

Emerald Development and Economic Network, Inc.

Board of Directors Meeting
Tuesday, December 7, 2021

AGENDA

1. Approval of Minutes of the October 5, 2021, Meeting
2. Governance Committee Report* - **Josh Levin**
 - Introductions of Board members for Dawn Ellis (our newest member)
 - Board Development – Business Volunteers Unlimited (BVU) presentation on Succession Planning
 - Board of Directors' slate of Officers for the 2022 - 2023 year is as follows:

President:	John Mark Tichar
Vice President:	Jon Petrus
Treasurer:	Beth Adams
Secretary:	Douglas Shelby
3. Finance Committee Report* - **Beth Adams/Sharon Parks**

Presentation of the October 2021 financial statements for review and acceptance by the Board (motion required)

Resolution F2112695 - Approving the Agency Operating Budget for the 2022 Calendar Year.

Resolution F2112696 - Approving the 990 Tax Return filed for period ending 12/31/2020.
4. Properties Committee Report* - **Douglas Shelby**

Resolution H2112697 - Revising Board Resolution (H1210692) to comply with OHFA requirements for Phase II financing: requiring two authorized signatures, Elaine Gimmel, Executive Director and Emma Petrie-Barcelona.
5. Programs Committee Report* - **Dennis Morton**

Resolution H2112694 – The Board of Directors of EDEN, Inc. hereby approves EDEN's 2022 Revised Administrative Plan for the Mainstream Housing Opportunities for Persons with Disabilities Housing Choice Voucher Program.
6. Fund Development & Communications Committee Report* - **Sue Licciardi /Elaine Gimmel**
7. Presidents Report* - **John Mark Tichar**
8. Executive Director's Report* - **Elaine Gimmel**
9. 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, October 5, 2021

Board Members Present: John Mark Tichar, Dennis Morton, Michele Sommerfelt, Douglas Shelby, Josh Levin, Susan Licciardi, Amanda Miller, Ken Silliman, Joni Todd, Matt Large, Mark Dodds, and Jon Petrus
(Meeting held via Microsoft TEAMS and in-person)

Absent with Notice: Beth Adams, Hal Gunder, Kanika Williams, and Dawn Ellis

Absent: Maurice Agee and Timothy Williams

EDEN Staff Present: Elaine Gimmel, Sharon Parks, Emma Petrie-Barcelona, and Laurel Martinson

President, John Mark Tichar, called the Board of Directors meeting to order at 5:31 p.m.

1. **Approval of the Minutes for the August 3, 2021, meeting**

The August 3, 2021, Board of Director Meeting minutes were approved as amended. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

2. **Governance Committee Report* - Josh Levin**

The Governance Committee met on Monday, September 13, 2021

Resolution GV2110693 – To remove Ed Chatmon as a board member due to his inability to fulfill his duties. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

Resolution GV2110688 - To accept the nomination of Dawn Ellis as an official Board member of EDEN, Inc. Board of Directors effective October 5, 2021. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

- The Governance Committee has reached out to a few other Board members regarding attendance and their interest in remaining on the Board.
- Board Recruitment – To stay compliant with our Code of Regulations, our next Board member would need to be CHDO qualified before we can add a non-qualified member.
- Board Development – Future topics include Rental Assistance, Compliance, Audits-Financial Benchmarking, and Maintaining of Properties. An idea was discussed to invite EDEN employees who may have achieved a significant accomplishment or met a milestone anniversary to participate in a future Board meeting.
- Josh thanked everyone who participated in the survey. The responses were very informative, and the results will be discussed at the next Governance Committee. If you haven't responded to the survey, please take the time to do so.
- Code of Regulations – Proposed changes to the Code of Regulations will be discussed at the next Governance Committee, and the recommended changes will be presented at the December Board meeting. The Board would vote on updates at the Annual Board Meeting in February 2022.

- The Governance Committee discussed adding Advisory members to the Board. They would not be full time Board members, but they would bring their expertise to the Board's various committees.
- Succession Planning – The Committee reviewed proposals from BVU, and from Strategy Design Partners. The recommendation is to go with BVU. The Succession Plan will cover the Executive Leadership with some consultation to the Board. The process will take about three months, starting in November 2021 and completion in January 2022.
- The Governance Committee will be presenting a nominated slate for officers at the December Board meeting.

The next Governance Committee is scheduled for Monday, November 8, 2021
5:00 - 6:30 p.m.

Board Development – DEI – Presented by Erica Merritt, Founder & Principal Consultant of Equius Group LLC – and Alicia Love, Project Director and Consultant

Diversity, Equity, and Inclusion is one of EDEN's goals: Create and implement a multi-faceted action plan to guide EDEN's commitment to be a diverse, equitable and inclusive organization. Erica and Alicia gave a short presentation and asked the Board for their input on how they can support the advancement of this strategic goal.

Alicia Love discussed the three roles in advancing DEI work for the Board:

1. Internal to the organization – Allocating the resources to the organization to do the work and holding the Leadership accountable for the work that is being done.
2. Internal to the Board – DEI is included in the Strategic Plan. That there is outcome, impact, and it is woven through the work of the organization. Making sure that you are inclusive and making sure everybody's voice is being heard.
3. External to the organization – Supporting the work and using the relationships you have in the community to talk about this important work and what it means for the constituents and clients of EDEN.

Erica Merritt asked the Board where do they think the Board might need support as it relates to DEI?

- Ken Silliman suggested that more emphasis be put on reviewing the materials before the meeting, which would allow more time for strategic discussions, and to ensure that the residents feel inclusive, and not overwhelmed by the materials being discussed, and making sure their voice is being heard.
- Michele Sommerfelt discussed developing a mentor mentee relationship for new Board members or a new committee member. And, secondly, we need support in developing informal relationships.
- Douglas Shelby mentioned having a town hall meeting with a few of the residents and Board members to receive their feedback, and to develop a closer relationship with them before they consider joining the Board.
- Due to time constraints, Erica sent a link into the chat for the Board to submit their responses to the question, what are you most interested in learning more about?
- A follow-up session will be determined by the Governance Committee.
- Erica and Alicia thanked everyone for taking the time to meet them.

4. **Finance Committee Report* - Sharon Parks**

The Finance Committee met on Wednesday, September 22, 2021

The August 2021 Financial Statements were presented for review and discussion. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

- The Finance Committee met with the auditors to review the draft audit. The audit was a clean audit with no findings. The audit was approved by the Executive Committee on August 31, 2021. The final audit will be posted on the Board Portal.
- County Level Funds – We asked for \$721,980 and we received \$917,663. This will enable us to increase the minimum wage to \$15/hour for our PSH staff. It will also help us increase the salaries for custodians, and maintenance techs in hopes that we can recruit and retain people in those positions.
- The County Levy Funds will also be used to cover the second and third shift front desk positions with 3rd party security companies. It has been difficult keeping staff in these positions.
- Winton and Greenbridge - The Committee is working on allocating the county and ODSA monies so that it will help with the cash flow and performance for those buildings.
- Dennis inquired about the problems at Greenbridge. Sharon responded that there are a lot of vacancies (CMHA units), high water and sewer costs, and the increasing expenses for the security companies to cover the front desk.
- The LIHTC Financial Statements have been posted to the portal.
- The Committee discussed extending the meetings to include a more thorough review of the LIHTC's and possibly discussing two buildings per meeting.
- The next Finance Committee Meeting is scheduled for Tuesday, November 23, 2021.

Presentation of the August 2021 financial statements for review and acceptance by the Board. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

4. **Properties Committee Report* - Douglas Shelby/Emma Petrie Barcelona**

The Properties Committee met on Tuesday, September 7, 2021

The Properties reports were presented for review and discussion.

- Vacancies are going down and we are at 95% occupancy rate for the PSH developments.
- Third Project has a challenge with filling vacancies, but occupancy is stable.
- There was a significant fire at our State Road property. The fire is still under investigation, and we are waiting to hear from the Westfield Insurance investigator. The two households that were slated to move in have been moved to subsidy programs so that they can rent in the private market.
- Bridge Point Commons – The project is back on schedule. Building turnover contractually from Pirhl contractors is December 13, 2021.

Resolution H2110692 - To submit an application to the Ohio Housing Finance Agency ("OHFA") for GAP financing of up to **\$1,112,250** for Expansion Phase II and to authorize Elaine Gimmel, Executive Director, to sign documents for these funds. Motion by Michele Sommerfelt and seconded by John Mark Tichar. The motion passed unanimously.

5. **Programs Committee Report* - Dennis Morton/Emma Petrie Barcelona**

The Programs Committee met on September 7, 2021

The Programs reports were presented for review and discussion.

- Programs promoted Khaz Ra'el to Director of Housing Location, Quality and Stabilization. Khaz will oversee HQ Inspections, Housing Location to secure units for participants, as well as focus on their stability, and Community Housing Agents to recruit landlords and maintain a good relationship with our landlords.
- Jessie Beck was hired as our Director of Rental Assistance. Jessie will oversee Permanent Programs, RRH, and Eviction Prevention/Special Programs.

6. **Fund Development and Communications Report* – Sue Licciardi/Elaine Gimmel**

- Susan Liciarrdi thanked EDEN staff and everyone who contributed and/or participated at the 30th Anniversary Event, and that we raised \$67,337 in unrestricted funds.
- Jon Petrus commented on the phenomenal event and the video that was presented at the event and encouraged the Board members to share the video. The video has been shared via social media, website, and e-blast.
www.edencle.org/video
- EDEN's submitted a grant application to the Reinberger Foundation for \$30,000 in general operating support and a member of the Foundation will be meeting with EDEN staff on October 7, 2021.
- ADAMHS Board – EDEN submitted applications for the six existing programs for \$3.6 million
- Cuyahoga County OHS – EDEN applied for \$1,347.23 of Rapid-Rehousing ESG Funds.
- ODOD – An application was submitted for \$2,392,000 for the PSH front desk.
- Judi Engel, Director of Fund Development met with the Executive Team and the Finance Department to identify funding needs for the upcoming calendar year.
- Annual Fund Appeal will start at the end of November and into 2022.

