

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF) RESOLUTION NO. 99-2759
COMPLETING APPOINTMENTS TO)
THE AFFORDABLE HOUSING) Introduced by Executive Officer
TECHNICAL ADVISORY) Mike Burton
COMMITTEE; AND CONFIRMING THE)
CHAIR AND VICE CHAIR)

WHEREAS, the Metro Council adopted the Amendment to the Regional Framework Plan Section 1.3 Regarding Housing and Affordable Housing Policy (Ordinance 98-769) on September 10, 1998; and

WHEREAS, the Metro Council adopted a Chapter to the Metro Code creating an Affordable Housing Technical Advisory Committee and confirming the appointment (Ordinance 98-769) on September 10, 1998; and

WHEREAS, it is the responsibility of the Metro Council to appoint members of the Affordable Housing Technical Advisory Committee to two-year terms; and

WHEREAS, the representative of Multnomah County local government was not included in the Affordable Housing Technical Advisory Committee adopted by the Metro Council; and

WHEREAS, the representative of the City of Portland was not included in the Affordable Housing Technical Advisory Committee adopted by the Metro Council; and

WHEREAS, staff and members of the Affordable Housing Technical Advisory Committee have not been successful in contacting the second representative (Juanita Hernandez) of the institutions which provides financing to developers of housing and affordable housing; and

WHEREAS, the cities of Multnomah County have made changes to their representative on the Affordable Housing Technical Advisory Committee; and

WHEREAS, the Affordable Housing Technical Advisory Committee has adopted Bylaws on October 19, 1998 (included as Attachment A), stating that the chair and vice-chair shall be nominated by the committee and confirmed by the Metro Council; and that the term of the chair and vice-chair shall be two years; and

WHEREAS, the Affordable Housing Technical Advisory Committee elected Commissioner Diane Linn on November 2, 1998, and Jeffrey Condit on November 16, 1998 to be the chair and vice-chair respectively; and

WHEREAS, the Affordable Housing Technical Advisory Committee Bylaws stated that committee members shall submit names of their alternates for approval by the Executive Officer and confirmation by the Metro Council; and that alternate members shall vote only when their advisory committee member is absent, and shall serve only during the term of their advisory committee member; and

WHEREAS, members of the Affordable Housing Technical Advisory Committee submitted names of their alternates to the Executive Officer; now, therefore

BE IT RESOLVED:

1. That the Metro Council appoints Commissioner Diane Linn to be the representative of the Multnomah County local government on the Affordable Housing Technical Advisory for a two year term beginning in October 1998 and ending October 2000.
2. That the Metro Council appoints Commissioner Erik Sten to be the representative of the City of Portland on the Affordable Housing Technical Advisory for a two year term beginning in January 1999 and ending January 2001.
3. That the Metro Council appoints Margaret Nelson (KeyBank's Assistant Vice President and Real Estate Relationship Manager) to be the second representative of an institution which provides financing to developers of housing and affordable housing for a two year term beginning in December 1998 and ending December 2000.
4. That the Metro Council appoints Mayor Roger Vonderharr to replace Mayor Gussie McRobert as the representative of the cities of Multnomah County on the Affordable Housing Technical Advisory for a two year term beginning in October 1998 and ending October 2000.
5. That the Metro Council appoints Commissioner Diane Linn to be the chair of the Affordable Housing Technical Advisory Committee for the term starting November 1998 and ending November 2000.
6. That the Metro Council appoints Jeffrey Condit to be the vice-chair of the Affordable Housing Technical Advisory Committee for the term starting November 1998 and ending November 2000.
7. That the members of the Affordable Housing Technical Advisory Committee can appoint an alternative to serve in their absence.
8. That the Metro Council appoints the individuals listed in Attachment B to be alternate members of the Affordable Housing Technical Advisory Committee positions as shown.

9. That the alternate members shall serve only during the term of their advisory committee member; and can vote only in the absence of their advisory committee member.

BE IT RESOLVED:

ADOPTED by the Metro Council this 11th day of March, 1999.



