

MINUTES

On the 21st day of March 2024 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:

COMMISSIONERS: Eddie Rodriguez, Vice Chair
Cathi Sullivan, Commissioner
Jesse Spaeth, Commissioner
John Vasilakis, Commissioner
Karen Anderson, Commissioner

STAFF: Trudy Harper, 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, Chair
Laura Nelson, Commissioner

VISITORS: No guests

EX OFFICIO: Chad Wright, Secretary

RECORDING SECRETARY: Katherine Kuchera

II. APPROVAL OF MINUTES:

Vice Chair Rodriguez called the meeting to order at 2:30PM. Vice Chair Rodriguez then called for the motion to approve the minutes of the meeting held February 15, 2024. Commissioner Vasilakis so moved; Commissioner Spaeth seconded. The motion passed with unanimous approval.

III. CITIZEN DISCUSSION:

There was no Citizen Discussion.

Vice 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 February 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 was no discussion regarding items on the Consent Calendar. Vice Chair Rodriguez called for the motion to approve the Calendar. Commissioner Spaeth so moved; Commissioner Sullivan seconded, and the motion carried with unanimous approval.

V. ACTION ITEMS:

Resolution 2587: Approval of Account Write offs for month ending February 2024. Vice Chair Rodriguez called for the motion to be approved. Commissioner Vasilakis moved so; Commissioner Anderson seconded. Motion carried with unanimous approval.

Resolution 2588: Approval of Home Ownership Account Write offs for month ending February 2024. Vice Chair Rodriguez called for the motion to be approved. Commissioner Sullivan moved so; Commissioner Spaeth seconded. Motion carried with unanimous approval.

Resolution 2589: Approval to open Wait List for pre-applications in late April for two days for Kiowa and Pikes Peak Properties. Mr. Spencer provided information about the opening of the two programs for pre-applications. Commissioner Spaeth moved so; Commissioner Vasilakis seconded. Motion carried with unanimous approval.

Staff were excused at 2:35PM. Mr. Wright asked that Ms. Harper, Finance Director, remain in the meeting.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. Staffing:

Mr. Wright announced that Finance Director Trudy Harper submitted her retirement notice, effective the end of June. Mr. Wright recognized Ms. Harper's 11 years serving as Finance Director and her many accomplishments. Mr. Wright expressed appreciation and gratitude, describing Ms. Harper's hard work and diligence. Vice Chair Rodriguez recognized the ten years of "Clean Audits" under Ms. Harper's leadership. Ms. Harper expressed her thanks and the support of everyone she worked with and said she feels good about leaving on a high note. Mr. Wright stated that the search for a new Finance Director is underway.

2. Budget:

Mr. Wright stated that the CSHA received funding from Congress and that we came out ok, with the exception of the admin portion of the Section 8 Voucher program. Historically, the program does not receive level funding, however, we can move funds to help bolster the admin portion.

Vice Chair Rodriguez inquired about the staffing situation in the Section 8 department. Mr. Spencer stated the department is nearly fully staffed and noted there are several new employees who are in training. Currently we are utilizing a third-party agency to assist with training. The agency will be on-site in May to evaluate our procedures and conduct staff interviews and, if necessary, recommend procedural modifications.

3. Re-appointment of Commissioner Spaeth:

Mr. Wright notified the body that Commissioner Spaeth's re-appointment is on the City Council Meeting Agenda for March 26. Commissioner Spaeth's second four-year term will commence in April.

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 2:50PM, Vice 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, Vice Chair Rodriguez called for the motion to adjourn the Executive Session at 3:08PM. Commissioner Vasilakis moved so; Commissioner Anderson seconded. Motion carried with unanimous approval.

The Board did not re-convene in Regular Session.



EDDIE RODRIGUEZ, CHAIR



CHAD WRIGHT, EXECUTIVE DIRECTOR