7. **Presidents Report* - John Mark Tichar**

- John Mark gave an overview of the Special Properties Committee meeting that took place on September 28, 2021. The discussion was based on what type of Housing Developer does EDEN want to be. We have been talking about expanding our development activities and what that would look like moving forward. The developer fees EDEN can earn help fund operations for EDEN not covered by many of our government grants. There was a discussion about creating an Ad Hoc Committee Real Estate Development, and how to continue discussions on this topic. Mark Dodds suggested adding Real Estate Development to the Finance Committee.
- Mark Dodds added that Richard, Sharon, and himself are working on an analysis of previous LIHTC deals that EDEN has been involved in. Richard submitted a draft for review, and the plan is to share it with the Board in the future.

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

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

- Norma Herr Women's Center – EDEN is working with the YMCA and the Office of Homeless Services to renovate the existing shelter to create non-congregate living conditions within the building. HD+S Architects has been selected to provide architectural services.
- EDEN is meeting with County representation next week from the Department of Development, and the Office of Homeless Services, to determine if this meets a non-congregate setting. We could potentially have an additional \$6 million brought into the project.
- EDEN is part of the CSH Housing Institute. (Corporation for Supportive Housing) We are working with CHN Housing Partners, Neighborhood Alliance, Humility of Mary, and the City of Lorain on submitting a LIHTC application in February for a second PSH development in Lorain County.
- EDEN has been working with the CSH to do a review and evaluation of financial for our PSH portfolio. The Sisters of Charity Foundation funded the project. CSH found our operation costs are within the national average of what our cost are and expenditures. CSH made recommendations to raise supportive service salaries, consider a Housing First ACT Team, use Levy funds as incentives for services, consider diversifying partners for future projects and create and implement a MOU with partners.
- We are currently working on and MOU with our onsite provider partners. Gerri, our General Counsel is working with Oswald Insurance to make sure that we are incorporating their suggested changes.
- The ADAMHS Bd contacted us about submitting a proposal for capital dollars from OHMAS. OHMAS sets aside capital funding for each county which we have used for many PSH projects in the past. EDEN put in a request for the Transitional Age Youth Supportive Housing Development, as well as for our Expansion Phase II Project.

There being no further business, the Board Meeting adjourned at 7:18 p.m.

The next Board Meeting is scheduled for December 7, 2021.

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

Governance Committee Meeting Minutes November 8, 2021

Attendance:

- Attended: Michele Sommerfelt, Dennis Morton, Josh Levin, Elaine Gimmel, Sharon Parks, Jon Petrus, John Mark Tichar
- Absent: Emma Petrie-Barcelona, Beth Adams, Amanda Miller

Board Attendance

Board Meeting Attendance (Note: Removes members that are absent w/ notice)

- Feb – 70%; April – 60%, June – 71%; August – 80%; October – 90%

Committee discussed Board attendance report. There are 6 Board members with at least 2 absences. The Committee continues to discuss need for the Board to be supportive for Board members that are having difficulty attending Board meetings.

There have been several unsuccessful attempts to contact member Hal Gunder. Elaine is going to outreach to Mr. Gunder to touch base on Board participation.

The Committee discussed the desire of several members to have some sort of mentoring for Board participation. The Governance Committee will work on establishing a mentoring program for those Board members that are interested.

Board Recruitment

Elaine to obtain convenient dates to conduct Board Orientation for Dawn Ellis.

There are several potential board candidates in the pipeline. Elaine and Sharon have a meeting with a candidate from Huntington. Furthermore, Michele is following-up with a candidate who is currently a tenant at Cogswell Hall. This candidate would be a CHDO member. If either candidate moves forward in the recruitment process, the Board could potentially vote candidates onto Board during February meeting.

The Committee discussed areas of expertise needed on the Board. These areas will help guide the recruitment for the next wave of Board members. Areas of expertise includes Information Technology, Finance, Real Estate Development, Marketing / Communications / Media (High Priority), Fundraising. The Committee also discussed how we can leverage greater Board experience with Real Estate Development for some of the members (i.e., Mark Dodds). EDEN staff will determine local media outlets that organization can reach out to for recruitment.

Finally, the committee discussed Board Term Expirations. There are several Board members whose term expires this year. John Mark will send out an email confirming member interest to continuing serving on the Board. Josh to draft a template for John Mark.

Real Estate Development Function

The Committee had a lengthy discussion on repositioning the Real Estate Development function of the Board either under Finance or as a standalone ad hoc Committee. The Committee's recommendation is for Real Estate Development to be integrated into the Finance Committee's meetings.

John Mark surveyed various Board members on where best to fit Real Estate Development within the Board. There appears to be a good fit under the Finance Committee. The Committee questioned how the Finance Committee meetings will need to be structured, such as increasing Finance meetings to 1.5 hours and modify overall structure of meeting. Finance Chairperson Beth Adams was not present at the meeting, however, Sharon Parks participated in the discussion. Sharon / John Mark to confirm support for Finance Committee support taking on Real Estate Development.

The Committee discussed distinguishing Real Estate Development and Asset Management. The Properties Committee will continue to oversee long-term management of the real estate portfolio, and there will still need to be close working relationship with the real estate development activities. However, real estate development will entail new development planning, including scope, finance, risks, and timelines. Once property is placed in service, properties committee will oversee asset.

Michele to review code of regulations language on changes to be made to accommodate Real Estate Development function under finance committee. In addition, Chairpersons of the respective committees will need to update Guiding Principles documents.

Board Meeting Organization

The Committee also discussed overall Board meeting organization. There is desire for meetings to be more discussion and policy focused, and not just a report out from each committee. An idea for organization centered around Committee's providing quick updates, and posing 2 or 3 priorities to Board, including asking discussion focused questions. The objective is to improve conversation and engagement across the Board, and not just restate what's already in each of the Committee's meeting minutes.

Jon Petrus will lead this "Reimagining Agenda" initiative and seek perspective from a diverse group of Board members and gain greater perspective on future Board meeting organization moving forward.

Josh will pilot a new report out format at the next Board meeting.

Board Development

Committee did not discuss this Agenda item and will be discussed at a future Committee meeting. Essentially the goal here is increase engagement with consumers on the Board. Josh and Elain brainstormed some ideas, and greater committee input is required. Brainstorm ideas

include: Mentoring, Outreach Committee, EDEN Staff participation, Add survey response, Succession Planning. Advisory Committee Members, Training for Board members, Recruitment Behavioral Health

Upcoming meeting topics include: December 2021 – Rental Assistance, February 2021- Year in Review

Future Topic Ideas: (1) Compliance; (2) Audits, Financial Benchmarks, (3) maintenance and upkeep, (4) Meet the employees' topic - invite EDEN employees who are celebrating milestone anniversary or achieved a significant accomplishment on behalf of EDEN to meet with Board at a future meeting.

There is a strong desire for an EDEN Property Tour in the Spring. Committee will continue to evaluate COVID-19 restrictions/conditions for future consideration.

Board Engagement

Committee did not discuss this Agenda item. Josh is to send survey summary to full Board. In addition, Josh to include in email note about mentoring program and a future program will be implemented in 2022.

Code of Regulations Review

Committee discussed the current Code of Regs and reviewed suggested edits. Josh to send edits to Elaine. EDEN staff to redline Code of Regs to present to the Board at December meeting. Any further updates to the Code of Regs will be made, and a final vote on the Code of Regs updates will be made at the February 2022 meeting. Elaine will have Gerri review the Code of Regs for compliance by 12/1/2021. Michele to provide language for the Finance and Properties Committees for repositioning of Real Estate Development function.

Succession Plan

Josh and Elaine provided a quick update on Succession Plan kick-off. Elaine is going to execute proposal, and a kick-off meeting will be scheduled prior to the end of the year.

Other Topics

Nominating Committee to present 2022 Officers at the December meeting for vote at the February 2022 meeting. In addition, EDEN Staff/Committee will need to circulate updated Board forms (i.e., Conflict of Interest form, etc.) ahead of Annual meeting. The Annual meeting will be held in February

Next meeting: Monday, January 10, 2021, 5-6:30 pm

EDEN, INC.

AMENDED AND RESTATED CODE OF REGULATIONS

▼ 2021

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ARTICLE I
THE CORPORATION

Section I - Name:

The name of this corporation shall be Emerald Development and Economic Network, Inc., hereinafter referred to as EDEN, Inc.

Section II – Location:

The principal office of the Corporation in the State of Ohio shall be located in the County of Cuyahoga.

Section III - Purpose:

As stated in the Articles of Incorporation, the corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the United States Internal Revenue Code, or the corresponding provisions of any future United States Revenue law, including but not limited to the provision of housing opportunities and housing related services to low-income, mentally ill and/or disabled persons through the sponsorship of and development of affordable housing; the acquisition, ownership and management of housing; and the administration of programs of financial and other types of housing assistance and services primarily in Northeast Ohio, including but not limited to, Cuyahoga, Lorain, Lake, Ashtabula and Medina counties, and other jurisdictions with prior approval of the Board of Directors. In furtherance of such purposes, the Corporation shall have and exercise all powers conferred on nonprofit corporations under the laws of the State of Ohio, or which may be hereafter conferred; to make distributions to organizations that qualify as exempt organizations under Section

501(c)(3) of the Internal Revenue Service; and to support or conduct such other or further activities as may be desirable to lessen the burdens of government. Any statement of the Corporation's mission shall be consistent with the substance of this statement of purpose in the Articles of Incorporation.

Section IV – Compliance:

In order to carry out its purposes, the Corporation shall at all times comply with federal and state laws applicable to its tax exempt status and its implementation of various housing related programs. The Board of Directors shall adopt and implement policies and procedures as required by federal law, state law, or contract terms consistent with the authority granted by Section 1702 of the Ohio Revised Code and the Articles of Incorporation.