Rod Monroe, Presiding Officer

Approved as to Form:



Daniel B. Cooper, General Counsel

ATTACHMENT A

BYLAWS OF THE AFFORDABLE HOUSING TECHNICAL ADVISORY COMMITTEE

METRO AFFORDABLE HOUSING TECHNICAL ADVISORY COMMITTEE BYLAWS

Adopted October 19, 1998

The purpose, composition, charge, and appointment and confirmation procedures for the Metro Affordable Housing Technical Advisory Committee included in the Metro Council Resolutions 97-1582A, 98-2630 and 98-2629 (attached) were used to develop these bylaws.

Article 1 NAME

- 1.0. This committee shall be known as the "Metro Affordable Housing Technical Advisory Committee (AHTAC)." Hereinafter referred to as "advisory committee."

Article 2 GEOGRAPHICAL AREA

- 2.0. The area served by the advisory committee shall be the area within the boundaries of Metro and adjacent areas of Clackamas, Multnomah and Washington counties in Oregon. These adjacent areas, (even though they are outside of Metro's present boundaries) are currently, or will be, impacted by the programs of Metro's Growth Management Services Department.

Article 3 MISSION AND PURPOSE

- 3.0. The advisory committee will focus its deliberations on the housing needs of the urban population as stated in the Metro Charter, Metro Regional Framework Plan and Ordinance No. 98-769, and as described in the annually adopted budget for the Growth Management Services Department.
- 3.1. The committee serves strictly in an advisory capacity to the Metro Council. Prior to submitting recommendations to the Metro Council, the committee shall first seek and provide advice and consultation from and to the Metro Policy Advisory Committee. The committee is not a policy making group. Nor does it serve in an administrative capacity. Metro's Executive Officer and the Director of the Growth Management Services Department manage the program's budget, staff and activities.
 - 3.1.1. The advisory committee shall review policies in the Regional Framework Plan, policy implementation strategies, and projects and annual budget requests of the Growth Management Services Department for the Housing Program.
 - 3.1.2. The advisory committee shall conduct such public hearings, as it deems necessary prior to making its recommendations to Metro Council.
 - 3.1.3. The advisory committee shall review and advise Metro on policies and strategies related to developing and implementing the goals and objectives of the housing element in the Regional Framework Plan and its amendments, the Regional Affordable Housing Strategy Plan, the Affordable Housing Functional Plan and other materials related to housing planning developed by the Growth Management Services Department.

- 3.1.4. The advisory committee shall review and advise Metro on policies and strategies related to revenue sources to support the work plan of the Metro Housing Program.
- 3.1.5. The advisory committee shall review and advise the Metro Council on the annual budget requests of the Housing Program of the Growth Management Services Department.
- 3.1.6. The advisory committee shall work very closely with other committees such as the Metro Policy Advisory Committee, Metro Technical Advisory Committee, Joint Transportation Policy Advisory Committee, and other Metro advisory committees, as necessary.
- 3.1.7. The advisory committee shall work very closely with local governments, the non-profit housing organizations, and private sector housing providers to determine the scope of work involved in developing and implementing affordable housing in the Metro region.
- 3.1.8. Recommendations from the advisory committee will be forwarded to the Metro Executive Officer, the Metro Council, and the Metro Policy Advisory Committee by the Director of the Growth Management Services Department and the chair of the advisory committee.

Article 4
MEMBERSHIP, CHAIR AND VICE CHAIR AND TENURE

- 4.0. The advisory committee shall be composed of 25 voting members and three non-voting members who will serve in an ex-officio capacity. Nominations shall be made by the appointee organizations and approved by the Metro Council.

