, W 48th and W 41st Street
Contractor: C and B Construction and Sander Contracting Inc.
Status: Construction has been completed at W 41st, W 50th and W 48th Street. Each property has received a certificate of occupancy and lead paint clearance. Currently awaiting final approval of DSS inspections to initiate relocation of the residents from 6907 Detroit into the units. Construction is planned to start on 6907 Detroit on February 10th. One relocation out of this development has been completed. Our target completion date for this project is September 2020.
 - B. **Status:** EDEN Preservation Phase V: **Location:** E 58th, Wainfleet, and State road.
Status: We received proposals for construction that are favorable against the budget. Once finalized, we will go to construction contract and pull the building permits. We will be working towards financial closing with OHFA and the City. Part 58 review has been completed with the City, it is still pending with OHFA. Our plan and target dates is to start construction on State Road by June of 2020.
 - C. EDEN Preservation Phase VI: **Location:** Baltic, Coventry
Status: This project is currently on hold

- D. EDEN Strategic Initiative **Recovery Housing: Location:** TBD
Status: The ADAMHS Board has prioritized the project as 1a in 2020. We are not sure what ODMHAS will prioritize for 2020. We discussed the project with the City of Cleveland. They have indicated the project fits their funding model. The timing of the project is unknown as to when it will initiate.
- E. **EDEN Expansion Initiative Phase I: Location:** E 162nd V/L and 7919 Madison Avenue. (new construction) **Status:** We have received a conditional commitment letter from the City of Cleveland to fund about 50% of the project. We will be submitting the project to OHFA in May of this year to complete the financing package. This project looks favorable for 2020. We have secured vouchers from the COC.
- F. **Nelson Court: Location:** 11710/11714 Nelson Court- Lakewood **Status:** We have applied for HOME funds from the City of Lakewood for \$300,000 for rehab of this property. We have proposed a gut rehab with an added unit to each building rooftop. This would be a 10-unit project. We are going to leverage the proceeds of the sale from W 45th Street into the deal and submit the project to OHFA for funding in May. We have starting the land development process with City planning. We have ADAMHS Board vouchers on 8 units and would need vouchers for the expansion units.
- G. **Properties: Brookside:** We had a fire in this single family house in mid-January. It was deemed a total loss and the maximum EDEN can recover is replacement value. We have pursued pricing on rehab and are also considering demolishing the existing structure and using the insurance money as leverage to construct a new dwelling. We would also propose to construct a new two-unit townhouse at 703 E 162nd. We have discussed the project with the City of Cleveland and they think this project will qualify for their program. (See attached worksheet on cost comparisons). The insurance funds and CITY HOME would be the only sources.
E 114th Street: We have discussed an 8 to 9-unit project with the City, blending potential rehab of our existing 3 unit building (or demolition and new construction) and the acquisition of three (3) City land bank parcels. We have received preliminary approval on the land bank lots. This project is in the Mayors Transformation initiative and the area has a tax credit project next to our house. We will need vouchers (CMHA?) for the newly constructed units.
Granada: Unit 11 has been rendered a total loss. Unit 22 was inspected this week and it was discovered that the roof is leaking again. There is water damage in this unit including the ceiling and flooring. We are working with Oswald and EDEN counsel to file a claim against State Farm, who the condo association has property insurance with. This may turn into litigation.
Third Project: We are still awaiting direction from the Detroit Office of HUD for next steps on transferring the subsidy and selling the project.

- H. **Transitional Aged Youth Project** – A LIHTC application will most likely be submitted in 2021 in PSH pool. Project would be part of Housing First Initiative and partners will be CHN, EDEN and FrontLine Service at this time.
- I. **Elderly Senior PSH facility** – Discussions are taking place about the need for affordable housing for homeless elderly as well as elderly tenants in PSH that cannot age in place.

Emerald Development and Economic Network, Inc.

Resolution No. H2003663

The Board of Directors of Emerald Development and Economic Network, Inc. ("EDEN") approves the following Resolution:

The Board of Directors of EDEN hereby authorizes the organization to enter into a one-year contract (1/1/2020-12/31/2020) with Area Cleaning Service, LLC in the amount of \$150,000 for general cleaning and bio-remediation services for the Norma Herr Women's Center.

