



MANAGEMENT INNOVATION: TECHNOLOGY

Electronic Board Packets

Doug Garver, Executive Director

Steve McVey, Chief Information Officer

2014 Entry Form
(Complete one for each entry.)

Fill out the entry name *exactly* as you want it listed in the program.

Entry Name _____

HFA _____

Submission Contact _____

Phone _____ **Email** _____

Qualified Entries must be received by **Tuesday, July 1, 2014**.

For more information about Qualified Entries, [click here to access the 2014 Entry Rules](#).

Use this header on the upper right corner of each page.

HFA _____

Entry Name _____

Communications	Homeownership	Rental Housing	Special Needs Housing
<input type="checkbox"/> Annual Report <input type="checkbox"/> Promotional Materials and Newsletters <input type="checkbox"/> Creative Media	<input type="checkbox"/> Empowering New Buyers <input type="checkbox"/> Home Improvement and Rehabilitation <input type="checkbox"/> Encouraging New Production	<input type="checkbox"/> Multifamily Management <input type="checkbox"/> Preservation and Rehabilitation <input type="checkbox"/> Encouraging New Production	<input type="checkbox"/> Combating Homelessness <input type="checkbox"/> Housing for Persons with Special Needs
Legislative Advocacy	Management Innovation	Special Achievement	Are you providing visual aids?
<input type="checkbox"/> State Advocacy <input type="checkbox"/> Federal Advocacy	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input type="checkbox"/> Operations <input type="checkbox"/> Technology	<input type="checkbox"/> Special Achievement	<input type="checkbox"/> YES <input type="checkbox"/> NO

2014 NCSHA Award Nomination

HFA: Ohio Housing Finance Agency
Category: Management Innovation – Technology
Entry Name: Electronic Board Packets

Doug Garver, Executive Director

Steve McVey, Chief Information Officer

The Ohio Housing Finance Agency (OHFA) is governed by an 11-member board who meet at least once per month. These members also serve on six committees that meet prior to the Board meeting. Before the Agency's conversion to the electronic board packet, the process of preparing materials for Board and committee consideration was inefficient and time consuming. Hours were spent copying, collating and sending documents via overnight mail. If last minute changes were necessary for previously distributed materials, corrections entailed wasting reams of paper, more copying and collating, and/or a series of emails to Board members outlining the revisions.

At the executive director's request, the executive assistant worked with a member of OHFA's Office of Information Technology to conduct a search of electronic programs for Board communication and identified the BoardDocs® service, a cloud-based application which users may access from any internet-capable device. The application was tested and ultimately selected by the executive office due to its ease of use and implementation.

BoardDocs® has dramatically improved the Board material preparation process since its implementation in October 2013. The BoardDocs® program is protected as "view-only," and cannot be changed or deleted by anyone other than designated publishers. A note-taking feature is available for all users who wish to jot down private observations, reminders or questions.

Implementation

Publishers attended a two-day training for instruction on how to "build" Board packets; Board members and staff members were trained to use the system during a one-hour meeting.

Cost

The cost of the application is approximately \$15,000 per year, with a one-time implementation charge of \$1,000.

Benefits to the Agency

BoardDocs® provides instantaneous download and delivery of Board materials. If corrections, additions or deletions are needed, it can be accomplished at any time prior to (or even during) Board meetings. Documents and large reports are quickly and easily uploaded and attached to a specific agenda item. Board members no longer carry large amounts of paper when travelling and have 24/7 access to materials for current or past meetings.

In addition, this system offers public transparency. With Wi-Fi access during Board and committee meetings, all attendees are free to access information posted for public viewing at any time with an internet-capable device.

BoardDocs® saves on labor expenses, paper costs and overnight shipping fees. Previously, three full-time workers devoted an entire day to Board material preparation. Now, two people can prepare the Board and committee meeting packets, relieving a third person to attend to other daily priorities.

In addition to Board materials, BoardDocs® offers a library to store important Agency reference materials such as the Annual Report, Annual Plan and Needs Assessment, Qualified Allocation Plan and past meeting minutes.

Strategic Priorities

By adopting BoardDocs® technology, OHFA has significantly improved transparency and efficiency by providing timely information to its Board members to ensure they have access to the most current, correct and complete information necessary which enables them to more effectively serve the citizens of Ohio.

Attachments: Screen shots

BoardDocs

www.boarddocs.com/oh/ohfa/Board.nsf/Public

57 East Main Street • Columbus, Ohio 43215 • Toll Free 888.362.6432 • Fax 614.644.5393
Ohio Housing Finance Agency

OHFA Board
Meeting Agendas and Minutes

An 11-member Board administers the Ohio Housing Finance Agency. The Board consists of the Director of the Ohio Department of Commerce (or designee), the Director of the Ohio Development Services Agency (or designee), and nine public members. The Governor appoints the nine public Board members for six-year terms to represent various housing sectors and the public.

Unless otherwise noted, OHFA's Board meetings take place the third Wednesday of every month at 10:30 a.m. in the Agency's boardroom at 57 East Main Street, Columbus, Ohio.

POLICY for Public Comments at OHFA Board Meetings:
Notice of Ohio Housing Finance Agency (OHFA) Board meetings are published in advance of every meeting and notices can be found on our website. The public is always welcome to mail written comments to OHFA at any time. Comments can be mailed to: Christine Proebstl, OHFA, 57 East Main Street, Columbus, Ohio 43215 or emailed to her at cproebstl@ohiohome.org.

If a member of the public wishes to present comments to the Board or at any committee meeting in person, please contact Ms. Proebstl above who will contact the Executive Director. The Board Chair and the Executive Director will determine when in the agenda comments are best suited. Public comment will generally be limited to five minutes.

If someone wants to speak about a particular project/program that requires Board approval, comments are invited after the motion to approve or deny is made and seconded. This will allow the public to be heard and allow the Board the option of considering the public comment before a vote is taken. It is up to the discretion of the Board Chair if additional time can be allotted for more lengthy comments.

~
Douglas A. Garver
Executive Director

For more information, please contact [Christine Proebstl](mailto:cproebstl@ohiohome.org).

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Ohio Housing Finance Agency

Agenda

Agenda Item Details

Meeting	Jun 18, 2014 - FINANCE COMMITTEE MEETING
Category	DEVCO ONLINE APPLICATION GENERAL FUND SPENDING AUTHORITY REQUEST
Subject	DevCo Online Application Request
Type	Action

TO: Finance Committee
FR: Steven McVey, Chief Information Officer
RE: DevCo Online Application General Fund Spending Authority Request

The IT Office is requesting additional funds of \$20,500 to complete the DevCo Online Application. The original allocation was for \$200,000 and we project that the additional amount is needed to complete the DevCo Online Application in order to meet the July 1st go-live date. In late 2013, the PRAD and Program Compliance offices agreed to a pause in the development of the Online Application and divert funds toward the Online Annual Certification module to make it ready to accept owner certifications in mid-March of this year. Work on the Online Application has now resumed and, in order to complete it in time to collect final applications for the 9% housing tax credit round due at the end of August, the additional funds are needed.

If you have any questions, please contact me at 614-644-2444 or smcvey@ohiohome.org.

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