Voting Members:

- A. Non-profit affordable housing provider - Clackamas County representative
- B. Non-profit affordable housing provider - Multnomah County representative
- C. Non-profit Affordable housing provider - Washington County representative
- D. For-profit housing provider representative
- E. For-profit housing provider representative
- F. For-profit housing provider representative
- G. Public housing authority - Clackamas County representative
- H. Public housing authority - Multnomah County representative
- I. Public housing authority - Washington County representative
- J. City of Portland representative
- K. Clackamas County representative
- L. Multnomah County representative
- M. Washington County representative
- N. Cities in Clackamas County representative
- O. Cities in Multnomah County representative
- P. Cities in Washington County representative
- Q. Metro Policy Advisory Committee representative
- R. Institutions providing financing to developers of housing and affordable housing representative
- S. Institutions providing financing to developers of housing and affordable housing representative
- T. Residents of affordable housing representative
- U. Residents of affordable housing representative
- V. Residents of affordable housing representative
- W. Business community and major employers representative
- X. Business community and major employers representative

Y. Land use planning professionals representative

Non-Voting Members:

- A. The Governor's Task Force on Aging representative
 - B. The State of Oregon Housing and Community Services Department representative
 - C. The Federal Housing Administration representative
- 4.1. Initially, the chair shall be the Metro Council liaison and thereafter the chair and vice chair shall be nominated by the committee and confirmed by the Metro Council. The chair shall serve a two-year term.
- 4.2. Advisory committee members shall serve two years. Members shall serve no more than two consecutive terms. To serve a second term members must be re-nominated by the appointee organization and re-confirmed by the Metro Council.
- 4.3. Advisory committee members shall submit names of their alternates for approval by the Metro Executive Officer and confirmation by the Metro Council. Alternate members shall vote only when their advisory committee member is absent. Alternate members shall serve only during the term of their advisory committee member. Advisory committee members shall make every effort to assure participation by their alternate if the member must miss a meeting.

**Article 5
MEETINGS**

- 5.0. The advisory committee will meet at least once every month (July 1 to June 30), and more often as necessary and/or if requested by the Director of Metro's Growth Management Services Department. Meeting times and locations will be jointly agreed upon by committee members and the Director or Supervisor of the Housing Program. All meetings are open to the public.
- 5.1. Agenda items for committee meetings shall be set by the Director of the Growth Management Services Department. The Director or the Supervisor of the Housing Program will consult the chair of the advisory committee and the prior to finalizing agendas. Committee members may suggest future agenda items to the Director or the Supervisor of the Housing Program.
- 5.2. The Growth Management Services Department and Executive Office will staff the advisory committee and its meetings.

**Article 6
QUORUM**

- 6.0. A quorum of the advisory committee shall be a majority of the filled voting positions at the time of the meeting, (e.g., if 23 positions are filled and two positions are vacant, 12 members constitute a quorum).

**Article 7
VACANCIES AND RESIGNATIONS**

- 7.0. If a vacancy occurs in any position, the appointee organization shall be requested to nominate a new member who will serve the remainder of the term. The member must be confirmed by the

Council. The new member shall complete the uncompleted duration of the term for that position. The new member can be re-nominated for only one additional full term by the appointee organization, and re-confirmed by the Metro Council.

- 7.1. Any advisory committee member who intends to resign shall write a letter to the Chair of the committee and the Director of the Growth Management Services Department. Both the reasons for the resignation and the effective date shall be stated in the letter.
- 7.2. Any member with three consecutive unexcused meeting absences (for any reason other than personal and/or family illness) has, in effect, resigned from the committee. Members shall notify the chair to obtain an excused absence. A vacancy will automatically occur and a new member will be re-nominated by the appointee organization and re-confirmed by the Council. The member who occupied the vacant position may reapply.

Article 8

REPRESENTATION AS COMMITTEE MEMBER TO OTHER GROUPS

- 8.0. Whenever advisory committee members speak as a member of the committee to other groups, organizations, agencies and individuals they will inform the Director of the Growth Management Services Department or the Supervisor of the Housing Program of the scheduled presentation. This will allow the department to maintain a record of which groups have been contacted and follow up on their expressed interest.
- 8.1. Committee members are, of course, free to speak on any issues and express any opinions as individual citizens, but may not represent the advisory committee members except as described in paragraph 8.0.

