

MINUTES

On the 17th day of January 2019 at 2:30 PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session at the Colorado Springs Housing Authority located at 831 S. Nevada Avenue, Colorado Springs, Colorado 80903.

I. ROLL CALL:

The following members of the body attended:

COMMISSIONERS:	Cheryl Dingwell-Keckritz, Vice Chair Sharon King, Commissioner Donnis Martin, Commissioner Roland Laning, Commissioner Steve Powell, Commissioner
STAFF:	Paul Spencer, Deputy Director Trudy Harper, Finance Director Jeff Kunkle, I.T. Manager Nadine Garcia, Section 8 Manager Kelly Padilla, Human Resources Manager Patrick Hensley, Maintenance Supervisor
ABSENT:	Brian Colvert, Chair Eric Phillips, Commissioner
VISITORS:	Mr. and Mrs. Sandoval
EX OFFICIO:	Chad E. Wright, Secretary
RECORDING SECRETARY:	Katherine C. Santucci

Vice Chair Dingwell-Keckritz called the Regular Meeting of the Board of Commissioners to order at 2:32 PM.

II. APPROVAL OF MINUTES:

Vice Chair Dingwell-Keckritz called for the motion to approve the minutes of the Regular Meeting of September 21, 2018 as presented. Commissioner Martin so moved, Commissioner King seconded. The motion carried with unanimous approval.

III. CITIZEN DISCUSSION:

Mr. Sandoval introduced himself and Mrs. Sandoval. He then stated concerns about his residence. Vice Chair Dingwell-Keckritz thanked Mr. and Mrs. Sandoval for their comments.

Vice Chair Dingwell-Keckritz called for discussion of the Consent Calendar.

IV. CONSENT CALENDAR:

A. Housing Project Development

1. Modernization
2. Maintenance
 - a. Housing Authority Work Order Totals

B. Finance/Administration

1. Combined Financials

2. Affordable Housing Projects
 - a. ComCap Asset Management
 - b. Team Asset Management Managed Properties
 3. Loan Payments
 4. Accounts Payable - Payment Detail Report
 5. Information Technology
- C. Operations**
1. Human Resources
 2. Intake/Eligibility Monthly Report
 3. Section 8
 - a. Housing Choice Vouchers - Leasing Data
 - b. Special Programs
 - c. Home Ownership Program
 4. Asset Management
 - a. Public Housing Occupancy Report/Managed Properties
 - b. PHAS Scoring Update

Commissioner Laning commented on the following:

B. Finance/Administration/1. Financials:

Commissioner Laning had several questions regarding financial reporting including:

- Cash position at the end of the year
- Financial statements that reflect audit numbers
- Cash available report
- Report details and monitoring
- Balance Sheets

Mr. Wright and Ms. Harper addressed Commissioner Laning's comments; more information was provided to Mr. Laning following the meeting.

B. Finance/Administration: 2/a. ComCap Asset Management and b. Team Asset Management Managed Properties/page 8:

Commissioner Laning inquired about the following items on the report:

- Gross Potential Rent
- Net Income per square foot
- Ability to compare the two companies

Commissioner King inquired if the reports were generated solely for the Board; Mr. Wright stated some of the reports are created at the request of the Board.

Mr. Wright called the following:

B. Operations: 4/Asset Management/b. PHAS Scoring Update/p. 21

Mr. Wright stated the Authority ended the year with a PHAS score of 95.82%. The Section 8 Program ended 2018 with over 95% utilization for the year. Mr. Wright stated the year was challenging as HUD changed several rules, within the program. The score will generate points for the SEMAP evaluation score.

Additional Discussion:

Mr. Wright discussed the Audit and how it monitors the Authority's systems, whether they meet the federal standards, with transparency that demonstrates the Authority operates above board.

This concluded discussion of the Consent Calendar.

Prior to convening in Executive Session, Mr. Wright recognized the following:

- ◇ Kelly Padilla, for her prominent role in receiving the 2018 (Silver) Circle of Safety Award.
- ◇ Nadine Garcia for her role in receiving the 95+% utilization of Section 8 vouchers.
- ◇ Jeff Kunkle who oversaw the transition of new servers online with no downtime.
- ◇ Mr. Wright introduced Patrick Hensley, new Maintenance Supervisor since November 1, 2018. Mr. Hensley stated the Authority is scheduled for three REAC inspections.

This concluded staff acknowledgements.

Vice Chair Dingwell-Keckritz then called for the motion to amend the agenda, moving Executive Session to follow the Consent Calendar. Commissioner Martin so moved; Commissioner Laning seconded. Motion carried with unanimous approval.

Staff was excused.

At 2:55PM, Vice Chair Dingwell-Keckritz called for the motion to adjourn from Regular Session to convene in Executive Session. Commissioner King so moved; Commissioner Laning seconded. Motion carried with unanimous approval.

At 2:56PM, Vice Chair Dingwell-Keckritz called for the motion to convene in Executive Session. Commissioner King so moved; Commissioner Martin seconded. Motion carried with unanimous approval.