THE Board of Directors of EDEN authorizes Elaine M. Gimmel, Executive Director, to sign any and all documents associated with this contract.

Motion: _____

Second: _____

Date Adopted: _____ March 3, 2020

Emerald Development and Economic Network, Inc.

Resolution No. H2003664

The Board of Directors of Emerald Development and Economic Network, Inc. ("EDEN") approves the following Resolution:

The Board of Directors of EDEN hereby authorizes the organization to enter into a construction contract with Millstone Management in the amount of \$188,783.58 for the substantial renovation of two units and the common area at 1233 E. 58th Street as part of the Phase V renovation.

THE Board of Directors of EDEN authorizes Elaine M. Gimmel, Executive Director, to sign any and all documents associated with this contract.

Motion: _____

Second: _____

Date Adopted: _____ March 3, 2020

Emerald Development and Economic Network, Inc.

Resolution No. H2003665

The Board of Directors of Emerald Development and Economic Network, Inc. ("EDEN") approves the following Resolution:

The Board of Directors of EDEN hereby authorizes the organization to enter into a construction contract with Millstone Management in the amount of \$302,958.62 for the substantial renovation of four units and the common area at 7022 State Road as part of Phase V renovations.

THE Board of Directors of EDEN authorizes Elaine M. Gimmel, Executive Director, to sign any and all documents associated with this contract.

Motion: _____

Second: _____

Date Adopted: _____ March 3, 2020

Emerald Development and Economic Network, Inc.

Resolution No. H2003666

The Board of Directors of Emerald Development and Economic Network, Inc. ("EDEN") approves the following Resolution:

The Board of Directors of EDEN hereby authorizes the organization to enter into a construction contract with C and B Construction Inc. in the amount of \$175,966.14 for the substantial renovation of two units at 13340 Wainfleet as part of Phase V renovations.

THE Board of Directors of EDEN authorizes Elaine M. Gimmel, Executive Director, to sign any and all documents associated with this contract.

Motion: _____

Second: _____

Date Adopted: _____ March 3, 2020

Emerald Development and Economic Network, Inc.

Resolution H2003667

The Board of Directors of Emerald Development and Economic Network, Inc. ("EDEN") approves the following Resolution:

Whereas EDEN has advertised and received bids according to the guidelines and regulations of the Ohio Department of Mental Health and Addiction Services for the proposed new construction in connection with the Community Capital Improvements Program MH-1099, known as Emerald Alliance XI, 3875 W. 25th Street, Cleveland, Ohio, and

Whereas, the Project Manager has reviewed and tabulated the qualified bids, and

Whereas, based on the bids received, (1) the lowest qualified bidder for landscaping is Down to Earth Landscaping Inc. ("Down to Earth"); (2) the lowest qualified bidder for appliances is C.C. Mitchell Supply Co. ("C.C. Mitchell"); and (3) the lowest qualified bidder for gates and fences is Petty Group L.L.C. ("Petty Group").

Therefore, be it resolved that, the Board authorizes the Executive Director to award the contract contingent upon concurrence by the State of Ohio, to Down to Earth, C.C. Mitchell, and Petty Group in the following amounts:

Landscaping	Down to Earth Landscaping Inc.	\$ 24,900.00
Appliances	C.C. Mitchell Supply Co.	\$ 85,093.00
Gates and Fences	Petty Group L.L.C.	\$ 86,900.00

Motion: _____

Second: _____

Date Adopted: _____ March 3, 2020

EDEN INC. – PROGRAMS COMMITTEE REPORT
BOARD OF DIRECTORS MEETING
2/4/20

Meeting date/time: February 4, 2020 @ 3:00pm

Present: Dennis Morton, Doug Shelby, Jen Griffin, Michael Doud and Sharon Parks

Absent:

Ongoing Items:

1. January 2020 Program Report (attached)
 - Discussion on the Mainstream Vouchers and challenges to fill vacant positions, several interviews scheduled within the next week; under serving according to this report; new grant additional Mainstream Vouchers will begin 6/1/2020
2. Termination Report January-November (attached)
 - In comparison to 2018 Year End report, Negative Outcomes has seen a significant increase. Negative Outcomes includes criminal activity and incarceration.

