



CITY OF HELENA
Housing Trust Fund Advisory Board Minutes
Wednesday, August 9, 2023
Full Recording Available upon request

Call to Order and Roll Call

Members Present

Chair Michael O'Neil, Rachel Ballweber, Stephanie Bull, Riley Hanson, Chris Hunter

Staff Present

Anne Pichette, Housing Coordinator
Ellie Ray, Senior Planner
April Sparks, Administrative Assistant

Minutes

A. Approval of Minutes from May 2023

(0:13:22) Member Hanson made the motion to approve the May 2023 meeting minutes. Member Bull seconded. Minutes approved unanimously.

Regular Items

A. Application review process debrief

(0:14:08) The board discussed the application review process and the evaluation guide used for the previous application. Members discussed the benefits of the evaluation guide and how it would work for multiple applications in a future cycle.

B. Proposed Fall application cycle

(0:16:50) The Board began discussion of the proposed Fall application cycle dates. The timeline below was agreed upon by the board. Member Ballweber made the motion to approve the modified schedule. Member Hanson seconded. The motion passed unanimously.

October 1st – Release notice of Fall funding cycle application opening

December 1st – Applications are DUE

December 4th – Send NWMT eligible applications for underwriting reviews (Due back on January 4th)

January 5th – Send Advisory Board the application packages

January 17th – Applicant presentations at Advisory Board meeting (standing meeting rescheduled)



January 18th – Advisory Board reviews applications and consolidates recommendations (if needed)

Public Comment

(00:49:58) The meeting was opened for public comment. No members of the public provided comment.

Member Communications / Proposals for next Agenda

Chair O'Neil suggested that the next meeting include information regarding the application opening and related press and applications. The Board discussed the upcoming FUSE Housing is Healthcare Summit which will take place in October when the Board would normally meet. The Board also discussed member qualifications related to workplaces and asked whether or not positions may need to be filled upon member workplace retirement.

Meetings of Interest / Announcements

It was noted that the next scheduled meeting is Wednesday, November 8, 2023.

Adjournment

The meeting was adjourned.