

## MINUTES

On the 18th day of February 2021 at 2:30PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session via tele-conference.

### **I. ROLL CALL:**

The following members of the body attended:

**COMMISSIONERS:** Cheryl Dingwell-Keckritz, Vice Chair  
Steve Powell, Commissioner  
Jesse Spaeth, Commissioner  
Eddie Rodriguez, Commissioner

**STAFF:** Paul Spencer, Deputy Director

**EXCUSED:** Brian Colvert, Chair  
Trudy Harper, Finance Director  
Patrick Hensley, Maintenance Supervisor  
Nadine Garcia, Section 8 Supervisor  
Jeff Kunkle, IT Manager  
Valerie Switzer, Human Resources Generalist

**ABSENT:** Eric Phillips, Commissioner  
Sharon King, Commissioner

**VISITORS:** No visitors

**EX OFFICIO:** Chad Wright, Secretary

**RECORDING SECRETARY:** Katherine C. Kuchera

Vice Chair Dingwell-Keckritz called the Regular Meeting of the Board of Commissioners to order at 2:34 PM and roll call was taken.

### **II. OATH OF OFFICE FOR NEW COMMISSIONER EDDIE RODRIGUEZ**

Vice Chair Dingwell-Keckritz called upon Mr. Rodriguez to read the Oath and welcomed him to the commission.

### **III. APPROVAL OF MINUTES:**

Vice Chair Dingwell-Keckritz called for the motion to approve the minutes of the Regular Meeting of January 21, 2021 as presented. Commissioner Spaeth so moved; Commissioner Powell seconded the motion. Motion carried with unanimous approval.

### **IV. CITIZEN DISCUSSION:**

Vice Chair Dingwell-Keckritz called for Citizen Discussion. There was no Citizen Discussion.

Vice Chair Dingwell-Keckritz called for questions and discussion of items on the Consent Calendar.

**V. CONSENT CALENDAR:**

**A. Housing Project Development**

1. Modernization
2. Maintenance
  - a. Housing Authority Work Order Totals

**B. Finance/Administration**

1. Combined Financials
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 discussion, Vice Chair Dingwell-Keckritz called for a motion to approve the Consent Calendar. Commissioner Powell so moved; Commissioner Rodriguez seconded. Motion carried with unanimous approval.

**VI. ACTION ITEMS:**

***Resolutions 2449: Approval of vacated accounts for period ending January 31, 2021:***

Vice Chair Dingwell-Keckritz called for the motion to approve. Commissioner Powell so moved; Commissioner Spaeth seconded. The motion carried with unanimous approval.

***Resolution 2450: Approval of account write offs for Homeownership Program for period ending January 31, 2021:***

Vice Chair Dingwell-Keckritz called for the motion to approve. Commissioner Spaeth so moved; Commissioner Powell seconded. Motion carried with unanimous approval.

***Resolution 2451: Approval of proposed Section 8 Admin Plan per Nan McKay annual template of updates:***

Mr. Spencer explained the process of bringing the Plan into to compliance under HUD guidelines and stated a copy of it will be provided to HUD.

Vice Chair Dingwell-Keckritz called for the motion to approve. Commissioner Powell so moved; Commissioner Rodriguez seconded. Motion carried with unanimous approval.

***Resolution 2452: Approval of the 2020 SEMAP:***

Mr. Spencer stated the Authority chose to take the option to waive the administrative requirement to submit the SEMAP to HUD (due to COVID), however, the Authority completed the exercise from an audit standpoint.

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

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

### **1. Agency Audit:**

Mr. Wright stated the organization was tying up the year-end in preparation for the annual agency audit (week of April 19, 2021). The Authority is in a good financial position, considering the impact of COVID. The CSHA partners with BDO to assist in review and preparation for year-end. This is in addition to ongoing communication with the auditors throughout the year. We don't know if the audit will be onsite or remote as it was last year due to COVID-19. Upon completion of the audit, the board will receive the results.

### **2. Month of February:**

Mr. Wright stated the FDS (Financial Data Schedule) is due to HUD and is currently under review for submission. One auditor commented on the strong cash position of Public Housing.

### **3. Commissioner change:**

Mr. Wright stated that Commissioner Powell's term is ending April 1 and his final meeting is March 18. Candidates for his replacement are to be interviewed the last week of February. The Board and the Authority expressed gratitude for Commissioner Powell's service.

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:**

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

At 2:48PM Vice Chair Dingwell-Keckritz called for the motion to adjourn from Regular Session and convene in Executive Session. Commissioner Spaeth so moved; Commissioner Powell seconded. Motion carried with unanimous approval.

## **XI. EXECUTIVE SESSION:**

Executive session convened for the purpose of discussing property development.

At 2:59PM, Vice Chair Dingwell-Keckritz called for the motion to adjourn Executive Session and reconvene in Regular Session. Commissioner Powell so moved; Commissioner Spaeth seconded. The motion carried with unanimous approval.

**X. ADJOURNMENT:**

There being no further business to come before the Board, Vice Chair Dingwell-Keckritz called for the motion to adjourn Regular Session; Commissioner Spaeth so moved; Commissioner Powell seconded the motion. Motion carried with unanimous approval; the Board adjourned at 3:00PM.

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BRIAN COLVERT, CHAIR

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CHAD WRIGHT, SECRETARY