ARTICLE II
BOARD OF DIRECTORS

Section I - General Powers and Duties:

The Board of Directors shall have the authority to govern the affairs and business of the Corporation and exercise all the powers and privileges accorded Board of Directors by law. The Board of Directors shall establish and monitor corporate policies necessary to carry out the mission and purpose of the Corporation. The Board of Directors shall provide general supervision over the finances of the Corporation and over compliance with all applicable laws and regulations. The Board of Directors may adopt bylaws, policies, procedures and regulations consistent with applicable law, the Articles of Incorporation and these Regulations. The Board of Directors may create or dissolve categories of nonvoting members and advisory boards or councils, and may establish subsidiary or affiliated business entities as they deem desirable.

Deleted: No state or local government may collectively appoint more than one-third (1/3) of the membership of the Board of Directors. Should one or more members of the Board of Directors be appointed by the state or local government, such member(s) may not, in turn, appoint any part of the remaining two-thirds of the members of the Board of Directors. No more than one-third of the Board of Directors may be public officials.¶

Section II – Corporate Membership:

For the purpose of any statute or rule of law relating to corporations, the members of the Board of Directors shall be taken to be the members of the Corporation, and they shall have all the rights and privileges of members; provided that where the provision of any law relating to meetings of the Board of Directors differ from meetings of members, it shall be sufficient to comply with the provisions relating to Board of Directors.

Section III – Directors:

No adult person shall be ineligible for or disqualified from election to the Board of Directors because of race, religion, national origin, gender, sexual orientation, or physical or mental disability. The qualifications for election to the Board of Directors shall include knowledge, experience, integrity and relationships needed to govern this Corporation. Not less than one-third (1/3) of the Directors on the Board of Directors shall be residents of low-income neighborhoods, or low-income persons residing in the community, or elected representatives of low-income neighborhood organizations, as required for certification under 24 CFR 92.2. At least one Director shall be a current or prior consumer of one or more mental health and/or homeless services. No person shall be eligible for appointment or election as a voting Director while employed as a staff member or independent contractor of the Corporation. The membership of the Board of Directors shall not have more than one-half (1/2) of the members consist of persons who are related by consanguinity or by marriage. A Director shall abstain on any vote that directly affect persons employed or to be employed by ~~the Corporation~~, who are related to the Directors by consanguinity or by marriage.

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Section IV - Number:

The Board of Directors of the Corporation shall consist of at least nine members and not more than twenty-one members.

Section V – Election:

The names of nominees for election to three-year terms shall be presented to the Board of Directors not less than two weeks prior to the meeting at which the election shall occur. To fill a vacancy on the Board of Directors before the end of a term, the Executive Committee of the Board shall nominate one or more qualified candidates for each vacancy and present the names of the nominees to the Board of Directors for election.

Section VI - Term of Office:

The terms of office shall commence on the date of the annual meeting for election of Directors and Officers, unless the election is to fill the vacancy of a Director who leaves office before the end of his or her term. Directors shall be elected for terms of three years ending upon the election of their successor in office or a determination by the Directors not to fill the vacancy. Directors who have served three consecutive full three year terms shall be ineligible for re-election to the Board of Directors for a period of one year.

Section VII – Meetings:

An Annual meeting shall be held each year for the election of Board of Directors as may be required, to elect officers, to receive reports and for such other business deemed appropriate. The Board of Directors shall meet regularly at least six times each year for business. Special meetings of the Board may be called by the President, or by any other officer of the Corporation upon the request of three (3) elected members of the Board of Directors. Reasonable and timely notice of a special meeting and its purpose shall be delivered to all members of the Board of Directors.

Section VIII – Quorum:

A simple majority of current voting Directors shall constitute a quorum. Unless any Director at the meeting objects, a Director may, for good cause, attend by Microsoft Teams or other available video conferencing technology, provided that all Directors in attendance may hear and be heard by each other.

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Section IX – Manner of Acting:

The act of a majority of the Directors present at any meeting in which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, or by these by-laws. Action of the Board of Directors without a meeting may be by simple majority written consent. Written consent may be conveyed by email or electronic facsimile.

Section X – Standard of Conduct:

Directors owe a duty of care and a duty of loyalty to the Corporation which requires that each Director attend to the business of the Corporation according to fiduciary standards and act only in the best interest of the Corporation. Directors shall attend at least 75% of Board of Directors meetings annually. Attendance may be in person, via phone or video conference. Directors who are either unable or unwilling to fulfill their duties of care and loyalty, including regular attendance at meetings, shall resign or may be removed from office by a simple majority vote of the Board of Directors.

ARTICLE III OFFICERS

Section I – Officers:

The officers of the Corporation shall be a ~~P~~resident, a ~~V~~ice-~~P~~resident, a ~~S~~ecretary, a ~~T~~reasurer and such other officers as may be elected in accordance with the provisions of these

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Regulations. The Board of Directors may elect or appoint such other officers, including one or more ~~V~~ice-~~P~~residents, ~~A~~ssistant ~~S~~ecretaries or ~~T~~reasurers, as it shall deem desirable, such officers to have the authority to perform the duties prescribed, by the Board of Directors.

Section II - Election of Officers:

The Board of Directors shall elect officers at its annual meeting, such officers to be from the membership of the Board of Directors. Terms of office shall be for one (1) year or until the next annual election of officers. Elected officers shall be eligible for re-election, except that no person shall serve as President for more than three (3) consecutive one (1) year terms.

Section III - Duties of Officers and Removal:

Each officer shall have the power and duties ordinarily pertaining to the office as well as such duties assigned by the President and/or by the Board of Directors. An officer may be removed with or without cause by simple majority vote of the Board of Directors.

Section IV – Vacancies:

If vacancies occur in the offices of ~~V~~ice-~~P~~resident, ~~S~~ecretary or ~~T~~reasurer, the President, in consultation with the Executive Committee, will appoint a Board member to that unexpired term(s). Should a vacancy occur in the office of President, the Executive Committee shall appoint a Director to that unexpired term.

Section V – Executive Officer:

The Board of Directors shall appoint and employ an executive officer of the Corporation who shall execute under the authority of the Directors the policies, procedures and actions of the Board of Directors and be responsible for the conduct of the Corporation's business. The executive officer shall employ, supervise and discharge all employees, consultants and contractors necessary for the work of the Corporation and fix their

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compensation according to the policies and the budget approved by the Board of Directors. The executive officer shall execute legal documents, contracts, forms, payroll authorizations, and other legal and financial instruments as authorized by the Directors. The executive officer shall report and be personally accountable to the Board of Directors at such times and in such manner as the Board of Directors may require, attend meetings of Directors and of standing committees of the Board of Directors; and shall have the title Executive Director, or such other title as the Directors may designate.

ARTICLE IV COMMITTEES

Section I- Types of Committees

There shall be two types of Committees - Standing and Ad-Hoc Committees. The Standing Committees shall be: Executive Committee, Finance Committee, Properties Committee, Programs Committee and Governance Committee. The Chair and members of the Standing Committees shall be selected and appointed by the President with approval of the

Board of Directors. ~~The Board of Directors from time to time may appoint as committee members to Standing and Ad-Hoc Committees individuals who are not Directors; provided, however, that at least a majority of Standing Committee members [Ad-Hoc too?] will be members of the~~

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Board of Directors. All committees shall report to the Board of Directors. All Committees shall be led by a Director as Chairperson. All Committees shall adopt Guiding Principles to focus the activities of the Committee. The Guiding Principles shall be reviewed by the Committee on an annual basis and reviewed by the Board of Directors no less than every three years.

Section II- Executive Committee

The Executive Committee shall consist of the officers of the Board of Directors and the

Chairpersons of the Standing Committees. The Executive Committee exercise such powers and functions as may be delegated to it from the Board of Directors and shall: (1) present a slate of candidates as recommended by a Nominating Committee for election as Officers of the Board of Directors to be presented to the Board of Directors prior to the Annual Meeting; (2) Qualify and present to the Board at such times as may be required nominations to fill vacancies on the Board of Directors; (3) Monitor and ~~provide oversight of,~~ compliance of the Corporation with all applicable federal,

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state and local regulations; with the Articles of Incorporation, this Code of Regulations and policies adopted by the Board of Directors; and with grant and contract obligations accepted by the Corporation; (4) conduct an annual performance review of the Executive Director. The Executive Committee shall exercise the powers of the Board of Directors between Board meetings.

Section III- Finance Committee

The Finance Committee shall ~~monitor~~ ~~and provide oversight of~~ all fiscal matters including but not limited to:

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(1) the securing of funds; (2) the preparation of an annual operating budget for adoption by the Board of Directors; (3) review of all financial audits made and all financial reports required by

federal, state or local agencies; ~~(4) real estate development;~~ and ~~(5)~~ such other tasks as are assigned by the Board of

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Directors.

Section IV- Properties Committee

The Properties Committee shall ~~monitor~~ ~~and provide oversight of all matters related to the property and facilities of the Corporation, including but not limited to:~~ the acquisition, ~~property/asset~~ management and disposition

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of all real property, and such other tasks as assigned by

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the Board of Directors.

Section V- Programs Committee

The Program Committee shall monitor ~~and provide oversight of~~ the management of and participation in all

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public and privately funded programs of the Corporation, and such other tasks as assigned by the Board of Directors.

Section VI – Governance Committee

The Governance Committee shall; (1) oversee matters of corporate governance and administration for the Board of Directors; (2) periodically review administrative and governing documents of the Board of Directors and Corporation; (3) monitor participation and attendance of members of the Board of Directors; (4) facilitate orientation of new members of the Board of Directors; (5) serve as Nominating Committee and make recommendations to the Executive Committee for the election of Officers to the Board of Directors.