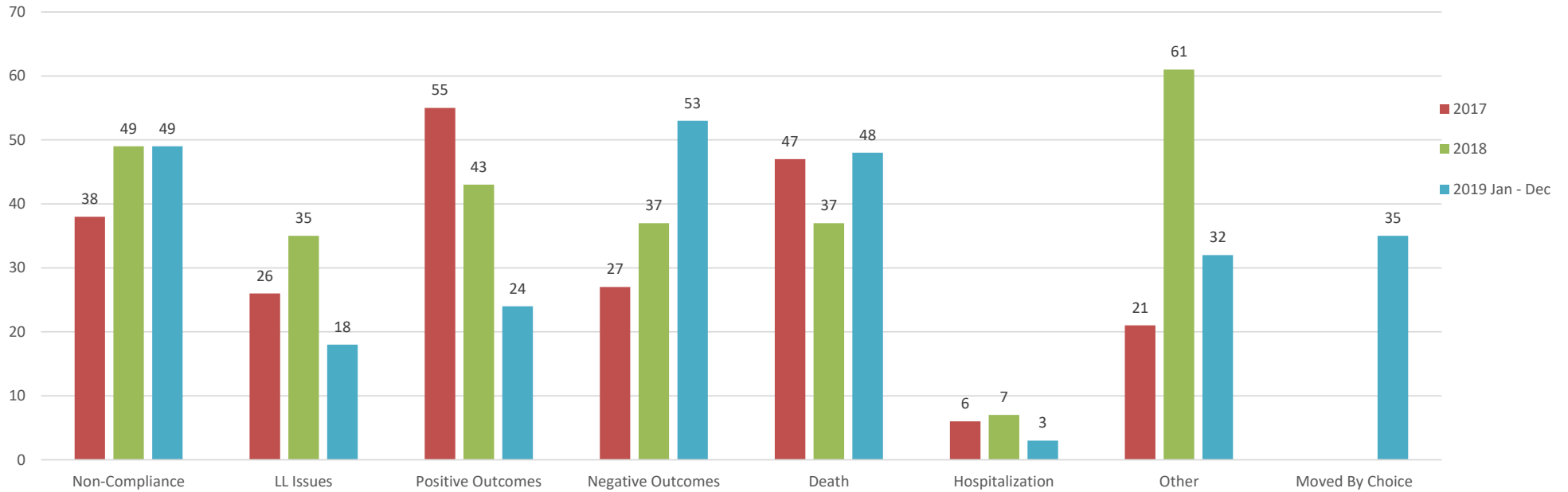
Other Items:

1. Rapid Re-Housing Report (attached)
 - The 2019 Year End identifies 963 referrals compared to 871 in 2018
2. Returning Home Cuyahoga
 - Funding provided by Cuyahoga County Corrections Planning Board as a pass-thru ADAMHS Board to EDEN. A diversion initiative, target 15 person(s) with access to intensive behavioral health services provided by FrontLine Service. This is a pilot initiative with program measurements
3. Moving On with CMHA
 - Working with staff and CMHA on the details of this initiative. Target population households served by CoC grant successfully housed 5+ years with minimal support services. This will support CoC ability to turn over vouchers/subsidies to serve additional homeless population(s) in the community
4. Race Equity & Homelessness
 - Sisters of Charity Foundation supported a full day introduction & training on Race Equity & Inclusion for the homeless population. The training was provided by C4 Innovations. The session was designed to promote cross systems dialogue on racism, power and privilege. The following day, there was ½ day session specific to the needs of the Young Adult Population

