

MINUTES

On the 16th day of November 2023 at 2:30PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session at 831 S. Nevada Ave., Colorado Springs, CO 80903.

I. ROLL CALL:

The following members of the body attended:

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| COMMISSIONERS: | Eric Phillips, Chair Cathi Sullivan, Commissioner Jesse Spaeth, Commissioner John Vasilakis, Commissioner Karen Anderson, Commissioner |
| STAFF: | Paul Spencer, Deputy Director Patrick Hensley, Maintenance Supervisor Heather Bailey, Section 8 Supervisor Valerie Switzer, Human Resources Generalist |
| ABSENT: | Eddie Rodriguez, Vice Chair Laura Nelson, Commissioner Trudy Harper, Finance Director John Gaster, IT Supervisor |
| VISITORS: | No visitors attended |
| EX OFFICIO: | Chad Wright, Secretary (Absent) |
| RECORDING SECRETARY: | Katherine Kuchera (Absent) |

Chair Phillips called the meeting to order at 2:30PM.

II. APPROVAL OF MINUTES:

Chair Phillips called for the motion to approve the minutes of the Regular Meeting held October 19, 2023. Commissioner Sullivan so moved; Commissioner Spaeth seconded. Motion carried with unanimous approval.

III. CITIZEN DISCUSSION:

There was no Citizen Discussion.

Chair Phillips called for questions or comments on 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 October 2023
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
 - 6. Quarterly Fraud Report for third quarter ending September 30, 2023.
- 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

There was no discussion on the Consent Calendar. Chair Phillips called for the motion to approve the Consent Calendar as presented. Commissioner Vasilakis moved so; Commissioner Sullivan seconded. Motion carried with unanimous approval.

V. ACTION ITEMS:

Resolution 2575: Approval of SAFMR (Small Area Fair Market Rent) Payment Standard by ZIP Code for families effective January 1, 2024:

Mr. Spencer briefly discussed this HUD requirement noting the 61 Zip Codes in El Paso County. He stated the CSHA is currently in the 90% range and noted that we approach the process in a conservative manner. He also discussed how the payment standard affects residents. Additionally, Mr. Spencer pointed out that rents have come down 3% as a result of heightened residential building in Colorado Springs.

Chair Phillips called for the motion to approve the resolution. Commissioner Spaeth moved so; Commissioner Sullivan seconded. Motion carried unanimously.

Resolution 2576: Approval of Account Write-offs for the month ending October 31, 2023:

Mr. Spencer discussed the amount of the month's write-offs. Chair Phillips called for the motion to approve the resolution. Commissioner Vasilakis moved so; Commissioner Sullivan seconded. Prior to the vote, Commissioner Spaeth asked if the Authority is experiencing an increase in non-compliance. Mr. Spencer stated that this time we are not seeing any increase. This is due in part to the consistent tracking of tenant income. Commissioner Vasilakis moved to approve the resolution; Commissioner Sullivan seconded the motion. Motion carried with unanimous approval.

Resolution 2577: Approval of Homeownership bad debts for period ending October 31, 2023:

Chair Phillips called for the motion to be approved. Commissioner Spaeth moved so; Commissioner Vasilakis seconded. Motion carried unanimously.

Resolution 2578: Approval of changes to the Procurement Policy:

Prior to the vote, Mr. Spencer stated the changes come as a result of the HUD audit in September 2023.

VI. EXECUTIVE DIRECTOR'S REPORT:**1. Tax Credit Award:**

Mr. Spencer stated Mr. Wright sent out a letter to the Board notifying them of the award of Tax Credits for the Institute project downtown.

2. Federal Budget:

Mr. Spencer stated that Congress passed another Continuing Resolution, thereby funding the government through January 19, 2024.

VII. OLD BUSINESS:

There was no Old Business to come before the Board.

VIII. NEW BUSINESS/OTHER BUSINESS TO COME BEFORE THE BOARD:

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

IX. EXECUTIVE SESSION:

There was no Executive Session.

X. ADJOURNMENT:

There being no further business, Chair Phillips called for the motion to adjourn the meeting at 2:50PM. Commissioner Spaeth moved so; Commissioner Anderson seconded. Motion carried with unanimous approval.

ERIC PHILLIPS, CHAIR

PAUL SPENCER, DEPUTY DIRECTOR