Article 9

CONTACT WITH REGIONAL HOUSING PROGRAM STAFF

- 9.0. All inquiries from committee members for assistance from staff should go through the Director or Supervisor of the Housing Program. The Director and Supervisor will work directly with, and respond to, committee members' inquiries. Committee members will have many opportunities to meet with department staff at meetings, field tours and special events.

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ATTACHMENT B

ALTERNATE MEMBERS OF THE AFFORDABLE HOUSING TECHNICAL ADVISORY COMMITTEE SUBMITTED BY THE ADVISORY COMMITTEE MEMBERS

Position(Representing)	Member	Alternate
1. Non-Profit Affordable Housing Provider— Clackamas County	Diane Luther NW Housing Alternative	Jon Wood Clackamas Service Center
2. Non-Profit Affordable Housing Provider— Multnomah County	Dee Walsh REACH Community Development	Ralph Austin Innovative Housing
3. Non-Profit Affordable Housing Provider— Washington County	Sheila Greenlaw-Fink Comm. Partners for Affordable Housing	Renita Christle Gerard Comm. Partners for Affordable Housing
4. For-Profit Housing Provider	David Bell GSL Properties, Inc.	I. D. (Doug) Draper GSL Properties, Inc.
5. For-Profit Housing Provider	Scott Matthews Trammel Crow Residential	Rob Hinnen Trammel Crow Residential
6. For-Profit Housing Provider	Doug Oblatz Shiels Oblatz Johnsen	D. Carter MacNichol Shiels Oblatz Johnsen
7. Clackamas County Public Housing Authority	Gary DiCenzo Clackamas Co. Housing Authority	Tim Nielson Clackamas Co. Housing Authority
8. Multnomah County Public Housing Authority	Helen Barney Housing Authority of Portland	Denny West Housing Authority of Portland
9. Washington County Public Housing Authority	Susan Wilson Washington Co. Housing Services	John Rosenberger Washington County
10. City of Portland	Commissioner Erik Sten	Mike Saba City of Portland Bureau of Planning
11. Clackamas Co. Local Government	Doug McClain Clackamas County Planning	Scott Pemble Clackamas County Planning
12. Multnomah Co. Local Government	Commissioner Diane Linn Multnomah County	Ramsay Weit Multnomah County
13. Washington Co. Local Government	Commissioner Andy Duyck Washington County	VACANT
14. Cities of Clackamas County	Mayor Jill Thorn City of West Linn	Mayor Carolyn Tomei City of Milwaukie

15. Cities of Multnomah County	Mayor Roger Vonderharr City of Fairview	Andree Tremoulet City of Gresham
16. Cities of Washington County	David Lawrence City of Hillsboro	Pat Ribellia City of Hillsboro
17. MPAC	Mayor Rob Drake City of Beaverton	Councilor Doug Neeley City of Oregon City
18. Financing Institution	Dave Summers Bank of America	Ed DeWald Bank of America
19. Financing Institution	Margaret Nelson KeyBank	VACANT
20. Residents of Affordable Housing	Liora Berry	Lowell Greathouse Community Action Organization
21. Residents of Affordable Housing	Dana Brown Community Alliance of Tenants	Steve Weiss Community Alliance of Tenants
22. Residents of Affordable Housing	Tasha Harmon Community Development Network	Britt Parrott Coalition for a Livable Future
23. Business Community and Major Employers	Pat Ritz Oregon Title Insurance Company	Mindy Sullivan Oregon Title Insurance Company
24. Business Community and Major Employers	VACANT	VACANT
25. Land Use Professionals	Jeffrey Condit Miller Nash	Phillip E. Grillo Miller Nash
26. The Governor's Task Force on Aging (non-voting)	Commissioner Alice Neely Governor's Commission on Seniors	Jan Tucker-McManus Clackamas Co. Social Services
27. The State of Oregon Housing and Community Services Department (non-voting)	Vince Chiotti OR Housing & Community Services	Margaret Van Vhet Governor's Community Dev. Office
28. The Federal Housing Administration (non-voting)	Tom Cusack HUD	Roberta Ando HUD

Staff Report

CONSIDERATION OF RESOLUTION NO. 99-2759 FOR THE PURPOSE OF COMPLETING APPOINTMENTS TO THE AFFORDABLE HOUSING TECHNICAL ADVISORY COMMITTEE; AND CONFIRMING THE CHAIR AND VICE CHAIR

Date: February 9, 1999

Presented by: Elaine Wilkerson
Gerry Uba

PROPOSED ACTION

This resolution would make the following appointments to the Affordable Housing Technical Advisory Committee (H-TAC).

