



Steering Committee Meeting Agenda

Wednesday, August 28, 2024 | 4:00 pm - 5:30 pm
HRDC, District IX Livingston Office, 121 S 2nd Second Street

- 4:00 - 4:05 p.m. **Welcome Back**
- 4:05 - 4:20 p.m. **Review of July meeting and follow-up items**
- 4:20 - 4:40 p.m. **Fall ADU tours and workshops**
- 4:40 - 5:20 p.m. **Exercise and discussion on Coalition progress and plans**
- 5:20 - 5:30 p.m. **Closing and next steps**

Ground Rules

Respect Each Other

Listening is important
One person speaks at a time (no interrupting)

Respect the Group

Make your points succinctly
Everyone has a right to talk

It's OK to Disagree – Agreeably

Challenge ideas, not people
No “zingers” or cheap shots
Disagreement is an opportunity to learn

Keep the Conversation Constructive

Speak from your experience
Explain your reasoning
Keep an open mind

Wednesday, August 28, 2024

Park County Housing Coalition Steering Committee

4:00 pm - 5:30 pm | HRDC, District IX Livingston Office, 121 S 2nd Second Street

MEETING MINUTES

Present: Jamie Isaly, Kris Smith, Carrie Holder, Becky Miller, Hannah Wologo

Staff: Katherine Daly, Lila Fleishman

Virtual: Sam Ricketts, Geoff Anderson

Regrets: Grant Gager, Tawnya Rupe

- **Call to Order - 4:01 p.m.**
- **Public Comment - 4:03 p.m.**
 - Katherine called for public comments and there were none.
- **Welcome Back 4:03 p.m.**
 - **Review of July meeting**
 - Update on ADU pilot programming
 - Discuss EPA Community Change Grant
 - Tabled discussion of Daily Montanan article
 - **Updates since July meeting**
 - Fewer updates, as KD was out of office last week.
 - Planning and Land Use:
 1. Provided written public comment on the Livingston Downtown Master Plan as part of the official public process
 2. Provided oral public comment at two URA meetings reflecting on the downtown master plan, highlighting the importance of rental housing preservation, and sharing information about how RAs are able to work with municipalities to engage in land banking.
 - Funding:
 1. Thank you to Livingston HealthCare for donating \$1,000 to the Coalition during Give-a-Hoot!
 2. Montana Healthcare Foundation has invited us to apply for a \$50,000 grant. If the grant is successful, it would close the remaining gap in funding for the Program Manager's position through about September 2026.
 - ADU pilot program:
 1. This will be discussed as part of our agenda item
 - EPA Community Change Grant:
 1. Still working on the application.
 2. Excellent for partnership and project development.
 - **Purpose of today's meeting**
 - Updates to ADU pilot programs
 - Reflection exercise as Steering Committee members round out a year of service and think about whether they would like to renew.
 - **This session's consensus-building tip**
 - There is never too much work to stop and reflect on what is going well and what could be improved
- **Fall ADU Pilot Programming 4:17 p.m.**
 - ADU tours have been advertised on Facebook and in the Gardiner Community Newsletter. Please share with folks who might be interested, or attend and bring a friend!
 - Stack of printed flyers to distribute