Section VII - Ad Hoc Committees

Ad Hoc Committees shall be appointed by the President for a specific purpose, and shall remain in existence only as long as necessary to accomplish their specific purpose. A Director shall serve as the Chairperson of all Ad Hoc Committees. Each Ad Hoc Committee shall have at least two Directors as members. Once an Ad Hoc committee has been in existence for a period of one (1) year, the Board of Directors may vote to convert the Ad Hoc to a Standing Committee. If the Ad Hoc Committee becomes a Standing Committee, the Amended Code of Regulations shall be amended accordingly.

Deleted: ¶
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ARTICLE V

GENERAL POLICIES AND STANDARDS OF CONDUCT

It is the policy of the Corporation to require of its Board of Directors, staff, volunteers and program participants full compliance with all federal, state and local laws, regulations and program requirements, including but not limited to the following: (a) equal employment opportunity; (b) fair housing; and (c) conflicts of interest. To assure full compliance with all applicable laws, regulations, the requirements of various governmental programs, and its own standards of conduct, the Board of Directors shall: (1) adopt and maintain in effect appropriate policies and procedures; (2) direct the executive officer to publish and enforce each of those policies and procedures in a manner to achieve maximum compliance; and (3) monitor the implementation and enforcement of those policies and procedures. It is further the policy of the Corporation to monitor changes in applicable laws and regulations and to amend its policies and procedures as necessary to maintain maximum compliance.

ARTICLE VI ADVICE OF LOW-INCOME PROGRAM BENEFICIARIES

The Corporation shall have a formal process of obtaining advice from its low-income program beneficiaries. This process may be changed from time to time by vote of the Board of Directors. The current written formal process is attached hereto as Exhibit A.

ARTICLE VII BOOKS AND RECORDS

The Corporation shall keep and distribute to members of the Board of Directors the minutes of meetings of the Board of Directors and maintain a record of the names of all members of the Board of Directors with the dates of their respective terms of office and their current addresses.

ARTICLE VIII
AMENDMENT

These Regulations may be altered, amended or repealed and new Regulations may be adopted by a majority vote of the Board of Directors present at any regular meeting or at any special meeting, if at least fifteen (15) days written notice is given of intention to alter, amend, or repeal or to adopt new Regulations at such meeting.

CERTIFICATION

That the undersigned Secretary of the Corporation known as EDEN, Inc., does hereby certify that the above and foregoing Amended and Restated Code of Regulations were duly adopted by the Board of Directors of said Corporation, as the Amended and Restated Code of Regulations of said Corporation, on the day of 2021.

Attest: _____
Secretary

Deleted: a

Deleted: 8th

Deleted: January

Deleted: 19

Deleted: Douglas Shelby



AGENDA

PROPERTIES COMMITTEE

November 2, 2021

Organizational Update

Department Leadership: realignment and planning

Property Management & Maintenance Updates

- Dashboard Report (attachment)
- PSH Move Out Summary Report (attachment)
- Incidents (property damage and/or insurance risk)
 - 10/28 Corsica: fire in closet- damage currently being assessed
 - 10/29 Liberty: fire in unit due to item in stove combusting; extensive water damage due to sprinklers going off.
 - 10/19 West Village: boiling water left unattended. Fire alarms went off due to smoke; fire extinguished
 - 10/18 South Pointe: Ceiling leak in kitchen due to water being left on in unit above; bathroom sink overflowing.
 - 10/14 South Pointe: Major water leak in unit bathroom (pipes ripped out of wall accidentally) caused water damage/flooding on multiple floors, including in the restaurant
 - 10/11 Inez: Resident flooded unit, causing water leaks/floods on multiple floors, including offices.
 - 10/3 Edgewood: tenant poured bleach and ammonia in unit while cleaning; tenant had an adverse reaction
 - 10/2 Harpers Pointe: Unit flooded due to tenant leaving water running in sink. Damage to unit and unit underneath as well as front office
 - 9/26 Emerald Commons: flooding in unit
 - 9/24 Buckeye: Tenant had something on stove and left the unit; fire started. Fire was extinguished by staff, but FD came on-site due to the numerous oxygen tanks in unit.
 - 9/23 State Road: Significant fire onsite in the residential building. Building is a loss.
 - 9/20 State Road: Fire in garage on-site. Major damage and property loss of items inside.
 - 9/10 West Village: Tenant fell asleep with sink running. Water flooded their apartment and below to multiple floors
- Work Order Report (attachment)

Asset Management

- Asset Management Report (attachment)

Project Development

- RE Development Report (attachment)

Next meeting - Tuesday, January 4, 2022



PROPERTIES COMMITTEE

November 2, 2021 2:00 PM

Board of Director Participants: Mark Dodds, Dennis Morton, Ken Silliman, Doug Shelby, Michele Sommerfelt, John Mark Tichar

EDEN Staff Participants: Elaine Gimmel, Sharon Parks, Emma Petrie Barcelona, Christie Tatman-Stroh, Ijaz Qureshi, Richard Carr

EPB provided an update on the organizational changes with CTS directing Property Management and Maintenance and IQ directing Asset Management (which includes Capital Planning and outsourced maintenance or improvements).

CTS reviewed both the dashboard and PSH moveout (both through September 2021) summary reports. While at 95% occupancy, vacancies are a challenge as the unit turn-over time (maintenance down staff) and CMHA shut down their referrals for a few weeks while they updated a computer systems. Harpers Pointe is experiencing vacancies due to evictions and units being vacated, South Pointe and Greenbridge due to CMHA vacancies. HUD Multifamily vacancies are resulting from unit turnover and no one on the waitlists. Other challenges for turnover include an ongoing review on who is being accepted into the buildings and whether PSH is the best environment for some people (whether they need higher levels of care, need a quieter/more isolated place to live, or if their histories, with violence in particular, make apartment buildings a bad fit). Also, as our area approaches functional zero for chronic homelessness that the number of people with substance use disorders and/or those actively using is rising and requires different levels of engagement.

Rent collections is also a challenge as a higher number of residents with a tenant portion of rent that they are responsible for have not been paying. While some have received other sources to catch them up and payees are appropriate for some residents, EDEN is looking into direct withdrawals from bank accounts for residents who receive monthly income/disability payments. There was discussion on the number of residents at zero income (and would therefor have their entire rent covered by their rental subsidy program) and how that may impact a buildings rent collection and revenue.

Major incidents related to properties were provided; the State Road fires being the largest event since the last meeting. EDEN has been paid out for the garage, but there is ongoing review of the building fire.

Prior to the position transition, IQ worked with maintenance to close out completed work orders, some of which were very old. In many instances, the work was complete, but not completed in the system so those closeouts had to be completed. CTS was also having training on using the phones for work orders and to make sure

they are closed and uploaded into the system. Emergency work orders are turning around in less than 24-hours.

The Asset Management report is attached. Of note for properties, when there are funds available, is to make investments that will not only support the property, but also help with the lead-based paint compliance. In this case, items like windows, siding and porch repair/replacement are expensive, but they can also help ensure that the structure is sound, more energy efficient and reduce the areas that may fail a lead inspection (like peeling exterior paint or on windows). Additionally, there is review of properties that have recently had significant rehab and have some ongoing issues in order to determine if some items were not part of the scope or if the contractors need to be brought back.

Real Estate Development is attached. The goal for Bridge Point is to have the permit December 2nd and furniture delivered December 7th [note- these dates are now changing]. There is still a funding gap for the TAY project; hoping that American Rescue funds will be available. Hope to close in early 2022. Discussions are ongoing for the Lorain PSH project- working through location ideas and subsidy. There is hope that State Road can be brought back on-line by August 2022. An evaluation of Expansion Phase II is ongoing as the funding sources are not lining up; the Lakewood part of the project may need to be revised. Norma Herr has 6 bidders on the project, but final funding and site location/acquisition is still being evaluated.

The next committee meeting is Tuesday, January 4, 2022

PSH Move out Summary 2021

Reason	Total	Jan	Feb	Mar	April	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Eviction due to non-payment of rent	3	0	0	0	1	0	0	2	0	0			
Deceased	18	2	0	1	1	4	3	1	4	2			
Criminal activity	5	0	0	0	0	0	1	1	0	3			
Voluntary departure	13	1	3	1	1	1	4	1	0	1			
Transferred to another PSH	2	0	0	1	0	0	0	0	0	1			
Higher level of care	9	0	0	1	0	2	1	1	2	2			
Abandoned	6	0	1	0	1	1	1	0	1	1			
Incarceration	6	0	1	1	0	2	0	0	0	2			
Housekeeping	0	0	0	0	0	0	0	0	0	0			
Eviction for other reasons	8	0	0	1	0	1	0	1	2	3			
Health Issues	0	0	0	0	0	0	0	0	0	0			
Obtained Voucher	9	0	0	4	0	0	0	3	2	0			
Obtained own apartment	1	0	0	0	0	0	1	0	0	0			
Total move out	80	3	5	10	4	11	11	10	11	15	0	0	0

Work Orders status

9/30/2021

Removed Asset Alerts
from total work orders

Scattered Sites/Group Homes/ADAMHS Board

	Monthly Created	Monthly Completed	Routine Completed	Emergency Completed	Priority Completed	Total Open work orders	More than 30 days old	Asset Alerts / House keeping
Jan-21	482	464	368	9	87	313	209	94
Feb-21	459	567	462	13	92	424	313	94
Mar-21	551	475	362	16	97	415	300	62
Apr-21	453	499	413	14	72	472	350	62
May-21	430	376	304	2	70	304	260	65
Jun-21	770	636	567	8	61	590	306	65
Jul-21	609	596	549	6	41	410	298	96
Aug-21	454	441	375	11	55	582	410	96
Sep-21	469	564	486	6	72	220	146	73
Oct-21								
Nov-21								
Dec-21								

