

MINUTES

On the 19th day of September 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 Jesse Spaeth, Vice Chair Cathi Sullivan, Commissioner Karen Anderson, Commissioner
STAFF:	Paul Spencer, Deputy Director Peter Carlson, Finance Director Patrick Hensley, Maintenance Supervisor Heather Bailey, Section 8 Supervisor John Gaster, IT Supervisor
ABSENT:	Laura Nelson, Commissioner John Vasilakis, Commissioner Valerie Switzer, Human Resources Generalist
VISITORS:	No visitors
EX OFFICIO:	Chad Wright, Secretary
RECORDING SECRETARY:	Katherine Kuchera

Public Meeting: CSHA 2025 Agency Plan Discussion:

There was no discussion by the public to come before the Board.

II. APPROVAL OF MINUTES:

Chair Rodriguez called Regular Session to order at 2:30PM. Chair Rodriguez then called for the motion to approve the minutes of the meeting held August 15, 2024. Commissioner Anderson so moved; Chair Rodriguez seconded, and the motion passed with unanimous approval.

III. CITIZEN DISCUSSION:

There was no Citizen Discussion.

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 June 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
- 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

Chair Rodriguez called the following:

Page 3: B. Finance/Administration/1. Combined Financials August 2024:

Chair Rodriguez inquired about the high fluctuations in Amp. 1. Mr. Wright stated we are pulling funds from the capital reserve to do renovations; we can only use those funds for those improvements. Funds cannot flow outside of public housing for other projects. Our reserve accounts are built up enough that we have more flexibility to do more capital improvements, over and above what is received for Capital Fund.

This concluded discussion of the Consent Calendar.

Other discussion:

- 1. Vice Chair Spaeth asked how our recruitment is going. Currently we are having more success with recruiting. Valerie Switzer and one of the Assistant Maintenance Supervisors are attending a job fair through the Pikes Peak Workforce in hopes of meeting more qualified candidates.
- 2. Chair Rodriguez asked about the Nan McKay progress in taking over management of 500 Section 8 caseloads. Ms. Bailey stated that we are now close to completing the transition and Nan McKay is beginning to process the vouchers in addition to our port in and port out vouchers. We are hopeful we will be up and running in the near future.
- 3. Chair Rodriguez asked about complaints brought before the Board in August regarding slow processing and poor communication with Section 8 clients. Mr. Spencer replied that he is in contact with the gentleman who reached out on behalf of several clients.

V. ACTION ITEMS:

Resolution 3012: Approval of Account Write offs for month ending August 31, 2024

Resolution 3013: Approval of Homeownership Account Write offs for month ending August 31, 2024

Chair Rodriguez called for the motion to approve Resolutions 3012-3013. Commissioner Sullivan so moved; Vice Chair Spaeth seconded. Motion carried with unanimous approval.

Resolution 3014: Approval of Submittal of CSHA 2025 Agency Plans to HUD prior to October 15, 2024

Mr. Spencer briefly discussed the 2025 Agency Plan and the Five-year Plan which will be submitted to HUD before the end of the month. Mr. Spencer stated it's an annual standardized process and represents a snapshot of what our goals and objectives are for the coming year. Mr. Wright stressed that we try to keep the plan simple and cover the bases.

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

Resolution 3015: Approval of 2025 CSHA Operating Budget as presented.

Mr. Spencer briefly discussed the Operating Budget; Mr. Wright added that there is no federal budget to be passed before October 1, meaning there will be a Continuing Resolution that will carry until December, or one that would go until March. The latter would be problematic for the defense budget. Mr. Wright went on to discuss various aspects, noting that we take a conservative approach to the budget. Vice Chair Spaeth asked if HUD simply approves the budget we submit, Mr. Wright said they typically do, but noted we can't increase the budget just for the sake of receiving more money. We use a formula based upon our programs, etc. While HUD may inquire about our funds, the CSHA is not a typical PHA. For example, CSHA has a solid development fund which allows us to pursue new projects. In reply to Chair Rodriguez's question about the 3% for inflation, we use that as a gauge after we review our contracts. Chair Rodriguez called for the motion to approve the 2025 Operating Budget. Commissioner Sullivan so moved; Commissioner Anderson seconded. Motion carried with unanimous approval.

Chair Rodriguez excused the staff at 2:40PM.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. Fire at Apartment Complex

Mr. Wright asked Mr. Spencer to provide details of the recent kitchen fire in one of the units. We are assisting residents who had to be re-located, either to vacant units in another wing of the complex, or to available units in other properties. We've learned that there is asbestos in the building, therefore the Colorado Department of Health did not grant permission for the tenants to gain re-entry to retrieve their personal belongings. Every unit was tested, and we are waiting for results. All available resources are being utilized to assist tenants. Chair Rodriguez asked if the building will be demolished, Mr. Spencer stated three units were a total loss. The timeline may be six months. Injuries included smoke inhalation and a broken leg. The fire department allowed tenants to enter to obtain items such as medications.

This concluded the Executive Director's report.

VII. OLD BUSINESS/OTHER BUSINESS:

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

VIII. EXECUTIVE SESSION:

The Board did not convene in Executive Session.

IX. ADJOURNMENT:

At 3:07PM, Chair Rodriguez called for the motion to adjourn. Vice Chair Spaeth so moved; Commissioner Sullivan seconded. Motion carried with unanimous approval.


JESSE SPAETH, VICE CHAIR


CHAD WRIGHT, EXECUTIVE DIRECTOR