Wednesday, August 28, 2024

Park County Housing Coalition Steering Committee

- **Gardiner**
 1. Monday, September 9, 2024
 2. 5-7 p.m. (ish)
 3. Depart from Gardiner Chamber vestibule
 4. Need volunteers to:
 - a. Sit at the starting point table
 - b. Take photos
 - c. Get the word out
- **Livingston**
 1. **Wednesday, September 11, 2024**
 2. 5-7 p.m. (ish)
 3. Depart from Livingston Farmer's Market
 4. Need volunteers to:
 - a. Sit at the starting point table
 - b. Take photos
 - c. Get the word out
- **Workshop:**
 - 23 people have signed up thus far. Folks can still sign up, but we won't be taking info on their scheduling preferences.
 - Dates:
 1. **Workshop 1 (budgeting and financing): Monday, September 30th**
5:30 - 7:30 p.m.
 2. **Workshop 2 (design and permitting): Monday, October 28th, 5:30**
-7:30 p.m.
 3. **Workshop 3 (construction and property management): Potentially Monday, December 2nd**, but that date might change. 5:30 - 7:30 p.m.
 - Location: Reserved the Livingston Library; 18 of the 23 registrants are in Livingston, the library is ADA accessible, and it has the best technology for virtual participation and recording the sessions.
- **Exercise and Discussion - 4:41 p.m.**
 - Plus/Delta exercise: As you reflect on the last year of work, what's working well/not so well with the Coalition?
 - Could be specific things, like: steering committee meetings, SC member engagement, implementation of specific HAP tools, raising community awareness, community engagement, fundraising, etc.
 - Could also be general, like: defining a role in the community, having a clear purpose, having clear values, transparency, working on stuff that matters, etc.
 - 1-2-all brainstorming exercise for key delta items
 - Results of exercises are included as an attachment to the minutes
- **Closing and Next Steps was skipped due to time constraints**
 - Next meeting is Wednesday, September 25th
- **Meeting adjourned at 5:40 p.m.**



ADU Curious?

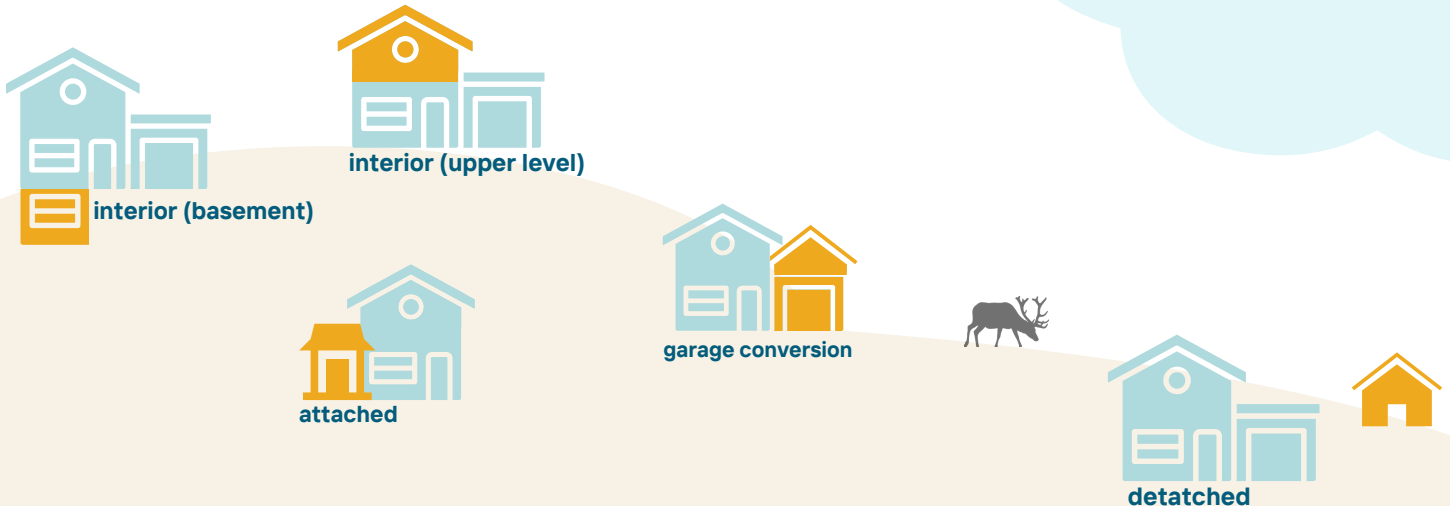
Join the Park County Housing Coalition for a free, self-guided tour of accessory dwelling units (ADUs) in Gardiner!

Monday, September 9th at 5 p.m.