Executive Session convened at 2:57PM to discuss property development.

At 4:17PM, Vice Chair Dingwell-Keckritz called for the motion to adjourn Executive Session. Commissioner King so moved; Commissioner Martin seconded. Motion carried with unanimous approval.

At 4:18PM, Vice Chair Dingwell-Keckritz called for the motion to resume Regular Session. Commissioner King so moved; Commissioner Martin seconded. Motion carried with unanimous approval.

Regular Session resumed at 4:18PM.

V. ACTION ITEMS:

Vice Chair Dingwell-Keckritz called for a motion to allow approval Resolutions 2313-2329 as one slate “action”. Commissioner King so moved, Commissioner Powell seconded. Motion carried with unanimous approval following Commissioner Powell’s request for clarification of the definition of the word “stalking” in Resolution 2329.

Vice Chair Dingwell-Keckritz called for the motion to approve Resolutions 2313-2329 (*Signature only Required designations excluded due to earlier electronic approval*). Commissioner Laning so moved; Commissioner Powell seconded. Motion carried with unanimous approval.

Resolution 2313: Approval of write offs for vacated accounts for the month ending September 30, 2018

Resolution 2314: Approval of write offs for vacated accounts Homeownership Program for month ending September 30, 2018

Resolution 2315: Approval of changes to the Colorado Springs Housing Authority Utility Allowance for Section 8, Single Family (Semi-Detached/Duplex/Detached House/Mobile Home) effective 01/01/2019 *(Signature only required)*

Resolution 2316: Approval of the Adoption of HUD SAFMR (Small Area Fair Market Rent) Payment standard by ZIP Code effective 01/01/2019
(Signature only required)

Resolution 2317: Approval of changes to the Colorado Springs Housing Authority Utility Allowance for Section 8, Multi-Family (High Rise/Apartment/Row House/Townhouse) effective 01/01/2019 *(Signature only required)*

Resolution 2318: Approval of changes to the Section 8 Admin Plan regarding Changes in Payment Standards, Decreases, Updating Payment Standards and Utility Allowance Revision
(Signature only required)

Resolution 2319: Approval of changes to the Colorado Springs housing Authority Utility Allowance for Public Housing (Single Family Home/Row House)
(Signature only required)

Resolution 2320: Approval of write offs for vacated accounts for the month ending October 31, 2018

Resolution 2321: Approval of write offs for vacated accounts Homeownership Program for month ending October 31, 2018

Resolution 2322: Approval of Sunshine Act Open Meeting laws for the year 2019

Resolution 2323: Approval of write offs for vacated accounts for the month ending November 30, 2018

Resolution 2324: Approval of write offs for vacated accounts Homeownership Program for month ending November 30, 2018

Resolution 2325: Approval to open the waiting list for Southview Plaza 1-Bedroom Elderly/Disabled January 4-8, 2019 *(Signature only required)*

Resolution 2326: Approval to open the waiting list for Franklin Square Apartments 1-Bedroom Elderly/Disabled and Conventional Public Housing 0-Bedroom/Efficiency January 21-15, 2019

Resolution 2327: Approval of write offs for vacated accounts for the month ending December 31, 2018

Resolution 2328: Approval of homeowner ship accounts during the month December 2018

Resolution 2329: Approval to change Public Housing ACOP to reflect updated definition of the term *Stalking*

OTHER:

Letters of Support

Per standard procedure, Mr. Wright requested approval to send letters of support to two projects that will be submitting applications for funding; one is a senior assisted living development while the other is a homeless services/permanent supportive housing project.

VI. EXECUTIVE DIRECTOR'S REPORT:

Update on Shook's Run:

Mr. Wright provided an update on the progress of the demolition at Shook's Run; one building remains. The Authority will submit application for tax credits through CHFA; application deadline is June 3rd.

VII. OLD BUSINESS:

Commissioner Martin reported on the open house she and Commissioner Powell attended at *Traditions at Colorado Springs* (the Authority is in a Tax Credit partnership with the developer). Both were impressed with the property. Literature was provided. There was no other Old Business to come before the Board.

VIII. NEW BUSINESS/OTHER BUSINESS:

Commissioner Martin asked about highlights from the National NAHRO Conference held in Atlanta, GA in October. Vice Chair Dingwell-Keckritz stated she felt the expense outweighed the benefit and recommended attendance at local events as a better option. She also stated useful information and coursework is available online.

There was no other New Business/Other Business to come before the Board.

IX. EXECUTIVE SESSION:

Agenda amended; see motion following the Consent Calendar.

X. ADJOURNMENT:

There being no further business, Vice Chair Dingwell-Keckritz called for the motion to adjourn Regular Session. Commissioner King so moved; Commissioner Powell seconded. Motion carried with unanimous approval. Meeting adjourned at 4:31PM.

CHERYL DINGWELL-KECKRITZ,
VICE CHAIR

CHAD E. WRIGHT, SECRETARY