LIHTC Properties

	Monthly Created	Monthly Completed	Routine Completed	Emergency Completed	Priority Completed	Total Open work orders	More than 30 days old	Asset Alerts / House keeping
Jan-21	410	387	291	4	92	342	272	
Feb-21	374	269	183	7	79	583	342	
Mar-21	446	459	396	2	61	455	324	
Apr-21	389	367	280	8	79	533	381	
May-21	427	378	325	2	51	474	399	
Jun-21	544	468	390	12	66	661	497	6
Jul-21	588	505	409	3	93	615	499	6
Aug-21	438	414	335	5	74	771	615	6
Sep-21	410	962	838	6	118	96	53	0
Oct-21								
Nov-21								
Dec-21								

HUD Properties

	Monthly Created	Monthly Completed	Routine Completed	Emergency Completed	Priority Completed	Total Open work orders	More than 30 days old	Asset Alerts / House keeping
Jan-21	7	21	8	2	11	16	13	
Feb-21	48	11	3	0	8	54	16	
Mar-21	13	39	5	0	34	21	13	
Apr-21	73	30	28	0	2	64	15	
May-21	49	81	67	0	14	21	14	0
Jun-21	22	8	8	0	0	37	21	0
Jul-21	4	15	14	0	1	24	23	0
Aug-21	279	231	226	0	5	50	24	0
Sep-21	326	273	262	0	11	3	2	0
Oct-21								
Nov-21								
Dec-21								

Emergency work orders

	Monthly Completed	Average Time to Complete, Goal- less than 24 hours
Jan-21	15	19.2 hours
Feb-21	19	21.36 hours
Mar-21	16	24.1 hours
Apr-21	22	13.2 hours
May-21	4	23 hours
Jun-21	16	12 hours
Jul-21	8	20 hours
Aug-21	13	18 hours
Sep-21	12	10 hours
Oct-21		
Nov-21		
Dec-21		

**ASSET MANAGEMENT REPORT
10/30/2021**

1. Scattered Sites – Lead Based paint compliance with City of Cleveland

City of Cleveland Zip Code Roll out

	# of Properties	Rehab	Completed	Not Completed
Group 1	7	1	5	1
Group 2	6		4	2
Group 3	15		10	5
Group 4	3			3
Group 5	5			5
Group 6	4			4

Environment Health Watch is providing \$500 grants for up to 3 units per zip code. We have received \$6000 in grants so far this year.

2. **Wieder Silver Manor** – The REAC inspection has been postponed again to December. The REAC inspection was rescheduled to 9/30/2021. It was scheduled for 8/30/2021, but it was postponed on the day of the inspection.
3. **Third Project** – The REAC inspection was done on 10/6/2021. We received 71 for the score. Major items were related with the porch roof and tuck pointing, egress issue due to the tenant had furniture in front of the window.
4. **HQ ADA Accessible** – The EDEN's HQ is fully ADA accessible. The project was completed in October.
5. **EDEN HQ upgrade** - 2 bathrooms are being upgraded at HQ and additional updates are being considered including having a key fob system for the employee's accessibility.
6. **Extra funds** – We have some funds left from this year budget to do some upgrades at scattered site properties, Safe haven's and ADAMHS board properties.

EDEN INC.

REAL ESTATE DEVELOPMENT REPORT

November 1, 2021

1. BRIDGE POINT COMMONS PSH Project – 62 units

Location: 338 Bridge Street, Elyria

Contractor: PIRHL Contractors

Status: The contractor is beginning to substantially complete residential units. The owner, contractor, and architect began punch list inspecting the first set of units, currently scheduled for October 28. Weekly inspections are scheduled hereafter until the first week of December, where the building is scheduled for a certificate of occupancy inspection by the City and subsequently turned over to the owner. Unit and common area furniture are scheduled for delivery and installation on December 9, 2021. The project is under budget and is anticipated to recognize an upward credit adjuster due to an early qualified occupancy.

2. Cuyahoga TAY Transition Aged Youth PSH – 50 units

Location: 1415-1430 E. 45th Street

Contractor: John G Johnson Construction

Status: The development team is pending outcomes of funding applications submitted to OHFA, FHLB Cincinnati and Cuyahoga County HOME. ADAMHS Board also gave #1 priority to the project for OHMAS capital funding which would result in award of \$750,000. There remains the need for gap financing for the development due to construction costs coming in over budget. The equity proposal from OCCH is under final review. The development team is pending results of the geotechnical engineer, who is verifying existing foundation design, and the team has scheduled our first meeting with our LEED consultant.

3. Lorain PSH -67 units

Location: 22nd and Broadway (T.B.D.)

Contractor: T.B.D.

Status: This development continues to come to fruition. The development team continues to make progress towards a LIHTC Tax credit application in February of 2022. The team has narrowed down a site and has met with City of Lorain Planning Department to discuss next steps concerning a number of zoning variances needed. A Letter of intent is being negotiated with the broker and owner of the parcels needed for acquisition. The teams is pending direction from LMHA regarding subsidy.

4. Scattered Sites/Group Homes/HUD properties/ADAMHS Bd Properties

A. EDEN Preservation Phase V – 8 unit rehab

Location: E 58th, Wainfleet, and State Road.

Contractor: C and B Construction and Millstone Management

Status: Fires have destroyed both the garage and existing building. The residential units have sustained structural damage to the existing floor framing and roof. The

cause and origin of the fire has not been determined. The insurance companies are meeting on site on October 28, 2021 to determine cause and liability. Additional structural investigation is needed to insure structural integrity of the existing masonry bearing walls. EDEN is awaiting outcomes and release of the building for reconstruction of both the garage and residential building.

EDEN Expansion Initiative Phase I: 7 newly constructed units

Location: E 162nd V/L and 7919 Madison Avenue V/L.

Contractor: Millstone Management

Status: The City of Cleveland has issued the building permits for the Madison and Guthrie buildings, 701 East 162nd is still pending at this time. Construction is anticipated to start in early November. We have initiated to close financing with OHFA.

B. EDEN Expansion Phase II: 4 rehab and 4 new units

Location: 11710-11716 Nelson Court- Lakewood, 3907 Brookside, 703 E. 162nd.

Contractor: TBD

Status: We are working on a final application to OHFA to secure the funding agreement, the application is due on November 16. We have applied to the ADAMHS board for ODMHAS funds to fill our current funding gap and were selected as 2nd priority project. We did not receive County HOME funding. This project would look to break ground in the Summer of 2022 if all funding can be sourced.

C. EDEN Expansion and Rehab Phase III: Rehab of 10 units, create 6 units, demolish 3 units, create 8 units at E 114th

Location: Madison Avenue, Lorain Avenue, and E 114th Street

Status: This project is targeted for the 2022 funding rounds using HDGF and HOME funding sources and possibly American Rescue Funds.

- 5. Granada Unit 11:** We have started the mold remediation with Paul Davis Restoration. The work is expected to be completed by the end of next week. We will then looking to begin the due diligence process to turn the unit over to Dave Thompson for final disposition and conveyance.
- 6. Norma Herr Women's Center** – We meet with the tenant at Zippity Print and have been in discussions with owner to acquire the building. We took this approach due to the HUD definition on non congregate living, whereas the geometry and square footage of the existing Norma Herr building would not yield the number of beds needed to house the population. In order to meet the census of the population, we would need to acquire the existing Zippity Print building as well as add an addition to the roof to create enough room to meet the housing demand. It was also determined that the two buildings would need to be connected

to maintain security. We also put the preliminary design out to bid for a construction contractor. Interviews are scheduled with the bidders the week of November 1st.

7. **Lorain County Crisis Response Center**-EDEN submitted a proposal to the Lorain County MHARS board as an owner's representative to construct a 32 bed, 29,000 square foot building. According the MHARS board schedule, a contract award is targeted by Mid November.
8. **Emerald Commons Year 15 Transition**—We are currently working on the transfer of the ownership entity from the LP to EDEN in accordance with year 15 protocols. Randy Shorr and Gerri Kornblut have been reviewing documents and getting all legal notices in place to facilitate a January 1, 2022 transfer.

**Emerald Development and Economic Network, Inc.
(EDEN, Inc.)**

Resolution No. H2112697

The Board of Directors of EDEN, Inc. approves the following Resolution:

WHEREAS, EDEN, Inc. desires to construct four (4) new units of EDEN, Inc. scattered site housing and renovate four (4) existing housing units of scattered site housing at properties owned by it ("Phase II Development Project") as follows:

- (a) Construct two (2) new 2-family townhouses with three (3) bedrooms each at 703 E. 162nd Street, Cleveland, Ohio.
- (b) Construct one (1) new 3-bedroom single resident house at 3907 Brookside, Cleveland, Ohio (ADA accessible).
- (c) Construct one (1) new 2-bedroom unit at 11712 Nelson Court, Lakewood, Ohio.
- (d) Rehabilitate four (4) existing units at 11712 Nelson Court, Lakewood, Ohio; and

WHEREAS, in connection with the Phase II Development Project, EDEN, Inc. desires to make application to the Ohio Housing Finance Agency ("OHFA") for GAP financing of up to **\$1,112,250**;

BE IT RESOLVED that application be made to OHFA for GAP financing and that Elaine Gimmel, Executive Director, is hereby authorized and directed to sign the necessary application and cause it to be submitted to OHFA.

BE IT FURTHER RESOLVED that once OHFA funding has been approved, Elaine Gimmel and Emma Petrie-Barcelona are authorized to sign any agreements, documents and forms as required by OHFA for the GAP funding.

BE IT FURTHER RESOLVED that any other actions heretofore undertaken and performed on behalf of EDEN, Inc. are hereby ratified, approved and confirmed.