216 W Park Street

Tour starts at the Gardiner Chamber of Commerce

Contact Katherine Daly
to feature your ADU or volunteer:
kdaly@thehrdc.org (406) 723-1941



**PARK COUNTY
HOUSING COALITION**

parkcountyhousing.com



HRDC
BUILDING A BETTER COMMUNITY

AARP[®]



ADU Curious?

Join the Park County Housing Coalition for a free, self-guided tour of accessory dwelling units (ADUs) in Livingston!

Wednesday, September 11th at 5 p.m.

229 River Drive

Tour starts at the Livingston Farmer's Market

Contact Katherine Daly
to feature your ADU or volunteer:
kdaly@thehrdc.org (406) 723-1941



interior (basement)



interior (upper level)



detached



garage conversion



attached



**PARK COUNTY
HOUSING COALITION**

parkcountyhousing.com



HRDC
BUILDING A BETTER COMMUNITY

AARP[®]

Park County Housing Coalition Steering Committee

8/28 Reflection exercise on work since September 2023

Guiding Questions:

- What worked well during the last year of the Coalition's work? These ideas can be listed under "+" (plus)
- What could be changed and/or improved in the coming year of the Coalition's work? These ideas can be listed under "Δ" (delta)

+ (positives)

- Consistency (e.g., meeting times, communications, things happening when we say they will)
- Meetings are well run, especially since we increased meeting times to 90 minutes
- Public awareness of the Coalition has increased
- The Coalition was able to distill and share "gritty" technical knowledge in a digestible format with the public (e.g., during the ADU financing seminar)
- Steering Committee members get along, they are committed to the work, motivated by genuine concern for the community, and have enjoyed meeting each other
- The Coalition and its Program Manager have brought value to the City and County
- The Coalition has built partnerships
- The Coalition's program of work and Steering Committee are committed to and have implemented solutions and programming that address housing needs along the housing continuum and via a variety of mechanisms.
- The Coalition has laid a foundation for future programming
- The Coalition and Steering Committee have gained some clarity around roles
- The Coalition's branding and communication (e.g., through newsletters and website) are well designed
- The Coalition's outreach to date is going well, as evidenced by great participation in the ADU financing seminar and sign ups for the ADU fall workshop

Δ (to change/improve)

- More work is needed to clarify roles and responsibilities of the Steering Committee, at both the level of individual members and the committee as a whole
 - This could include cultivating the Steering Committee as a community resource, with knowledge of opportunities around housing
- Coalition should focus on programs and projects with "real" results, i.e., that result in homes built, rehabilitated, preserved, etc.
 - This could include focusing on grants, a community investment fund for housing, and partnership development
- Coalition could improve efforts to communicate and collaborate with businesses, including small business that might not be able to contribute financially but could support housing in other ways (e.g., through in-kind donations). Opportunity to continue to build out employer-assisted housing partnerships.
- Showcasing successes in communications, including via a roundup of annual accomplishments

Park County Housing Coalition Steering Committee

8/28 Reflection exercise on work since September 2023

1-2-All Exercise Results: Ways We Can Address Items in the Δ Column

- Get clarity on community resources, so the Steering Committee is able to share them
- Define Steering Committee roles
 - Connect with Steering Committee members during one-on-ones to help them identify their capacity and capabilities
- Set clear expectations for Steering Committee members. Having a contract, agreement, or some other document could increase buy-in.
- Create an onboarding packet for new members
- Engage in long-term planning to
 - create a framework for future work
 - determine the right format for future work (e.g., Is a Coalition the most effective model?)
 - develop a sustainability plan for future funding
- More education opportunities for Steering Committee members
 - Webinars, articles, podcasts, guest speakers
 - Case studies, so we can learn from other places
 - Material to be read/watched/listened to outside of meetings, but discussed and/or woven into PCHC programming during Steering Committee meetings
- Potential opportunities for Steering Committee members to:
 - Liaise with legislators
 - Help identify funding opportunities
 - Build partnerships with community groups, like the local Rotary Club, to develop programming that directly impacts and improves housing outcomes for community members (e.g., a “fix it festival” to help rehabilitate and/or weatherize homes)