

## MINUTES

On the 17th day of October 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 Laura Nelson, Commissioner
STAFF:	Paul Spencer, Deputy Director Peter Carlson, Finance Director Patrick Hensley, Maintenance Supervisor Heather Bailey, Section 8 Supervisor John Gaster, IT Supervisor Valerie Switzer, Human Resources Generalist
ABSENT:	John Vasilakis, Commissioner Karen Anderson, Commissioner
VISITORS:	No visitors
EX OFFICIO:	Chad Wright, Secretary
RECORDING SECRETARY:	Katherine Kuchera

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

Chair Rodriguez called Regular Session to order at 2:34PM and requested that Vice Chair Spaeth chair the meeting as he attended remotely. Vice Chair Spaeth then called for the motion to approve the minutes of the meeting held September 19, 2024. Commissioner Sullivan so moved; Commissioner Nelson seconded. Motion carried with unanimous approval.

Vice Chair Spaeth excused Staff.

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

There was no Citizen Discussion.

*Vice Chair Spaeth 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

There were no questions or comments on the Consent Calendar. Vice Chair Spaeth called for the motion to approve. Commissioner Nelson so moved; Commissioner Sullivan seconded. Motion carried with unanimous approval.

#### V. ACTION ITEMS:

**Resolution 3016: Approval of Account Write offs for month ending September 2024**

**Resolution 3017: Approval of Homeownership Account Write offs for month ending September 2024**

**Resolution 3018: Approval of the CSHA Flat Rent Proposal 2025 to comply with PIH Notice 2014-12 effective January 1, 2025**

**Resolution 3019: Approval to adopt the HUD SAFMR (Small Area Fair Market Rent) Payment Standard by zip code effective January 1, 2025**

**Resolution 3020: Approval to adopt Utility Allowances for Public Housing for defined unit types effective January 1, 2025**

**Resolution 3021: Approval to adopt Utility Allowances for Section 8 for defined unit types effective January 1, 2025**

Following brief discussion of the Action Items, Vice Chair Spaeth called for the motion to approve all as presented. Commissioner Nelson so moved; Commissioner Sullivan seconded. The motion passed with unanimous approval.

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

##### 1. INSPIRE Inspections:

Mr. Wright stated that on or about October 29, we are having our first live inspection under the new INSPIRE standards. The Authority has worked with HUD for 18 months to adapt to the new formula. During that time, we were short-staffed by approximately 30%. Mr. Spencer added that we are currently almost fully staffed. Mr. Wright stated that in addition to the everyday duties of Maintenance employees, INSPIRE contributes to a heavy load. Staffing levels impact scoring. Additionally, we don't have as much control over interiors at our scattered sites, for example, units in Amp 1 present challenges. Scoring is typically higher in our senior buildings due to staff being inside the units more often. The INSPIRE model concentrates more on interiors/safety. Commissioner Sullivan inquired as to what happens if we receive low scores. Mr. Wright stated that the CSHA is a high performing agency, so if we were to receive a low score, our rating could dip. Since this is the first INSPIRE inspection, we look at it as a learning experience and we will amend our methodology going forward. Mr. Spencer also noted that we will learn the new scoring system. Commissioner

Nelson asked how the inspection affects Section 8; Paul replied that the HQS system is changing over to INSPIRE as well.

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:**

At 3:00PM, Vice Chair Spaeth called for the motion to adjourn from Regular Session to convene in Executive Session. Commissioner Sullivan so moved; Commissioner Nelson seconded. Motion carried with unanimous approval and the Board convened in Executive Session for the purpose of discussing time sensitive real estate and legal matters.

At 3:36PM, Vice Chair Spaeth called for the motion to adjourn Executive Session. Commissioner Nelson so moved; Commissioner Sullivan seconded. Motion carried with unanimous approval.

**IX. ADJOURNMENT:**

There being no further business to come before the Board, Vice Chair Spaeth adjourned the meeting.

  
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JESSE SPAETH, VICE CHAIR  
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CHAD WRIGHT, EXECUTIVE DIRECTOR