The meeting adjourned 3:25pm

Programs Report								
For January 2020								
Grant	Timeframe	Areas Utilized	Funding Source	Annual Grant Award	Client Capacity	Active Clients	Over/Under Capacity	Notes
EDEN Grants				(RA)				
Continuum of Care - 1993 grant	5/1/2019 - 4/30/2020	Cuy	HUD	10,475,916	1,145	1,165	20	
Continuum of Care - 04 SRA	8/1/2019 - 7/31/2020	Cuy	HUD	1,505,304	228	227	(1)	
Continuum of Care - 14 SRA	4/1/2019 - 8/31/2020	Cuy	HUD	1,056,900	166	156	(10)	Combined with 07SRA
Contiuum of Care - EC/LIB	11/1/2019- 10/31/2020	Cuy	HUD	383,244	39	48	9	
Continuum of Care - EA 10 Extension	9/1/2019 - 8/31/2020	Cuy	HUD	751,632	95	97	2	
Continuum of Care - 19 TRA	4/1/2019 - 6/30/2020	Cuy	HUD	841,980	95	91	(4)	
Returning Home Ohio	10/1/2019 - 9/30/2020	Cuy	CSH	525,000	45	44	(1)	
Home 4 Good - RHO	7/1/2019 - 6/30/2020	Cuy, Hamilton, Franklin, Montgomery	OHFA	506,920	15	12	(3)	
HOPWA Tenant Based Rental Assistance	6/1/2019 - 5/31/2020	Cuy	City of Cleve	292,385	36	34	(2)	City Took Back Money that was initially allocated for Gurnick
Section 8 Mainstream	1/1/2020 - 12/31/2020	Cuy	HUD	888,216	175	158	(17)	New Grant of 150 Vouchers will Begin June 1, 2020
Housing Assistance Program (HAP)	1/1/2020- 12/31/2020	Cuy	ADAMHS	678,385	112	104	(8)	Renewed Contract at Same Amount
Community Transition Program	10/1/2019 - 6/30/2021	Cuy, Lake, Lorain, Medina	CSH	810,408	52	47	(5)	Over Subscribed on PSH Units
Administered for Other Agencies								
Continuum of Care-GB/Winton	12/1/2019 - 11/30/2020	Cuy	HUD	1,205,964	141	135	(6)	
Continuum of Care - 1850	10/1/2019 - 9/30/2020	Cuy	HUD	76,080	10	9	(1)	
Continuum of Care - SP/EW	9/1/2019 - 8/31/2020	Cuy	HUD	353,064	47	45	(2)	
Continuum of Care - Payne Ave.	4/1/2019 - 3/31/2020	Cuy	HUD	236,640	30	31	1	
Continuum of Care - Buckeye/8301	10/1/2019 - 9/30/2020	Cuy	HUD	332,604	29	29	0	
Continuum of Care - PHYA	2/1/2019-1/31/2020	Cuy	HUD	174,984	23	21	(2)	
Continuum of Care - Miles	9/1/2019 - 8/31/2020	Cuy	HUD	423,720	50	46	(4)	
Continuum of Care - Front Steps	1/1/2020 - 12/31/2020	Cuy	HUD	29,940	5	4	(1)	
						2,503		

Terminations 2019



Non-Compliance	LL Issues	Positive Outcomes	Negative Outcome	Other	Moved By Choice
Did Not Attend Scheduled Recerts	Abandoned Unit (2017-2018)	CMHA/Section 8	Criminal Activity/Destruction of Property/	Homeownership	Abandoned Unit (2019)
Did Not Locate New Unit in Time	Evicted	Income Ineligible	Incarcerated	Moved in With Family/Friends (2017 - 2018)	Moved in With Family/Friends (2019)
Did Not Provide Income Verification	Non-Renewal of Lease	Other Subsidized Housing		Moved Out of State (2017-2018)	Moved Out of State (2019)
Lost Two Units	Non-Payment of Rent	Voluntary Departure		Safe Haven	
Missed Inspections				Treatment	
Non-Compliance w/HQS Requirements				Nursing Home	
Non-Compliance w/Housing Policies				Group Home	
				Program Ended	

2017 - Jan - Dec

2018 - Jan - Dec

2019 - Jan - Dec

Total Number Served 2017: 2707

Total Number Served 2018: 2865

Total Number Served 2019: 2843

RRH Data
OHS Advisory Board Meeting
January 16, 2020

Number of Referrals (Broken down by Quarter)