Motion: _____

Second: _____

Date Adopted: December 7, 2021

**Emerald Development and Economic Network, Inc.
(EDEN, Inc.)**

Resolution No. H2110692

The Board of Directors of EDEN, Inc. approves the following Resolution:

WHEREAS, EDEN, Inc. desires to construct four (4) new units of EDEN, Inc. scattered site housing and renovate four (4) existing housing units of scattered site housing at properties owned by it ("Phase II Development Project") as follows:

- (a) Construct two (2) new 2-family townhouses with three (3) bedrooms each at 703 E. 162nd Street, Cleveland, Ohio.
- (b) Construct one (1) new 3-bedroom single resident house at 3907 Brookside, Cleveland, Ohio (ADA accessible).
- (c) Construct one (1) new 2-bedroom unit at 11712 Nelson Court, Lakewood, Ohio.
- (d) Rehabilitate four (4) existing units at 11712 Nelson Court, Lakewood, Ohio; and

WHEREAS, in connection with the Phase II Development Project, EDEN, Inc. desires to make application to the Ohio Housing Finance Agency ("OHFA") for GAP financing of up to **\$1,112,250**;

BE IT RESOLVED that application be made to OHFA for GAP financing and that Elaine Gimmel, Executive Director, is hereby authorized and directed to sign the necessary application and cause it to be submitted to OHFA.

BE IT FURTHER RESOLVED that once OHFA funding has been approved, Elaine Gimmel is authorized to sign any agreements, documents and forms as required by OHFA for the GAP funding.

BE IT FURTHER RESOLVED that any other actions heretofore undertaken and performed on behalf of EDEN, Inc. are hereby ratified, approved and confirmed.

Motion: _____

Second: _____

Date Adopted October 5, 2021



AGENDA
PROGRAMS COMMITTEE
November 2, 2021

Agenda Items:

- Ongoing restructuring for Programs Department
- Programs Overview (attachment)
- Pending Funding Requests
 - ADAMHS RFP – HAP (submitted summer 2021)
 - HUD NOFO- CoC (PH and RRH- multiple grants) (submitted October 2021)
 - Returning Home Cuyahoga- Ongoing program (discussion, not application phase)
- Recent Awards
 - Cuyahoga County- ODSA-HCRP (2022-23 contract)
 - City of Cleveland- ESG (2021 and 2022-23 contracts)
 - DFCS (term tbd)

Update:

- Lease-ups
 - Mainstream- Admin Plan updates
 - HAP
 - 20TRA
 - RRH DV Bonus
 - Turnover units in all programs/grants
- Funding Sources Ending
 - None at this time

Next meeting - Tuesday, January 4, 2022



PROGRAMS COMMITTEE

November 2, 2021 3:30PM

Board of Director Participants: Michele Sommerfelt, Dennis Morton, Doug Shelby

EDEN Staff Participants: Elaine Gimmel, Sharon Parks, Emma Petrie Barcelona, Khaz Ra'el, Jessie Beck

EPB introduced KR and JB to the committee.

The attached materials were reviewed. Topics discussed included new vouchers being issued, ongoing challenges in the housing market, and the need for additional affordable housing units (including ideas like small homes/shipping containers and financing for new units). Additional areas of attention include a further refinement of customer service and responsiveness by EDEN. With the focus of each of the rental assistance and housing location, quality, and stabilization departments, we hope to add more clarity of who should be responsive to the participants and property owners (or other interested parties) and at what points things need to be prioritized.

New awards and partnerships were shared, including one where EDEN will be providing information and support for households known to the Department of Family and Children Services/Public Defenders with housing challenges. We hope that the new partnerships will be mutually beneficial in serving families in need and also providing additional resources and support for EDEN.

The Mainstream Administrative Plan updates are attached. The Committee recommends the resolution to the board to accept the changes. [note: complete draft Administrative Plan is part of the Board materials].

The next meeting is Tuesday, January 4, 2022 and will be DM's last meeting as chair; the Board will need to identify the next chair.

	Programs Report								Subrecipients
	For November 2021								
			Areas	Funding	Target #	Current	Department	Notes	
	Grant	Also Known As	Utilized	Source	Households	Households	Responsbile		
					Served	Served			
EDEN Grants						12-Oct-21			
Long Term Housing Program	Continuum of Care - 93 grant	TRA 1145 Units, Shelter Plus Care, 93	Cuy	HUD-CoC	1145	1165	RA	(Singles and RRH Transfers); need to continue to add more	
Long Term Housing Program	Continuum of Care - 04 SRA	SRA 2004	Cuy	HUD-CoC	228	219	RA		
Long Term Housing Program	Continuum of Care - 14 SRA		Cuy	HUD-CoC	166	166	RA		
Long Term Housing Program	Contiuum of Care - EC/LIB	SHP/EC-LIB, ECLib TRA	Cuy	HUD-CoC	39	42	RA		FrontLine
Long Term Housing Program	Continuum of Care - EAX Extension	SHP/GB Ext., EAX	Cuy	HUD-CoC	95	99	RA		FrontLine and YWCA
Long Term Housing Program	Continuum of Care - 19 TRA		Cuy	HUD-CoC	95	89	RA		FrontLine and YWCA
Long Term Housing Program	Continuum of Care - 20 TRA	COC Reallocation to serve D+ Families	Cuy	HUD-CoC	33	22	RA	Currently adding 31 households (All Chronic)	YWCA
Long Term Housing Program	HOPWA Tenant Based Rental Assistance	H-TBRA	Cuy	City of Cleveland	55	54	RA	funded for another year	
Long Term Housing Program	HOPWA Tenant Based Rental Assistance- CV	H-TBRA	Cuy	City of Cleveland			RA	totals are the above HOPWA program	
Long Term Housing Program	Section 8 Mainstream	HCVP-Mainstream	Cuy	HUD- HCV	325	212	RA	Continue to add from Waiting list	
Long Term Housing Program	Housing Assistance Program (HAP)		Cuy	ADAMHS	182	91	RA	Awarded \$500,000 additional Dollars (70 Households)	
Long Term Housing Program	Returning Home Ohio	RHO	Cuy	CSH	45	44	RA		FrontLine
Mixed Program	Community Transition Program	CTP	Cuy, Lake, Lorain, Medina	CSH	79	55	HLQS	Subsidy, and other financial support	FrontLine
Long Term Housing Program	Returning Home Cuyahoga	RHC	Cuy	Cuyahoga County	15	12	HLQS		FrontLine
Administered for Other Agencies									
Long Term Housing Program	Continuum of Care-GB/Winton	Euclid Metro Green	Cuy	HUD-CoC	141	144	RA		
Long Term Housing Program	Continuum of Care - 1850/Famicos		Cuy	HUD-CoC	10	10	RA		
Long Term Housing Program	Continuum of Care - SP/EW		Cuy	HUD-CoC	47	43	RA		
Long Term Housing Program	Continuum of Care - Payne Ave.		Cuy	HUD-CoC	53	55	RA		
Long Term Housing Program	Continuum of Care - Buckeye/8301		Cuy	HUD-CoC	29	37	RA		
Long Term Housing Program	Continuum of Care - Miles		Cuy	HUD-CoC	50	51	RA		
Long Term Housing Program	Continuum of Care - Front Steps		Cuy	HUD-CoC	5	7	RA		
Long Term Housing Program	Continuum of Care-EAXI		Cuy	HUD-CoC	71	65	RA		
EDEN Grants									
Short Term Housing Program	RRH - EDEN	EDEN RRH for Families and Singles Bonus FY2015	Cuy	HUD-CoC			RA		
Short Term Housing Program	RRH - COC - DV Bonus		Cuy	HUD-CoC	100		RA	Leasing Up grant - began 11/1/2020	
Short Term Housing Program	ESG - City		Cuy	HUD- ESG			RA		
Short Term Housing Program	ESG- City-CV		Cuy	HUD-ESG-CV			RA	Working with City of Cleveland to remove program- will be unable to expend funds	
Short Term Housing Program	HOPWA Permanent Housing Program (PHP)		Cuy, Geauga, Lake, Lorain, Medina	HUD- City of Cleveland	48		RA	Underserving - Referrals are not coming in at necessary pace	
Short Term Housing Program	COHHIO/TANF - Housing Now for Homeless Families		Cuy	COHHIO- TANF			TBD	Grant renewed	FrontLine
Short Term Housing Program	OHFA - Reentry Funds		Cuy	OHFA			TBD	Additional funds added; may be able to extend through June 22	

Administered for Other Agencies									
Short Term Housing Program	ESG - State (ODSA-HCRP)		Cuy	State of Ohio- ODSA			RA		
Short Term Housing Program	RRH - COC - WSC 52		Cuy	HUD-CoC			RA	Began 1/1/2021 - working with WSCC	
Short Term Housing Program	RRH - COC - WSC 13		Cuy	HUD-CoC			RA	Attempting to remove this grant- WSCC does not administer it to the CoC program plan	
Short Term Housing Program	RRH - COC - SA		Cuy	HUD-CoC			RA		
Short Term Housing Program	ODH - A Place For Me		Cuy	ODH- YWCA			HLQS	Support for youth households APFM able to secure \$80k additional funds	
Other Grants and Programs									
Eviction Prevention Program	OHFA - COVID 19 Emergency Funds		Cuy	OHFA			TBD	Grant extended to spend out remaining \$50k	
Eviction Prevention Program	Day One Families Fund		Cuy	Foundation			TBD	can provide short-term rental assistance, utility assistance and related assistance for families	
Other	Landlord Incentive Fund		Cuy	Foundation			TBD		
Other	COHHIO Landlord Mitigation Funds		Cuy	COHHIO			TBD		
Other	Rapid Response Funds		Cuy	RRF			TBD	Awarded an additional \$212,000 for Landlord Recruitment	
Other	Safe Housing Program		Cuy	HUD-ESG- CV & RRF	250+		TBD	Awarded funds from City of Cleveland (\$750,000) and will use RRF to serve non-Cleveland CC landlords to remiburse up to \$1000 for routine manentance and repairs to pass HQS inspections; through December 2021	
Other	HOPWA- Hotel Program		Cuy	City of Cleveland			TBD	Program currently on hold due to lack of reimbursement from the City of Cleveland and a need to reconcile expenses with documentation.	
Other	SSVF		Cuy	VA- FrontLine Service			TBD	EDEN provides Housing Location and HQS Inspctions, no rental assistance	
Other	Contract Inspections- MHARS Board		Lorain	MHARS Board Lorain County			HLQS	EDEN provides Inspection Services to MHARS Board	



To: EDEN Board of Directors

From: Rental Assistance Department

Re: Proposed Administrative Plan Changes- EDEN

Date: November 9, 2021

Page 4-14: Preferences

EDEN was part of an application for a new CoC program that, if funded, would provide services for up to 5 households with Mainstream HCVs. The Mainstream vouchers are being used as leverage for the CoC grant; as such, the participants must meet both the HCV and CoC eligibility requirements. This means that the households must come through coordinated entry and meet the HUD Chronic Homeless or Dedicated Plus definition. The Administrative Plan already allows EDEN to keep the waitlist open for specific preferences, so a preference was added to include households referred through Coordinated Entry who meet the CH or D+ definition to be added to the waitlist, for up to 5 households.

