

MINUTES

On the 21st day of September 2023 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:

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| COMMISSIONERS: | Eddie Rodriguez, Vice Chair Laura Nelson, Commissioner John Vasilakis, Commissioner Karen Anderson, Commissioner |
| STAFF: | Paul Spencer, Deputy Director Trudy Harper, Finance Director John Gaster, IT Supervisor Patrick Hensley, Maintenance Supervisor Heather Bailey, Section 8 Supervisor Valerie Switzer, Human Resources Generalist |
| ABSENT: | Eric Phillips, Chair Cathi Sullivan, Commissioner Jesse Spaeth, Commissioner |
| VISITORS: | No visitors attended |
| EX OFFICIO: | Chad Wright, Secretary |
| RECORDING SECRETARY: | Katherine Kuchera |

Vice Chair Rodriguez called the meeting to order at 2:34PM.

II. APPROVAL OF MINUTES:

Minutes of the June 2023 meeting had been approved by electronic vote.

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 April 2023
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 on the Consent Calendar. Vice Chair Rodriguez called for the motion to approve the Consent Calendar as presented. Commissioner Vasilakis moved so; Commissioner Sullivan seconded. Motion carried with unanimous approval.

Before moving on, Mr. Wright introduced John Gaster, the new IT Supervisor, and Heather Bailey, the new Section 8 Supervisor. He went on to add that Mr. Gaster is a 28-year veteran of the CSHA and has worked in IT for 18 years.

Ms. Bailey has an extensive background in Social Services, and she provided additional information about her experience.

Vice Chair Rodriguez excused the staff. Ms. Harper, Finance Director, was asked to remain for discussion regarding the proposed 2024 Operating Budget.

V. ACTION ITEMS:

The Board opted to move to Resolution 2567: Approval of the 2024 CSHA Operating Budget:

Mr. Wright opened the discussion, stating that there isn't an approved federal budget and it appeared (as of 09/21/2023) that there would be a partial government shutdown. Over the past 11 years, CSHA has prepared its operating budget under these same circumstances. While there has been no clarification from Congress, we are required to submit our Budget to HUD in December. Ms. Harper discussed the labor issues and staff retention. We have a lot of new people, which has been the norm since Covid, and wages have gone up as we continue to recruit staff. She went on to state that some budget givens always increase (benefits, utilities, and salaries). Mr. Wright stated that due to staffing shortages, we have experienced high overtime. Further, the CSHA has worked very diligently to reduce debt and unrestricted resources. As a result, we are strong financially.

Discussion continued about the impacts of a long-term shutdown. Vice Chair Rodriguez then called for the motion to approve the resolution. Commissioner Vasilakis moved so; Commissioner Anderson seconded. Motion carried.

Resolution 2564: Approval of Account Write-offs for month ending August 31, 2023:

Mr. Spencer discussed the write-offs briefly before Vice Chair Rodriguez called for the motion to be approved. Commissioner Sullivan moved so; Commissioner Vasilakis seconded. Motion carried with unanimous approval.

Resolution 2565: Approval of Homeownership Account Write-offs for month ending August 31, 2023:

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

Resolution 2566: Approval of submittal of the CSHA 2024 Agency Plan to HUD prior to October 15, 2023:

Mr. Spencer spoke briefly, stating that the annual Agency Plan is required by HUD. Vice Chair Rodriguez called for the motion to approve the resolution. Commissioner Vasilakis moved so; Commissioner Sullivan seconded. Motion carried.

Resolution 2568: Approval for one employee to attend the MRI Ascent Conference in Chicago, IL October 23-27, 2023:

Resolution was approved electronically by a majority vote.

Resolution 2569: Approval to open the 0-Bedroom wait list October 10-12 for pre-applications:

Following a brief discussion, Vice Chair Rodriguez called for a motion to approve the resolution. Commissioner Vasilakis moved so; Commissioner Sullivan seconded. Motion carried with unanimous approval.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. PHAS Scoring:

Mr. Wright reported that the Authority received a High Performer designation from HUD. The designation parallels the Annual Audit results that establish the Authority's position of being a High Performer.

2. HUD Visit:

Mr. Wright provided details of the HUD Visit the week of September 5. There were six total representatives to conduct the compliance review. All aspects of the CSHA were examined, including finance, Public Housing, Section 8, etc. over a four-day period. During the exit conference on September 7, HUD indicated there were no issues or negative results from their visit. HUD reviewers complimented the CSHA.

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:

Mr. Wright asked the body if they wanted to codify the mix for the Board's composition. He mentioned the presence of banking, real estate development and social service backgrounds as being important aspects of the composition of our Board. Mr. Wright also asked the members if the day/time of monthly meetings is still agreeable. It was decided that discussion on these items would take place during a future meeting when all members are present.

Commissioner Vasilakis inquired about the status of two property developments in Colorado Springs that neighborhood residents are unhappy with: *Royal Pines* and *The Launch Pad*. There was a brief discussion regarding the extensive building taking place in Colorado Springs.

IX. EXECUTIVE SESSION:

There was no Executive Session.

X. ADJOURNMENT:

There being no further business, Vice Chair Rodriguez called for the motion to adjourn. Commissioner Vasilakis moved so; Commissioner Sullivan seconded. Motion carried with unanimous approval and the meeting adjourned at 3:45PM.

EDDIE RODRIGUEZ, VICE CHAIR

CHAD WRIGHT, EXECUTIVE DIRECTOR