Recommended for appointment to a two-year term beginning in October 1998 and ending October 2000 are:

1. Commissioner Diane Linn, representative of the Multnomah County local government
2. Mayor Roger Vonderharr, representative of the cities of Multnomah County

Recommended for appointment to a two-year term beginning in December 1998 and ending December 2000 is:

1. Margaret Nelson as one of the representatives of institutions which provide financing to developers of housing and affordable housing.

Recommended for appointment to a two-year term beginning in January 1999 and ending January 2001 is:

1. Commissioner Erik Sten, representative of the City of Portland.

FACTUAL BACKGROUND

The Council established H-TAC on November 20, 1997 (Resolution 97-2583B) and included it in the Regional Framework Plan, adopted by the Council on December 11, 1997 (Ordinance 97-715B). The appeal of the Regional Framework Plan provisions by some local governments resulted in a settlement agreement that amended Section 1.3 of the Regional Framework Plan regarding housing and affordable housing. The settlement also added a new chapter to the Metro Code that amended the composition of the H-TAC and confirmed the appointment of initial members to the committee. On September 10, 1998, the Council adopted Ordinance 98-769 that amended the Regional Framework Plan provisions and appointed the initial members of H-TAC.

There were two vacant positions in the list of initial members of H-TAC included in Ordinance 98-769. The positions are for the City of Portland and Multnomah County local government representatives. In addition, staff could not reach one of the financial institution's representatives included in the initial committee list, Juanita Hernandez, and those in the financial community contacted could not locate her.

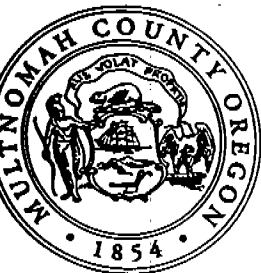
Commissioner Diane Linn was nominated by Multnomah County Chair, Beverly Stein, to fill the Multnomah local government position. Commissioner Erik Sten was nominated by Mayor Vera Katz to fill the City of Portland position. Mayor Roger Vonderharr of Fairview was nominated to replace Mayor Gussie McRobert of Gresham. Ms. Margaret Nelson, KeyBank's Assistant Vice President and Real Estate Relationship Manager, accepted the offer to represent institutions that provide financing to developers of housing and affordable housing (see Attachment to Staff Report for letters of nomination).

Initially, the chair of the H-TAC was Metro Council Liaison, Councilor Ed Washington. The committee developed and adopted its Bylaws on October 19, 1998. The Bylaws stated the procedures for electing a chair and vice-chair. The chair shall be nominated by the committee and confirmed by the Metro Council.

At the meeting of the H-TAC on November 2, 1998, Commissioner Diane Linn received unanimous vote of the committee to be the chair. At the meeting of the committee on November 16, 1998, Jeffrey Condit received a majority of the committee vote to be the vice-chair.

The Bylaws stated the procedures for appointing alternates. The H-TAC members shall submit names of their alternates for approval by the Metro Executive Officer and confirmation by the Council. The Bylaws stated also that the alternates shall vote only when their advisory committee member is absent, and alternate members shall serve only during the term of their advisory committee member, and advisory committee members shall make every effort to assure participation of their alternate if the member must miss a meeting.