<u>2018</u>	<u>Adult Families</u>	<u>Youth Families</u>	<u>Adult Singles</u>	<u>Youth Singles</u>	<u>Total</u>
Jan 2018 – Mar 2018	79	15	83	22	199
Apr 2018 – June 2018	78	20	72	24	194
July 2018 – Sept 2018	79	16	107	43	245
Oct 2018 – Dec 2018	64	10	131	28	233
<i>2018 Totals</i>	300	61	393	117	871
<u>2019</u>					
Jan 2019 – Mar 2019	62	20	105	37	224
Apr 2019 – June 2019	60	19	134	33	246
July 2019 – Sept 2019	63	17	149	34	263
Oct 2019 – Dec 2019	73	5	125	27	230
<i>2019 Totals</i>	258	61	513	131	963
2018-2019 TOTAL	558	122	906	248	1834

Number of Passed Inspections (Broken down by Quarter)

	<u>ONE TIME PAYMENTS</u>			<u>RECURRING PAYMENTS</u>				
<u>2018</u>	<u>Dept of Aging</u>	<u>PSH Security Deposit</u>	<u>CMHA S/D Only</u>	<u>Adult Families</u>	<u>Youth Families</u>	<u>Adult Singles</u>	<u>Youth Singles</u>	<u>Total</u>
Jan 2018 – Mar 2018	16	3	12	54	9	39	12	145
Apr 2018 – June 2018	13	5	3	51	15	24	11	122
July 2018 – Sept 2018	13	1	6	47	11	34	16	128
Oct 2018 – Dec 2018	10	69	8	62	10	40	20	219
<i>2018 Totals</i>	52	78	29	214	45	137	59	614
<u>2019</u>								
Jan 2019 – Mar 2019	7	21	11	37	6	30	10	122
Apr 2019 – June 2019	13	16	5	37	10	44	17	142
July 2019 – Sept 2019	10	20	11	30	15	52	16	154
Oct 2019 – Dec 2019	4	18	5	42	7	51	27	154
<i>2019 Totals</i>	34	75	32	146	38	177	70	572
2018-2019 TOTAL	86	153	61	360	83	314	129	1186

Fund Development and Communications Report
Board of Trustees Meeting
March 3, 2020

January and February Fund Development Activities:

- **Annual Fund** -- Cash gifts and donation pledges received and assigned to the 2019-2020 Annual Fund currently total: **\$20,720.40**
 - This includes:
 - Board contributions of **\$900.00**
 - Staff contributions and pledges of **\$8,465.40**
 - Other contributions and match pledges of **\$11,355.00**

Thank you for your support of the Annual Fund. Please contact Alex at alakin@edeninc.org if you need additional mailers and notecards, or if you would like her to send the appeal to any of your contacts—either via regular mail, or email.

The Department has been inputting and processing each gift.

- The Department identified its grantmaking prospect list for the year. *If you have connections with private foundation/corporate grantmaking organizations, please connect with the department.
- Lorain Metropolitan Housing Authority's Board of Commissioners approved EDEN's application for **65 project based vouchers** for Bridge Point Commons on February 26, 2020.
- A final report was submitted to the Reinberger Foundation. Due to our successful grant stewardship and completion/reporting, we will be able to apply to the Foundation, again, in July.
- Grant reports were submitted to: Nord Foundation, Woodruff Foundation, and St. Luke's Foundation.
- A grant inquiry for **\$10,000** in general operating support was sent to the Roy A. Hunt Foundation.
- Republic Services awarded CHN in partnership with EDEN **\$500,000** for the lodging kits and unit furniture needs at Emerald Alliance XI. Republic Services will be volunteering to distribute/set up lodging kits before the project opens.
- A grant application was submitted to the Murphy Family Foundation for **\$10,000** for lodging kits.
- HUD announced the funding awards for the FY 2019 NOFA. EDEN received **\$19,275,446** out of the \$28,226,988 awarded to Cuyahoga County. We are still waiting on Tier 2 projects to

be awarded. Our Greenbridge Extension grant straddled tier 1 and tier 2. The tier 2 amount is **\$898,755**.

- Grant applications are being submitted to the Britton Fund for **\$15,000** in general operating support.
- A grant inquiry has been submitted to the Higley Fund for **\$250,000** for Phase One of our capital building needs.

January and February Community Relations and PR Activities:

- The Department strategized Agency communications, PR, and community relations activities for the year.
- Significant planning for the 2020 annual EDEN fundraiser is now underway; the Department has selected a theme; developed promotional materials; secured a venue and date; distributed save-the-dates to key stakeholders, including the Board, EDEN Staff, and EDEN's contact database; secured a caterer; established the EventBrite site for ticket sales and guest management; and begun seeking sponsors.

