

MINUTES

On the 20th day of April, 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 Jackie Jaramillo, Commissioner
STAFF:	Mike Burks, Deputy Director Jeff Kunkle, I.T. Manager Paul Spencer, Maintenance Supervisor Kelly Padilla, Human Resources Manager
ABSENT:	Trudy Harper, Finance Director Nadine Garcia, Section 8 Supervisor
EX OFFICIO:	Chad E. Wright
RECORDING SECRETARY:	Katherine C. Santucci
GUESTS:	Ms. Hall

Chair Ringe called the Regular Meeting of the Board of Commissioners to order at 2:30 PM.

Chair Ringe stated the Annual Meeting would follow the Regular Meeting.

II. APPROVAL OF MINUTES:

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

III. CITIZEN DISCUSSION:

Ms. Hall presented concerns about her existing situation. Chair Ringe stated staff is addressing her concerns.

IV. CONSENT CALENDAR

A. Housing Project Development

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

B. Finance/Administration

1. Combined Financials March 2017
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
6. Quarterly Fraud Report: First Quarter ending March 31, 2017

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.

Mr. Wright called the following:

● Page 22: C. Operations; 4. Asset Management/b. PHAS Scoring:

Mr. Wright referenced the March PHAS Score of 89.39 which is tied to the AMP 2 (scattered sites) REAC Inspection of March 23-24, 2017. Mr. Wright stated the Authority received a REAC score of 82, (a good score for scattered sites). A contributing factor to the score was a 5.78-point deduction due to wind damage at one of the properties the night before the inspection (REAC inspection criteria requirement). Mr. Wright said the *Physical Indicator* prior to the REAC Inspection was 36 of 40; after REAC the score is 34. The scoring should not affect high performer designation, but the Authority will monitor closely over the coming months.

Questions/Discussion:

1. Commissioner Laning asked how long REAC scores stays on record. (*Two years*)
2. Commissioner Dingwell-Keckritz questioned if the score affects operations. (*No, the Authority sets its own internal goals.*)
Mr. Wright went on to state that discussion of the scattered site inventories will take place during the May 11 work session, saying with scattered sites funding is a constraint, making upkeep of the properties problematic. Mr. Wright said he is scheduled to meet with HUD representatives in May to open discussion on the future of the public housing inventory
3. Commissioner Laning asked about the MENAR (*Months Expendable Net Assets Ration*) number, inquiring about AMP reserves and the ability to draw on the restricted assets. Mr. Wright stated doing so requires the funds to be re-federalized. Potential changes to accounting methods are coming to the cost center account in 2018; drawing on the restricted assets will not be a viable option.
4. Commissioner Laning asked about the format of the Balance Sheet; Mr. Wright suggested scheduling a separate meeting to confer.

This concluded discussion items from the Consent Calendar.

V. ACTION ITEMS:

1. **Resolution 2235: Approval of write offs for the Home Ownership program for month ending March 31, 2017**
Following brief discussion, Chair Ringe called for the motion to approve; Vice Chair Colvert so moved; Commissioner King seconded. Motion carried with unanimous approval.
2. **Resolution 2236: Approval of account write offs for month ending March 31, 2017**
Chair Ringe called for the motion to approve; Commissioner Jaramillo so moved; Commissioner Dingwell-Keckritz seconded. Motion carried with unanimous approval.
3. **Resolution 2237: Approval of changes to the Procurement Policy**
Mr. Burks provided information about the policy. Chair Ringe called for the motion to approve; Vice Chair Colvert so moved; Commissioner King seconded. Motion carried with unanimous approval.

Staff was excused.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. Audit Update:

Mr. Wright provided an overall report saying the Authority works closely with Hawkins Ash throughout the year. For the 4th consecutive year, the Authority received an "unmodified clean designation". Mr. Wright commended Ms. Harper and the entire staff for the hard work and preparation.

Mr. Wright provided highlights of his interviews with the audit team:

- Recommended the Authority continue with the transfer of Section 8 files to File Vision. *The audit team commented on the transition of files and noted the files were in order with no audit findings.*
- CSHA staff is very helpful, knowledgeable and open. *Commissioner King suggested recognizing the employees.*
- The Authority is reducing debt.
- The audit team was impressed with the Authority's pro-active approach to the budget process.

2. Federal Budget Update:

As of April 20, the Government continued to operate under a Continuing Resolution. HUD directed the Authority to budget at 2017 funding levels. The Authority instituted a hiring freeze until further notice for new positions and 'bump ups'. Additionally, out of state travel is frozen until further notice. Mr. Wright stressed the importance of being aware and flexible, and stated that May 1 could bring troubling news when Congress reconvenes.

Commissioner Dingwell-Keckritz inquired about what happens to authorities who are not in a solid financial place. Mr. Wright recounted the situation when the government shut down several years ago.

3. Enterprise Income Verification (EIV):

Mr. Wright stated CSHA was selected by HUD to be one of nine housing authorities in the country to pilot a new EIV system. EIV is a comprehensive online system used to determine and verify resident information and income used in determining rental subsidy.

4. Heatherwood Apartments:

Mr. Wright stated the remodel is going well; old siding is being removed and the majority of the new roofs are complete.

5. Tax Credit Policy Advisory Group for CHFA:

Mr. Wright was invited to serve on the group; previously there was no representation from southern Colorado. Brief discussion followed regarding tax credits.

6. Wellness Program:

Mr. Wright reported on the success of the program for the employees.

7. First Quarter Stats:

The first quarter was rough financially with three REAC inspections, insurance premiums, and three pay-rolls during March. April and May will be monitored closely.

VII. OLD BUSINESS:

The B.O.C. work session is confirmed for May 11 from 12:00-3:00PM.

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

Commissioner King asked about additional reorganization (referring to the recent Section 8 department reorganization) and the methods used to provide updates to staff. Brief discussion followed.

Chair Ringe called for the motion to adjourn Regular Session and move to Executive Session. Commissioner Jaramillo so moved; Commissioner King seconded. Motion carried with unanimous approval.

IX. EXECUTIVE SESSION:

Executive Session convened at 3:54PM.

X. ADJOURNMENT:

At 4:03PM, Chair Ringe called for the motion to adjourn Executive Session and return to Regular Session. Commissioner Dingwell-Keckritz so moved; Commissioner Laning seconded. Motion carried with unanimous approval.

There being no other business to come before the Board, Chair Ringe called for the motion to adjourn Regular Session at 4:03PM. Commissioner Dingwell-Keckritz so moved; Commissioner King seconded. Motion carried with unanimous approval.

JAMES D. RINGE, CHAIR

CHAD E. WRIGHT, SECRETARY

MINUTES
Annual Meeting of the Board of Commissioners
April 20, 2017

- I. ROLL CALL:**
All Commissioners were present.
- II. APPROVAL OF MINUTES OF THE ANNUAL MEETING HELD APRIL 21, 2016:**
Chair Ringe called for motion to approve the minutes as approved; Commissioner Dingwell-Keckritz so moved; Commissioner Laning seconded. Motion carried with unanimous approval.
- III. OATH OF OFFICE: Reappointment of Brian Colvert to the Board of Commissioners:**
Chair Ringe administered the Oath to Vice Chair Colvert.
- IV. ELECTION OF OFFICERS:**
Chair Ringe called for nominations for the positions of Chair and Vice Chair; Commissioner Dingwell-Keckritz so moved to elect Jim Ring as Chair and Brian Colvert as Vice Chair. Commissioner King seconded; motion carried with unanimous approval