ATTACHMENT TO STAFF REPORT



cc: Mike Burton

Beverly Stein, Multnomah County Chair

Room 1515, Portland Building
1120 S.W. Fifth Avenue
Portland, Oregon 97204

Phone: (503) 248-3308
FAX: (503) 248-3093
E-Mail: mult.chair@co.multnomah.or.us

September 1, 1998

Jon Kvistad
Metro Presiding Officer
600 NE Grand Ave.
Portland, Oregon 97232-2736

RECEIVED
SEP 3 1998
EXECUTIVE OFFICER

RE: Multnomah County Appointments to Metro's Affordable Housing Technical Advisory Committee

Dear Jon,

I have appointed Commissioner Diane Linn as Multnomah County's representative to Metro's Affordable Housing Technical Advisory Committee. Ramsay Weit, Commissioner Linn's Assistant, will serve as the alternate representative.

Please send all Affordable Housing Technical Advisory Committee materials and meeting information to Commissioner Linn:

Address: 1120 SW Fifth Avenue, Room 1500, Portland, OR 97204
Telephone: (503) 248 - 5220
FAX: (503) 248 - 5440
email: Diane.M.Linn@co.multnomah.or.us

Ramsay Weit can be reached at 248-5137 or Ramsay.Weit@co.multnomah.or.us. His address and fax number are the same as Commissioner Linn.

Sincerely,

Beverly Stein /cnp

Beverly Stein
Chair

cc: Commissioner Diane Linn
Mike Burton, Metro Executive Director



Metro Growth Mgmt.

FEB - 1 1999

January 28, 1999

**City of Portland
Vera Katz
Mayor**

Mr. Gerry Uba
Metro
600 NE Grand Ave.
Portland, OR 97232

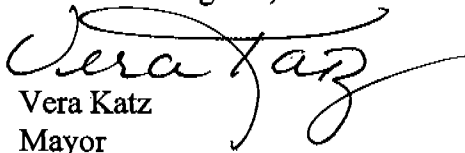
Dear Mr. Uba:

I am pleased to appoint Commissioner Erik Sten as the City of Portland's designated representative to Metro's Affordable Housing Technical Advisory Committee (AHTAC). Mike Saba will continue to serve as the city's alternate.

It is important that the city be well represented at all AHTAC meetings, and I think Commissioner Sten is the most logical choice for this appointment. I have assigned him to oversee the city's Bureau of Housing and Community Development. These responsibilities, along with his considerable interest in affordable housing, should make him a valuable member of the Committee.

I know there are different opinions in our region about the causes of our affordability problem, and likewise there are different opinions about what our solutions should be. This diversity of opinion and experience can be a strength rather than a liability. Portland is very interested in seeing AHTAC succeed. I sincerely hope that we can build a constructive regional strategy for addressing affordability problems with the help of the AHTAC, the Metropolitan Policy Advisory Committee, and the Metro Council.

With warm regards,


Vera Katz
Mayor

cc: Commissioner Erik Sten
Mike Saba





RECEIVED

NOV 17 1998

CITY OF GRESHAM EXECUTIVE OFFICER
Office of the Mayor & City Council

November 10, 1998

Mike Burton, Executive Officer
METRO Regional Center
600 NE Grand Ave.
Portland, Oregon 97232

Mayor

Gussie McRobert

RE: Affordable Housing TAC Members, East Multnomah Co. Cities

Dear Mike:

In order to provide continuity in East County cities representation to the AHTAC, we would like to make the following changes effective November 24th. Roger Vonderharr, Mayor of Fairview, the current alternate, will become the AHTAC member and Andree Tremoulet, Community Revitalization Planner, City of Gresham, will become the alternate. These changes have the support of the East County cities.

It has been my pleasure to serve on the startup of this committee. I will follow with interest the region's successful development of an affordable housing strategy in the next year. Please contact Andree Tremoulet at 618-2643 if you have any questions.