EDEN's Midsummer Garden Party will be held at the Madison (4601 Payne Avenue, Cleveland) on July 31, 2020. It will be catered by Gatherings Kitchen. The Department will inform the Board of further details as they become available; in the meantime, the Department will be following up with Board members regarding sponsorships from their respective companies and organizations, as well as the collective Board sponsorship. We greatly appreciate your support.

- In addition to our primary annual fundraiser, Fund Development & Communications is planning a series of smaller events designed to raise brand awareness and funds throughout the year; please stay tuned for more information.
- The Department is planning three volunteer events with local health and medical organizations: groups from University Hospitals and Southwest General Hospital, respectively, in May, as well as a group from the Cleveland Clinic in October. These volunteer events are part of an ongoing fundraising and stakeholder development strategy aimed at developing relationships with local businesses. As health and medical organizations increasingly recognize social determinants of health, as well as the provision of basic needs as a form of preventative healthcare, these volunteer events represent significant opportunity for relationship-building.
- EDEN is planning for client engagement in advance of the 2020 Census this year, and applied for a microgrant from the Cleveland Foundation in partnership with FrontLine Service. We hope to have outreach via multiple channels to residents of Permanent Supportive Housing

and scattered sites as well as rental subsidy program participants in order to develop specific messaging targeting our clients' interests, concerns, and misconceptions about the completion of the census. The Department will also coordinate "census parties" to provide trusted spaces to answer questions, support clients in submitting their census forms, and incentivize participation with food and community.

- The Department completed a draft Crisis Communications plan for the agency. Input was provided by senior management, and the department will begin to formally implement the plan.
- The social media summary for January and February is as follows:
 - **Facebook**
 - 12 posts
 - 115 reactions
 - 6 comments
 - 12 shares
 - **Twitter**
 - 12 posts
 - 1 comments
 - 25 retweets
 - 37 likes
 - **Instagram**
 - 7 posts
 - 58 likes

EDEN Board of Directors Meeting
Executive Director's Report

3/3/20

1. Meetings/activities in January/February:
 - a. OHS Governance/Executive Committee mtgs – 1/7/2020 and 2/19/2020
 - b. Understanding Race/Equity/Homelessness Training – 1/8/2020
 - c. Mtg. with Akron MHA Director- Brian Gage - 1/10/2020
 - d. Mtg. with St Vincent medical legal partnership – 1/14/2020
 - e. Attended training from LGBT Center – 1/15/2020
 - f. Attended Housing/Homelessness Discussions (Medical Providers) – 1/30/2020 & 2/27/2020
 - g. Meeting with Matt Zone, DSCDO, ADAMHS Bd and Northcoast – 2/13/2020
 - h. Tour with LMHA at CWV – 2/21/2020
 - i. DSCDO Annual mtg – 2/27/2020
 - j. A Place for Me Leadership Committee – 2/28/2020
2. Board Members – I had an initial meeting with Ms. Kamika Williams who lives in Slavic Village and works at Friendly Inn who is interested in serving on EDEN's Board. She would qualify as a CHDO member.
3. Bridge Point Commons –
 - LMHA recommended our project to their Board of Commissioners on 2/26/2020 for Project based Vouchers. The Board approved the recommendation. LMHA staff did a site visit and tour at CWV on 2/21/2020.
 - Development team is still working with City on parking lot variance.
4. I will be part of a panel presenting at the COHHIO conference in April. The session is on the "Moving On" Initiative that we partnering with Office of Homeless Services (OHS) and Cuy Metropolitan Housing Authority (CMHA) on. This initiative will move participants (who are long term stable clients) from our CoC program to the HCV program. This will allow us to bring new participants onto the CoC grants.
5. EDEN has been part of a planning group comprised of health care and homeless service providers. Healthcare institutions are looking more closely at the patients they are treating that are homeless and using EDs frequently. We have presented on PSH and have been asked to think about housing models where healthcare systems could invest and present a proposal.
6. 2017-2020 Strategic Plan Update - Form attached