Pages 5-17 & 5-18: Voucher Issuance

EDEN's Mainstream Housing Choice Voucher (HCV) Program serves households that include a non-elderly person(s) with disabilities, defined as any family that includes a person with disabilities who is at least 18 years old and not yet 62 years old at the effective date of the initial Housing Assistance Payment (HAP). While EDEN has continued to increase its utilization under this program, the population served continues to face multiple barriers to accessing safe and affordable housing.

These housing barriers coupled with the individual challenges faced by individuals who qualify for this assistance often mean that it takes up to six (6) months to locate a unit to utilize this assistance. Currently, EDEN only issues the initial voucher for 60 days and permits one extension for another 30 days. Any other extensions of time on a voucher must meet specific criteria outlined in EDEN's Administrative Plan. All requests for an extension must be submitted in writing. Failure to locate a unit within the allotted time period often means a family loses their opportunity for this housing assistance.

EDEN staff working on the administration of the Mainstream HCV Program strongly believe that to successfully house families receiving this assistance more time is needed to locate a unit. This is a result of the

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Shelter Plus Care FAX (216) 651-6692 www.edeninc.org info@edeninc.org
TDD/TTY: 1-800-545-1833, ext. 873



A Contract Agency of the Alcohol, Drug and Mental Health Services Board of Cuyahoga County





aforementioned barriers along with an increasingly challenging rental market. Additional time results in a family not feeling rushed in the housing location process, gives EDEN stability specialists time to assist each family referred, and lowers the administrative burden of the voucher issuance procedures for other staff.

As a result, EDEN staff propose the following changes to the Administrative Plan to give households more time to locate a unit without the added stress of losing their opportunity for housing:

1. Increase the initial voucher issuance timeframe from 60 days to 90 days;
2. Allow one extension for 60 days instead of 30 days

This will ensure that, at minimum, households will have 90 days to locate a unit with a possible 60 day extension, for a total of 150 days if needed to utilize their voucher. EDEN feels this extension of time will increase its ability to work more effectively with families and help them to be successfully housed instead of losing their assistance.

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3/1/21 Revisions to Policy Instruction Guide		
Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
Entire Guide TOC	TOC-1 thru TOC-18	Updated TOC
2-1 thru 2-6	2-1 thru 2-6	Corrected formatting in first paragraph on p. 2-1 Corrected formatting under 2-I.A. Option 1 and added text in 1st bullet under 2-I.B.Decision Point , on p. 2-3 Corrected formatting in 2nd paragraph under Option 1 on p. 2-5
2-9 thru 2-12	2-9 thru 2-12	Added 2nd bullet text and under corrected formatting in 1st and last paragraph, and added new 2nd paragraph under Option 1 on p. 2-9 Added new 2nd and 3rd bullet text on p. 2-11 Added text under Option 1, changed and added text under Option 2, and added a new Option 3 on p. 2-12
3-17/18	3-17/18	Added new 1st paragraph under Family Members Permanently Confined for Medical Reasons Option 1 on p. 3-18
3-31 thru 3-40	3-31 thru 3-40	Updated Model Plan page numbers in Decision Points from pp. 3-31. through 3-38 Added new 3-II.F. EIV SYSTEM SEARCHES section, which includes new Existing Tenant Search Decision Point and Options, Debts Owned to PHAs and Terminations Decision Point and Options, and Income and IVT Reports subsections on pp. 3-39 and 3-40
4-23 thru 4-52	4-23 thru 4-54	Added 2nd bullet “Note” text on p. 4-23 Repaginated pp. 4-23 thru end of chapter

3/1/21 Revisions to Policy Instruction Guide		
Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
5-1 thru 5-26	5-1 thru 5-30	<p>Repaginated p. 5-2 thru end of chapter</p> <p>Added text in 1st paragraph, added new Notification of Briefing subsection with new Decision Point and Options on p. 5-2</p> <p>Added new In-Person Briefings subsection heading with changed bullet and Option 1 text on p. 5-2</p> <p>Changed text in 2nd bullet and 2nd paragraph under Option 1 on p. 5-5</p> <p>Changed “Notification and Attendance” to a new “Attendance” sub-subsection heading, and changed 1st bullet and text under Option 1 on p. 5-6</p> <p>Added new Remote Briefings subsection with new Decision Point and Options on pp. 5-7 and 5-8</p> <p>Added new Accessibility Requirements for Persons with Disabilities and LEP Individuals subsection, and added new Conducting Remote Briefings subsection with new Decision Point and Options on pp. 5-9 through 5-11</p> <p>Updated Model Plan page numbers in Decision Points from pp.5-12 through end of Guide chapter</p> <p>Corrected formatting in paragraph under Oral Briefing on p. 5-11</p> <p>Corrected formatting in “Time Frames....” subheading on p. 5-14</p>
6-15/16	6-15/16	Corrected typo in first paragraph of Option 1 on p. 6-15

3/1/21 Revisions to Policy Instruction Guide		
Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
8-13 thru 8-50	8-13 thru 8-54	<p>Repaginated pp. 8-13 through end of chapter</p> <p>Added new Remote Video Inspections (RVIs) subsection with new Decision Point and Options on pp. 8-13 through 8-17</p> <p>Corrected formatting in Decision Point, and added bullet text on p. 8-18</p> <p>Changed text in Options on pp. 8-19 through 8-20</p> <p>Added new 3rd bullet, corrected formatting in 2nd paragraph under Option 1 and first paragraph under Option 2 on p. 8-21</p> <p>Corrected “RTA” in 3rd bullet on p. 8-24 and in 2nd and 4th paragraph under Option 2 on p. 8-25</p> <p>Corrected formatting in 3rd bullet on p. 8-26</p> <p>Added 5th bullet text and on p. 8-27</p> <p>Updated Model Plan page numbers in Decision Points on pp. 8-27 and 8-29</p> <p>Changed Option 2 text and added new Option 3 text on p. 8-28</p> <p>Corrected formatting in 1st and 2nd bullets on p. 8-29</p> <p>Added new 3rd bullet text, added a new Option 2 and renumbered following Options on p. 8-30</p> <p>Changed text in bullet text, added a new Option 2 and renumbered following Option on p. 8-31</p> <p>Under 8-II.C, changed Decision Point bullet text and Options on pp. 8-32 through 8-34</p> <p>Spelled out “five” in 3rd full paragraph on p. 8-34</p> <p>Corrected formatting in 2nd bullet and spelled out “five” in 3rd paragraph under Option 2 on p. 8-35</p> <p>Added reference in 8.II.E. heading on p. 8-37</p> <p>Spelled out “five” in 3rd bullet, and corrected formatting in 4th and 5th bullets on p. 8-38</p> <p>Deleted text in 1st paragraph, spelled out “five” and corrected formatting in 2nd paragraph under Option 1 on p. 8-39</p> <p>Spelled out “five” in Option 1 paragraph on p. 8-43</p> <p>Corrected formatting in 8-III.B. heading on p. 8-45</p> <p>Corrected formatting in subheading on p. 8-47</p> <p>Corrected formatting in first subheading on p. 8-48</p> <p>Deleted last paragraph under Option 2 on p. 8-52</p> <p>Spelled out “five” in 2nd bullet and under Option 1 on p. 8-53</p>

3/1/21 Revisions to Policy Instruction Guide		
Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
16-17 thru 16-82	16-17 thru 16-86	<p>Under Scheduling an Informal Review, added text to Option 1 on p. 16-16</p> <p>Repaginated pp. 16-16 thru end of chapter</p> <p>Added text to Informal Review Procedures paragraph, added reference to Remote Informal Reviews heading, and changed text in Decision Point bullets on p. 16-17</p> <p>Added new Ensuring Accessibility for Persons with Disabilities and LEP Individuals subsection on p. 16-18</p> <p>Updated Model Plan page numbers in Decision Points from pp.16-18 through end of Guide chapter</p> <p>Under Conducting Remote Informal Reviews, changed and added bullet text and changed Options on pp. 16-18 through 16-20</p> <p>Under Decisions Subject to Informal Hearing, added text under Decision Point and Options on p. 16-23</p> <p>Added PIH Notice reference to Remote Informal Hearings heading and changed bullet text on p. 16-24</p> <p>Added new Ensuring Accessibility for Persons with Disabilities and LEP Individuals subsection on p. 16-25</p> <p>Changed Conducting Informal Hearings Remotely bullet text and Options on pp. 16-26 and 16-27</p> <p>Deleted text under Option 1 on p. 16-29</p> <p>Under Scheduling an Informal Hearing, added new bullet text and Option 1 text on p. 16-30</p> <p>Changed text in first two bullets and in 1st paragraph under Option 1 on p. 16-33</p> <p>Added text to paragraph under Option 1 on p. 16-36</p> <p>Added new 2nd bullet text, and under Option 1, changed “<i>Hearsay Evidence</i>” definition and added text to paragraph under this definition on p. 16-40</p>
17-1/2	17-1/2	Corrected formatting in <u>Part VII: Occupancy</u> paragraph on p. 17-1
17-5 thru 17-8	17-5 thru 17-8	<p>Added new bullet text and changed text under Option 1 on p. 17-6</p> <p>Repaginated pp. 17-6 through 17-8</p> <p>Added new bullet text and changed text under Option 1 on p. 17-8</p>