Yours truly,

Gussie McRobert
Mayor

GM:RR

CC: Mayor Roger Vonderharr, Fairview
Mayor Paul Thalsofer, Troutdale
Mayor Don Robertson, Wood Village
Gerry Uba, Metro
Andree Tremoulet, Gresham

City Council

Bob Moore
Council President
Position 5

Jack Gallagher
Position 1

Glenn McIntire
Position 2

John Leuthauser
Position 3

Debra Noah
Position 4

David Widmark
Position 6

Margaret Nelson
Assistant Vice President
Real Estate Relationship Manager

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NOV 24 1998



EXECUTIVE OFFICER

KeyBank National Association
Community Development
Mailcode: OR-20-CS-0101
5330 NE Martin Luther King Jr. Blvd
Portland, OR 97211

Tel: (503) 795-6030
Fax: (503) 284-8086

November 23, 1998

Mr. Mike Burton
Executive Officer
Metro
600 NE Grand Avenue
Portland, Oregon 97232

Dear Mr. Burton:

Thank you for asking me to serve on Metro's Affordable Housing Technical Advisory Committee (AHTAC). I have been a loan officer specializing in affordable housing for the past four years. In addition, I have served on the Board of Directors of Community Partners for Affordable Housing (CPAH) for the past three years, and am currently serving as President of that Board. I also serve on the loan committee of the Network for Oregon Affordable Housing (NOAH), a consortium of permanent affordable housing lenders. I believe my knowledge and experience in affordable housing will benefit AHTAC.

I look forward to working with you and hopefully helping increase the availability of housing to low income families throughout the Portland Metropolitan area.

Sincerely,

A handwritten signature in cursive script that reads "Margaret Nelson".

Margaret Nelson

enclosure

Margaret A. Nelson, Relationship Manager
(503) 795-6030

EXPERIENCE:

May 1997 to
Present

KEYBANK, N.A., Portland, Oregon

Finance the new construction, acquisition, and rehabilitation, of commercial real estate properties throughout Oregon. Specialize in multi-family affordable housing, including Federal and State subsidized housing projects. This entails understanding the source, value, and capital contribution schedules of Section 42 Tax Credit Equity, HOME funds, State Trust Fund money, and other gap financing. Also includes marketing of bank services to the affordable housing community, analyzing projected income, expense and cost estimates, ordering and reviewing commercial appraisal reports and title reports, and negotiating terms and equity pay-ins.

THE ARCAND COMPANY (Tax Credit Syndicator), Portland, Oregon

February 1997
to May 1997

Acquisitions Analyst

Responsible for coordinating the due diligence process of affordable, multi-family housing complexes. This includes analyzing forecasted cash flows, internal rates of return, tax credit benefits to investors and sensitivity to interest rate and tax credit rate fluctuations. Also responsible for reviewing the adequacy of property insurance, guarantor net worth, market supply and demand and other underwriting standards.

WELLS FARGO BANK, Portland, Oregon

January 1995 to
January 1997

Relationship Manager, Assistant Vice President

Financed the new construction and rehabilitation of multi-family complexes, mixed use complexes, and single family subdivisions in Oregon, Idaho and Washington. Specialized in affordable housing.

September 1992
to January 1995

Real Estate Market Research Analyst, Assistant Vice President

Established the first Real Estate Market Research Team in the First Interstate System. This entailed developing a computer database system of real estate sales and leases, and establishing a customer oriented system whereby real estate lenders could quickly obtain data for analyzing credits.

February 1992
to September 1992

Senior Auditor- First Interstate Bank Audit Division

Auditor-in-charge on the audit of the Investment Division, and Commercial Appraisal Division.

THE FEDERAL RESERVE BANK OF CHICAGO, Chicago, Illinois

March 1986 to
August 1991

Bank Examiner

Supervised the career development and training of four examiners. Examiner-in-charge on bank and bank holding company inspections ranging in size from \$50 million to \$7.5 billion in assets. Instructed students from the Federal Reserve and other regulatory agencies in a one week school on financial analysis and banking rules and regulations.

EDUCATION:

Bachelor of Science, Indiana University, Bloomington, Indiana, December, 1985. Major: Finance.

MEMBERSHIPS:

President of the Board of Directors - Community Partners for Affordable Housing (CPAH),
Member of the Board of Directors - Metzger Park Apartments, LP (HUD Preservation project)
1995 Member of Board of Directors - Women in Commercial Real Estate