

## MINUTES

On the 18th day of April 2024, 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:

COMMISSIONERS: Eddie Rodriguez, Chair (via Teams)  
Jesse Spaeth, Vice Chair  
Cathi Sullivan, Commissioner  
John Vasilakis, Commissioner  
Laura Nelson, Commissioner  
Karen Anderson, Commissioner

STAFF: Trudy Harper, Finance Director  
Peter Carlson, Incoming Finance Director  
Paul Spencer, Deputy Director  
Patrick Hensley, Maintenance Supervisor  
Heather Bailey, Section 8 Supervisor  
Valerie Switzer, Human Resources Generalist  
John Gaster, IT Supervisor

ABSENT: Eric Phillips, Commissioner

VISITORS: Ms. King  
Mr. Peterson

EX OFFICIO: Chad Wright, Secretary

RECORDING SECRETARY: Katherine Kuchera

Prior to proceeding with the agenda, Mr. Wright introduced Justin Peterson of Hawkins/Ash, CPAs. Representatives of the firm were on-site all week conducting the annual audit of the CSHA for the period of January 1, 2023-December 31, 2023. Mr. Peterson highlighted the following:

1. Opinions to be issued on the Financial Statements and Major Federal Programs are unmodified "clean."
2. Mr. Peterson reviewed the audit overview components
3. Mr. Peterson thanked the CSHA staff; Mr. Wright thanked him and noted our working relationship with Hawkins Ash throughout the year. Vice Chair Spaeth commented on the good job the Authority does.

### **II. APPROVAL OF MINUTES:**

Chair Rodriguez called Regular Session to order at 2:42PM. Chair Rodriguez then called for the motion to approve the minutes of the meeting held March 21, 2024. Commissioner Vasilakis so moved; Vice Chair Spaeth seconded. The motion passed with unanimous approval.

### III. CITIZEN DISCUSSION:

Chair Rodriguez called for Citizen Discussion. Ms. King read a statement regarding an issue where she resides. She then thanked the Board and left the meeting.

*Chair Rodriguez 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 March 2024
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 1<sup>st</sup> quarter ending March 31, 2024

#### 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 regarding items on the Consent Calendar. Chair Rodriguez called for the motion to approve the Calendar. Commissioner Nelson moved so; Commissioner Sullivan seconded, and the motion carried with unanimous approval.

Chair Rodriguez excused the staff.

### V. ACTION ITEMS:

**Resolution 2590:** Approval of account write offs for month ending March 31, 2024

Chair Rodriguez called for the motion to be approved. Commissioner Nelson moved so; Commissioner Vasilakis seconded. Motion carried with unanimous approval.

**Resolution 2591:** Approval of account write offs for the Homeownership Program for month ending March 31, 2024

Chair Rodriguez called for the motion to approve the motion. Commissioner Sullivan so moved; Vice Chair Spaeth seconded. The motion passed with unanimous approval.

**Resolution 2592:** Approval to adopt the Income Limits effective June 1, 2024, as established by HUD.

Mr. Spencer spoke briefly about the annual procedure to adopt the Income Limits per HUD regulation. Vice Chair Spaeth inquired as to how the Income Limits are determined (median family income or number of members in the household). Mr.

Spencer stated that HUD determines the Income Limits in each region (El Paso County is considered our region). Chair Rodriguez called for the motion to approve the resolution. Commissioner Nelson moved so; Commissioner Anderson seconded. The motion was carried with unanimous approval.

**Resolution 2593:** Approval to add Kirk Iseli as a signatory to accounts owned by the CSHA.

Mr. Spencer spoke briefly about the signature authority, stating that we need to have a pool of signatories to ensure that checks are signed in a timely manner. Mr. Iseli is coming into this role as the representative for the IT Department. Mr. Wright also stated that having more than one or two signatories ensures segregation of duties. Chair Rodriguez called for the motion to approve the resolution as presented. Vice Chair Spaeth so moved and Commissioner Nelson seconded. The motion was carried with unanimous approval.

**Resolution 2594:** Approval of changes to the Section 8 Admin Plan as directed by HUD Policy

Mr. Spencer stated that the Section 8 Admin Plan and the Public Housing ACOP (see Resolution 2595) are included in the changes; we are required to implement certain changes into our processes as determined by HUD each year.

Chair Rodriguez called for the motion to approve the resolution. Commissioner Nelson moved so; Commissioner Anderson seconded. The motion passed with unanimous approval.

**Resolution 2595:** Approval to adopt the changes to the Public Housing ACOP (Admissions and Continued Occupancy Policy)

Mr. Spencer again noted the HUD requirement to adopt changes to the policies on an annual basis. Chair Rodriguez called for the motion to approve the resolution. Commissioner Sullivan moved so; Commissioner Vasilakis seconded. The motion passed with unanimous approval.

**Resolution 2596:** Approval of Multifamily Tenant Selection Plan to meet HUD compliance requirements in the selection policies and procedures.

Mr. Spencer stated that HUD provided an update to the tenant selection process with non-discriminatory language. Chair Rodriguez called for the motion to approve the resolution. Vice Chair Spaeth so moved; Commissioner Sullivan seconded, and the motion passed with unanimous approval.

## **VI. EXECUTIVE DIRECTOR'S REPORT:**

### **1. 2023 Audit:**

Mr. Wright stated he is proud of the team and noted the systems we have in place. He went on to say we are all important to our success as the CSHA is a very structured and complex organization.

### **2. Payroll:**

Mr. Wright announced that we are transitioning into a new payroll system as the current one is not providing the service we need. We will go live on July 1.

### **3. HUD Review:**

Mr. Wright announced that a team from HUD is scheduled to arrive April 30 for a review of the Section 8 systems and technical assistance. The last time this review was conducted was

in 2009. Mr. Spencer stated we provided the materials they requested. The review will conclude on May 3.

This concluded the Executive Director's report.

**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:**

At 3:14PM, Chair Rodriguez called for the Board to convene in Executive Session for the purpose of discussing time sensitive real estate and legal matters.

**X. ADJOURNMENT:**

There being no further business, Chair Rodriguez called for the motion to adjourn the Executive Session at 3:32PM. Commissioner Nelson moved so; Commissioner Anderson seconded. Motion carried with unanimous approval.

The Board did not re-convene in Regular Session.

  
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EDDIE RODRIGUEZ, CHAIR

  
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CHAD WRIGHT, EXECUTIVE DIRECTOR