

## MINUTES

On the 16th day of May 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:

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|----------------------|---|
| COMMISSIONERS:       | Eddie Rodriguez, Chair<br>Jesse Spaeth, Vice Chair<br>John Vasilakis, Commissioner<br>Laura Nelson, Commissioner<br>Karen Anderson, Commissioner  |
| STAFF:               | Paul Spencer, Deputy Director<br>Peter Carlson, Incoming Finance Director<br>Patrick Hensley, Maintenance Supervisor<br>Heather Bailey, Section 8 Supervisor<br>Valerie Switzer, Human Resources Generalist<br>John Gaster, IT Supervisor |
| ABSENT:              | Eric Phillips, Commissioner<br>Cathi Sullivan, Commissioner   |
| VISITORS:            | None  |
| EX OFFICIO:          | Chad Wright, Secretary  |
| RECORDING SECRETARY: | Katherine Kuchera   |

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

Chair Rodriguez called Regular Session to order at 2:30PM. Chair Rodriguez then called for the motion to approve the minutes of the meeting held April 18, 2024. Vice Chair Spaeth so moved; Commissioner Anderson seconded. The motion passed with unanimous approval.

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

Chair Rodriguez called for Citizen Discussion and there was none.

*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 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

The following items were discussed:

1. Chair Rodriguez inquired about files for check writing and the possibility of having a shared folder for viewing. Mr. Wright stated he would look into it and report back.

2. Vice Chair Spaeth inquired about any concerns about budget items. Mr. Wright stated that it is our duty to share any anomalies with the board and stated all information is available to the board at all times.

3. Chair Rodriguez asked if there are concerns about vacancies as they seem to be high. Mr. Wright stated that the numbers of vacancies are reported at the end of the month when they tend to be higher due to move-outs and he offered that if other reporting formats are preferred, we are open to looking at that- vacancy rates are increasing market-wide due to a large influx of new multi-family units.

4. Commissioner Vasilakis asked whether the Authority is still struggling to fill staff vacancies. Mr. Spencer said at this time, it is a constant recruitment process. Ms. Switzer added that hiring and retaining staff is a very competitive process.

This concluded the discussion. Chair Rodriguez called for the motion to approve the Consent Calendar. Commissioner Vasilakis so moved; Commissioner Anderson seconded. The motion was carried out with unanimous approval.

Chair Rodriguez excused the staff. Mr. Wright asked incoming Finance Director Peter Carlson to remain.

Mr. Wright introduced Mr. Carlson who will officially begin his duties as Finance Director on May 28. Mr. Carlson spoke briefly before leaving the meeting.

**V. ACTION ITEMS:**

**Resolution 2597:** Approval of Account Write offs for the period ending April 30, 2024.

Chair Rodriguez called for the motion to be approved. Vice Chair Spaeth so moved; Commissioner Vasilakis seconded. The motion was carried out with unanimous approval.

**Resolution 2598:** Approval of Account Write offs for the Homeownership Program for the period ending April 30, 2024.

Chair Rodriguez called for the motion to approve the resolution. Commissioner Vasilakis so moved; Vice Chair Spaeth seconded the motion. The motion was carried out with unanimous approval.

**Resolution 2599:** Approval to open the Section 8 Waiting List for pre-applications July 16-18, 2024.

Mr. Spencer briefly discussed the annual process of opening the Section 8 Waiting List for pre-applications. Chair Rodriguez called for the motion to be approved. Vice Chair Spaeth so moved; Commissioner Vasilakis seconded. The motion was carried out with unanimous approval.

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

### **1. Update on the LIHTC (Low-Income Housing Tax Credit) project on Institute St.**

Mr. Wright stated we are beginning the process on the construction loan and obtaining the building permit. This project was one of the first projects required to close in 90 days, however, upon contacting the Division of Housing, we were granted an extension to September 1. We hope to meet that deadline, but, if necessary, we will request more time based upon the intricacies of the process.

### **2. CSHA Bylaws:**

Mr. Wright suggested that the Bylaws Committee should review the current document and clarify some of the language. The last time the Bylaws were amended was November 2022. A meeting will be scheduled in the near future.

### **3. Housing Choice Voucher Leasing Report:**

Mr. Wright provided information about the absence of the report in this month's board packet. This was due to a VMS Review by HUD earlier in the month; we discovered that the system given to us by the software company was miscalculating some of the UML's (Unit Months Leased). We are in the process of correcting previous month's calculations, along with adjusting other sections of the reporting. Mr. Wright stated that the VMS (Voucher Management System) submission for the month has been accepted.

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:**

Executive Session convened at 3:03PM for the purpose of discussing time sensitive real estate and legal matters.

**X. ADJOURNMENT:**

There being no further business, Chair Rodriguez called for the motion to adjourn the Executive Session at 3:57PM. Commissioner Vasilakis so moved; Vice Chair Spaeth seconded. The motion passed with unanimous approval. The board did not re-convene in Regular Session.

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EDDIE RODRIGUEZ, CHAIR

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CHAD WRIGHT, EXECUTIVE DIRECTOR