3/1/21 Revisions to Policy Instruction Guide		
Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
17-13 thru 17-16	17-13 thru 17-16	<p>Changed text in 4th paragraph on p. 17-13</p> <p>Repaginated pp. 17-13 and 17-14</p> <p>Added and changed text in Option 1 under <u>PHA Request for Proposals for Rehabilitated and Newly Constructed Units</u> and <u>PHA Requests for Proposals for Existing Housing Units</u> and <u>PHA Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program</u> on pp. 17-14 through 17-16</p>
17-23/24	17-23/24	Added text in first paragraph under Option 2 on p. 17-24
17-31/32	17-31/32	Added “Choice Neighborhood” to 1st indented paragraph under both Option 1 and Option 2 on pp. 17-31 and 17-32
17-35/36	17-35/36	Added new CFR reference to paragraph under Lead-based Paint on p. 17-35
17-43/44	17-43/44	Deleted Equal Opportunity subsection on p. 17-43
17-49/50	17-49/50	Changed Option 1 and Option 2 text on p. 17-49
18-21/22	18-21/22	Added new CFR reference to paragraph under Lead-based Paint on p. 18-21
18-35/36	18-35/36	Deleted what had been the 2nd to last paragraph under the Option 1 on p. 18-36
----	19-1 thru 19-54	<p>Added new guide file for</p> <p>Chapter 19 SPECIAL PURPOSE VOUCHERS</p>

Emerald Development and Economic Network, Inc.

Resolution No. H2112694

The Board of Directors of EDEN, Inc. approves the following Resolution:

The Board of Directors of EDEN, Inc. hereby approves EDEN's 2022 Revised Administrative Plan for the Mainstream Housing Opportunities for Persons with Disabilities Housing Choice Voucher Program.

The Administrative Plan is the document containing the policies and procedures set forth to insure compliance with federal laws, regulations, and notices for the Mainstream Housing Choice Voucher Program and to clarify federal requirements to insure consistency in program operations.

Motion: _____

Second: _____

Date Adopted: December 7, 2021

Fund Development and Communications Committee Report

12/7/2021

1. Annual Fund: The 2021/2022 appeal has been designed and completed and will include a letter from Elaine, a new agency brochure, and a pledge card. The appeal will be dropped in phases so that people/orgs that sponsored the September event do not receive a solicitation until after the New Year. *Each board member will receive mailers to send to contacts. We will also include notecards so that you can add a personal note. Research indicates that a personal touch via a simple line or two goes a long way! **If you prefer us to send the appeal to contacts—either by regular mail or email—please provide us with the necessary contact information, and we would be happy to assist you. Thank you, in advance for your participation with this.
2. Agency Video—Targeted Segments The full Agency Video continues to be utilized for numerous audiences, including during staff onboarding. If you have not yet viewed the video—please do so at: www.edencle.org/video. The Department and Wonderhouse Films have completed the final phase of the project, which are shorter videos focusing on: programs/services overview; targeting potential landlords; encouraging stakeholder/donor support. We will forward a link to all three videos to you.
3. Giving Tuesday took place on November 30 and was promoted throughout November with social media posts and a Thanksgiving e-blast highlighting the success stories of clients who improved their quality of life after receiving a safe, secure home. Staff were asked to create fundraisers, share the posts, and send emails to contacts
4. National Homeless Awareness Month was promoted throughout November with social media posts profiling front-line staff. ***Please remember to share EDEN's social media posts to your own platforms!
5. Marketing/Fund Development Tools:
 - An EDEN Elevator Pitch card was created for Board and Staff—and is being 'test-driven' by Sue Licciardi. Once tweaked, it will be distributed to all Board Members.
 - A new agency brochure was created and is being printed.
 - An EDEN At a Glance infographic sheet has been created.
 - A Fund Development 101 and A Major Gifts Presentation have been created and will be presented to the board in calendar year 2022.
6. Fund Development Update
 - The ADAMHS Board approved contracts for 2022- EDEN will receive **\$3,365,989** for 6 programs. This is an increase of \$94,592 from 2021.
 - EDEN's application to The Reinberger Foundation for **\$30,000** for general operating support was approved.
 - EDEN received **\$8k** from the IICF as a result of its application for funds for the Furniture and Household Goods Fund. EDEN was nominated to apply by John Mark Tichar.

- EDEN's application to the Community Foundation of Lorain County for **\$5k** to support move in kits for Bridge Pointe Commons was approved
- The department applied to the Nord Family Foundation for **\$75,000** in general operating support for EDEN's activities in Lorain County.
- Applications were submitted to the Jochim-Moll Foundation, R.T. Foundation, and the Ferry Family Foundation for **\$20k**, each, in general operating support
- EDEN received **\$1k** from the S.K. Wellman Foundation for general operations
- The Department is currently prioritizing end-of-year and 2022 grant applications for general operating support, staffing needs, landlord incentive/risk mitigation funds, EDEN's warm-site tech needs, staff training needs, and potentially a client employment training program pilot. The Department has met with the Finance Department and Executive Team to identify funding needs for the upcoming calendar year. The department engaged in extensive prospect research through the Foundation Center to identify a robust list of targeted prospects.
- The Department developed the EDEN Prospect Research and Prospect/Donor Management Calendar
 - Tracking gift amounts/recommended ask amounts, funding priorities, other agencies supported, application requirements, identified relationships, next steps, reporting requirements, etc.
 - Info can be pulled out into different formats (e.g., prospect profiles, submission lists, etc.
 - management calendar will ensure we plan and track submissions, meet reporting and other deadlines, and steward prospects appropriately

7. Volunteer Projects

- EDEN will be hosting a group of volunteers via BVU who will be painting interior areas of Northridge Commons on Friday, December 3rd.
- EDEN will be hosting groups from the organizations who have funded the move in kits for Bridge Pointe Commons to put together the kits.

8. Community Relations Activities

- EDEN hosted leadership and the Grants Committee of the Community West Foundation at a site visit to Bridge Pointe Commons on 11/10/2021.
- The Department and Executive Team hosted the new Executive Director, Kandis Williams of the Local Initiatives Support Corporation at Commons at West Village on 11/30/2021.

**EDEN Board of Directors Meeting
Executive Director's Report**

12/7/2021

- **Norma Herr Women's Center**

- We continue to work towards a plan for renovations at NHWC and acquiring a second site to insure a non-congregate setting. The estimated cost for renovations at 2219 Payne Ave site is \$5.6million. We have \$3million from the city and OHS has also set aside some funding (approx. \$5mill) to expand shelter.
- The building at 1600 East 23rd Street is the best option for us for a second site (Zippity Print) that we could connect to NHWC. We are working with the city and county on URA compliance, an Environmental Phase I, and acquisition justification so we can send an offer to the owner.
- Estimated rehab/construction costs are currently at approx. \$13 million and will provide space for a census of approx. 200.

- **Bridge Pointe Commons**

- The C of O was originally to be achieved on 10/25/2021 and turnover to EDEN on 12/13/2021.
- During the course of construction, the contractor issued progress schedules and changed the occupancy permit date from October to November to December over the course of 4 to 6 months.
- The date is now being pushed to January 14, 2022.
- We had to ask for an extension on the PBVs with LMHA and reschedule furniture/move in kit delivery several times.
- I sent a letter to Pirhl contractors drafted by Randy Shorr requesting a meeting to discuss the delays and commitment to deliver on the 1/14/22 date. This is occurring on 12/3/2021.
- Lease up deadline to receive upward adjustment – 3/31/2022
- OHFA deadline for lease up is 5/31/2022

- **EDEN Holiday Party**

- EDEN will be hosting our holiday party on December 17th from 12-3 at Lakewood Food Truck Park. To make things "COVID friendly" there will be indoor and outdoor accommodations available (igloos/fire pit). Seating inside is limited.

- **EDEN's Holiday Blessings Tree**

- For the past several years, EDEN staff have provided holiday gifts for the children in our scattered site housing. There are 48 this year. Most have been adopted by staff but if you would like to make any small donation to enhance the gifts and stocking stuffers, it would be appreciated.

Meetings/Activities in October and November:

- Reinberger Foundation mtg – 10/7/2021
- OHS Executive Committee mtg – 10/12/2021
- Mtg with Judge Scott – 10/12/2021
- Zippity Print tour– 10/13/2021
- Dall Mays Houses mtg (HD & S) – 10/14/2021
- ADAMHS Bd All Provider mtg – 10/19/2021
- Homeless Service Provider Alliance mtg – 10/19/2021
- County Housing Stakeholders mtg – 10/22/2021
- OHS Governance Committee Mtg – 10/25/2021, 11/9/2021
- CSH Housing Institute – 10/26/2021, 10/27/2021, 11/30/2021
- REEI Policy Exit Committee – 10/27/2021
- ADAMHS Bd Eliminating Structural Racism in BH– 11/1/2021
- Nord Family foundation mtg – 11/4/2021
- Re-Entry Policy & Advocacy Committee mtg – 10/15/2021, 11/5/2021, 11/12/2021, 11/19/2021
- First mtg – 11/5/2021
- BPC Tour with Community West Foundation – 11/10/2021
- UWS Council of Agency Directors – 11/15/2021
- Mtg with Commonwealth – 11/16/2021
- OHS Advisory Board mtg - 11/18/2021
- Council of Agency Directors mtg – 11/22/2021
- TAY Overview mtg for Funders – 11/29/2021
- Mtg with LISC – 11/30/2021
- Mark McDermott Retirement Party – 11/30/2021