

MINUTES

On the 16th day of March, 2017 at 2:30 PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session at the Colorado Springs Housing Authority located at 831 S. Nevada Avenue, Colorado Springs, Colorado 80903.

I. ROLL CALL:

The following members of the body attended:

COMMISSIONERS:	James D. Ringe, Chair Brian Colvert, Vice Chair Sharon King, Commissioner Roland Laning, Commissioner Steve Powell, Commissioner Cheryl Dingwell-Keckritz, Commissioner
STAFF:	Mike Burks, Deputy Director Jeff Kunkle, I.T. Manager Paul Spencer, Maintenance Supervisor Trudy Harper, Finance Director Nadine Garcia, Section 8 Supervisor
ABSENT:	Kelly Padilla, Human Resources Manager Jackie Jaramillo, Commissioner
EX OFFICIO:	Chad E. Wright
RECORDING SECRETARY:	Katherine C. Santucci
GUESTS:	No guests

Chair Ringe called the Regular Meeting of the Board of Commissioners to order at 2:33 PM.

II. APPROVAL OF MINUTES:

Chair Ringe called for the motion to approve the minutes as presented. Commissioner Laning so moved; Commissioner King seconded. Motion carried unanimously.

III. CITIZEN DISCUSSION:

There was no Citizen Discussion.

IV. CONSENT CALENDAR

A. Housing Project Development

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

B. Finance/Administration

1. Combined Financials February 2017
2. Affordable Housing Projects
 - a. ComCap Asset Management
 - b. Team Asset Management Managed Properties

3. Loan Payments
4. Accounts Payable - Payment Detail Report

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

Chair Ringe called for discussion of the Consent Calendar.

Questions:

1. Commissioner Dingwell-Keckritz (referring to the February meeting) asked about the new re-exam policy (Resolution 2231: Changes to Section 8 Admin Plan). Ms. Garcia stated the change was due to the restructure of the Section 8 department.
2. Commissioner Laning asked about the status of the Balance Sheet. The document was not included in monthly board reports but was available; in the future it will be delivered via email (under separate cover from packets).

Commissioner Laning called the following from the Calendar:

- **Pages 7-8; B. Finance/Administration/2. Affordable Housing Projects/ a. ComCap Asset Management/b. Team Asset Management Managed Properties:**
Discussion regarding the two management companies' administrative categories followed. Mr. Wright explained the differentials.
- **Page 8; B. Finance/Administration/2. Affordable Housing Projects/a. ComCap Asset Management:**
 - a. Mr. Wright referred to reported utility expense showing for *Firtree* (month ending February 28, 2017) was incorrect; rather than \$133,000 the amount was actually \$13,000. The adjustment reflects in the Net Cash Flow which showed -\$88,000; actual figure is +\$33,000.
 - b. Mr. Wright referenced the Year to Date utility expense for *Garden Pines* being lower than the monthly expense; this was due to a credit.

Update of vacancy rates for the following properties:

Firtree: 7 vacancies
Garden Pines: 1 vacancy
Yuma Court: 0 vacancies

Commissioner Laning asked if vacancies at *Firtree* are FMR (Fair Market Rent) units. Mr. Wright stated it is possible, but would need to confirm.

- **Page 8; B. Finance/Administration/2. Affordable Housing Projects/a. ComCap Asset Management:**
Vice Chair Colvert questioned the expenses at *Chestnut Glen*; Mr. Wright stated the expense was due to repairs.

- **Page 5; B. Finance/Administration/1. Combined Financials February 2017:**
Mr. Wright referred to higher than normal expenses; the Section 8 department incurred separation costs due to the restructure of the department. Preparation for the upcoming REAC inspections resulted in higher costs.
- **Page 19-20; C. Operations/4. Asset Management/a. Public Housing Occupancy Report/Managed Properties/b. PHAS Scoring Update:**
Mr. Wright distributed the new PHAS Scoring Update, detailing the PHAS scoring tool. For the year ending 2016, the FDS occupancy status was off by 2% (dropping below 97%). The PHAS report must be tweaked to better reflect the FDS report for more accuracy. The new report shows the change in how occupancy is monitored.

This concluded discussion items from the Consent Calendar.

V. ACTION ITEMS:

1. **Resolution 2232: Approval of out of state travel to the 2017 NAHRO Conference in Pittsburgh, PA October 27-29, 2017:**
Following brief discussion, Chair Ringe called for the motion to approve; Vice Chair Colvert so moved; Commissioner Laning seconded. Motion carried with unanimous approval.
2. **Resolution 2233: Approval of Account Write offs Homeownership Program (February 2017):**
Following brief discussion, Chair Ringe called for the motion to approve; Commissioner Dingwell-Keckritz so moved; Commissioner Powell seconded. Motion carried with unanimous approval.
3. **Resolution 2234: Approval of Write offs Vacated Accounts (February 2017):**
Following notation of incorrect date on the resolution, Chair Ringe called for the motion to approve; Commissioner Dingwell-Keckritz so moved; Commissioner King seconded. Motion carried with unanimous approval.

Ms. Harper stated collections for the month of February were \$22,000; tax refunds are being garnished on those who have accounts in the state collection system.

VI. EXECUTIVE DIRECTOR'S REPORT

1. **Review Letter from HUD:**
Mr. Wright referred to the HUD visit from September, 2016 and a recent onsite visit from PIH Director Janice Rodriguez (Denver HUD office). The Authority was commended for its methods in monitoring PHAS and our open communication.
Commissioner Dingwell-Keckritz inquired about the 2015 SEMAP score (150/145). Ms. Garcia replied.
Mr. Wright then stated that in spite of the budget climate, the Authority is pleased with the feedback from HUD.
Referring back to the HUD letter, Commissioner Dingwell-Keckritz asked what the Authority's Section 3 Plan is; Mr. Burks said the Authority is working on the formal written policy.
Discussion followed on the topic of internships, training, hiring procedures in relation to Section 3 and possible exposure.

2. Budget Proposal:

Referring to proposed cuts, Mr. Wright stated the Authority would continue to be cognizant. As of March 16, reductions exceeding four billion dollars in HUD funding were identified, with another two billion anticipated. The Authority continues to strive for high performer status. Further discussion followed regarding:

- Δ CDBG (Community Development Block Grant Program) and HOME Program.
- Δ The government is still operating under the Continuing Resolution as the 2017 budget has not been adopted.
- Δ Due to the reorganization of the Section 8 Department, adjustments to operations continue.
- Δ REAC preparation for AMP 1 (215 units) continues. Mr. Burks indicated the inspection process is very detailed.
- Δ Section 8 waiting list and online application process

3. Shooks Run Loan Status:

Mr. Wright stated the city loan was converted to a grant, meaning the Authority is no longer responsible for the balance. The action increases cash flow and reduces liability. The Authority will move forward in redevelopment of the property. Chair Ringe stated the action speaks well of the staff and the positive relationship with the City.

VII. OLD BUSINESS:

Chair Ringe discussed options for the upcoming work session of the Board, suggesting possible dates and times. Ideas for agenda items for the session included:

- a. Public Housing
- b. Section 8
- c. CSHA vision
- d. Information on Tax Credits

VIII. NEW BUSINESS/OTHER BUSINESS TO COME BEFORE THE BOARD:

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

IX. ADJOURNMENT:

At 3:55 PM, Chair Ringe called for the motion to adjourn. Commissioner Dingwell-Keckritz so moved; Commissioner Powell seconded. Motion carried with unanimous approval.

JAMES D. RINGE, CHAIR

CHAD E. WRIGHT, SECRETARY