

## MINUTES

On the 20th day of June 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 John Vasilakis, Commissioner Cathi Sullivan, Commissioner (via Teams)
STAFF:	Paul Spencer, Deputy Director Peter Carlson, Incoming Finance Director Patrick Hensley, Maintenance Supervisor Heather Bailey, Section 8 Supervisor John Gaster, IT Supervisor
ABSENT:	Eric Phillips, Commissioner Laura Nelson, Commissioner Karen Anderson, Commissioner Valerie Switzer, Human Resources Generalist
VISITORS:	Ms. Ordonez Ms. Burke Ms. Sharp Ms. Field Ms. Roventini Ms. Wurst Mr. Kronstadt Ms. King Ms. Christmas One unidentified visitor
EX OFFICIO:	Chad Wright, Secretary
RECORDING SECRETARY:	Katherine Kuchera

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

Chair Rodriguez called Regular Session to order at 2:34PM. Chair Rodriguez then called for the motion to approve the minutes of the meeting held May 16, 2024. Commissioner Vasilakis so moved; Vice Chair Spaeth seconded. The motion passed with unanimous approval.

### **III. CITIZEN DISCUSSION:**

Chair Rodriguez called for Citizen Discussion. Several representatives of the Centennial Plaza Apartments Tenant's Association provided a report and a copy of a letter from the State showing the group is registered as a non-profit corporation. The group also inquired about the

use of common area spaces in their building. Mr. Spencer stated he would contact them to discuss their questions. This concluded 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 May 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

There being no questions or comments, Chair Rodriguez called for the motion to approve the calendar. Vice Chair Spaeth so moved; Commissioner Vasilakis seconded. The motion passed with unanimous approval.

#### V. **ACTION ITEMS:**

**Resolution 3000:** Approval of Account Write offs for the period ending May 31, 2024. Chair Rodriguez called for the motion to be approved. Commissioner Vasilakis so moved, Vice Chair Spaeth seconded. Motion carried with unanimous approval.

**Resolution 3001:** Approval of Account Write offs for the Homeownership Program for the period ending May 31, 2024. Chair Rodriguez called for the motion to approve the resolution. Vice Chair Spaeth so moved; Commissioner Vasilakis seconded. Motion carried with unanimous approval.

**Resolution 3002:** Approval to add Eddie Rodriguez as a signatory on checking accounts held by the CSHA. Chair Rodriguez called for the motion to approve the resolution. Commissioner Vasilakis so moved; Vice Chair Spaeth seconded. Motion carried with unanimous approval.

Chair Rodriguez excused the staff; Finance Director Mr. Carlson was asked to stay.

## VI. EXECUTIVE DIRECTOR'S REPORT:

### 1. NSPIRE:

(National Standards for the Physical Inspection of Real Estate) Mr. Wright stated that HUD has delayed implementation of the NSPIRE program for HCV until October 2025. Additionally, the launch of HIP (Housing Information Portal) (replacing PIC, or Public Information Center) is delayed until further notice.

### 2. New Payroll System:

Mr. Wright stated we are transitioning to our new payroll system, Paycom, replacing Harper's. The new system will launch July 1.

### 3. Transition from current software program:

Mr. Wright stated the Authority is beginning the process of transitioning from its current system HAB INC. to MRI Software, in early 2025. These programs are used by housing authorities throughout the US for tenant, applicant, landlord, unit, property and financial management. MRI Software offers a more streamlined process.

### 4. Institute Project:

Mr. Wright stated we are hoping to close on the Tax Credit project between September 1-15. Construction should commence immediately after closing.

This concluded the Executive Director's report.

## VII. OLD BUSINESS:

### SLP Discussion:

Mr. Wright asked if the Board wished to vote on the proposed changes to the SLP (Special Limited Partnership) policy that were discussed by the Board at the May meeting, or table until the August meeting. The members opted to table a vote until the August meeting.

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

### Financial Reporting:

Chair Rodriguez presented sample financial reports that could provide more statistical data of the CSHA's monthly/annual financials. Following a lengthy discussion by the members, Mr. Wright offered that once we transition to the new MRI INC system in 2025, all reports will change. MRI is a far more robust program, while HAB is limited. Rather than make any adjustments to the current reporting methods at this time, the Board tabled further discussion until such time as the MRI reports are in place.

## IX. EXECUTIVE SESSION:

At 3:17PM, Chair Rodriguez called for the motion to adjourn Regular Session and convene in Executive Session for the purpose of discussing time sensitive real estate and legal matters. Commissioner Vasilakis so moved; Vice Chair Spaeth seconded, and the motion passed.

## X. ADJOURNMENT:

Chair Rodriguez called to adjourn the Executive Session at 3:36PM. There being no further business, the board did not re-convene in Regular Session and the meeting was adjourned.

  
EDDIE RODRIGUEZ, CHAIR

  
CHAD WRIGHT, EXECUTIVE DIRECTOR