

MINUTES

On the 17th day of August, 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 Roland Laning, Commissioner Sharon King, Commissioner Cheryl Dingwell-Keckritz, Commissioner Steve Powell, Commissioner Jackie Jaramillo, Commissioner
STAFF:	Mike Burks, Deputy Director Jeff Kunkle, I.T. Manager Paul Spencer, Maintenance Supervisor Kelly Padilla, Human Resources Manager Trudy Harper, Finance Director Nadine Garcia, Section 8 Supervisor
EX OFFICIO:	Chad E. Wright
RECORDING SECRETARY:	Katherine C. Santucci
GUESTS:	Eric Phillips

Chair Ringe called the Regular Meeting of the Board of Commissioners to order at 2:32 PM.

II. APPROVAL OF MINUTES:

Chair Ringe called for the motion to approve the minutes of the Regular Meeting of May 18, 2017 as presented. Commissioner Dingwell-Keckritz so moved; Commissioner Jaramillo seconded the motion. Motion carried with unanimous approval.

III. CITIZEN DISCUSSION:

Citizen Discussion was moved pending arrival of scheduled guest.

IV. 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

Chair Ringe called for discussion of the Consent Calendar.

Commissioner Laning called the following:

Page 2. A. Housing Project Development: 2. Maintenance/a. Housing Authority Work Order Totals:

Commissioner Laning referred to the completion percentage (20.17%) of Inspection Generated Work Orders and asked why the percentage is low compared to other work order completion data. Mr. Spencer replied by saying Inspection Generated Work Orders are typically attached to REAC; they are not generated in the same manner as emergency or tenant reported work orders. Some time ago, the Authority added the step of initiating Inspection Generated Work Orders as part of its ongoing REAC Inspection preparation.

Page 6-7. B. Finance/Administration: 2. Affordable Housing Projects/a. ComCap Asset Management/b. Team Asset Management Managed Properties:

Commissioner Laning asked Mr. Wright about the reporting format for the two management companies, noting they use different methods. Commissioner Laning requested comparative data for ComCap and Team Asset in the future.

Mr. Wright provided the following updates:

- › As of August 15, 2017, Mr. Wright accessed the data bases for both ComCap and Team Asset; occupancy for all properties was at 100%.
- › In Public Housing, occupancy is at 99.4%, and in the Authority's portfolio of managed properties, occupancy is at 100% for the month, less one vacancy.
- › The PHAS score for the month of July is back above 90%.

Commissioner Laning also requested the rent per square foot at Rio Grande Village.

This concluded discussion of the Consent Calendar.

Chair Ringe welcomed visitor Eric Phillips to the meeting. Mr. Phillips recently completed six years on the Planning Commission Board.

V. ACTION ITEMS:

1. **Resolution 2249:** Approval of Account Write Offs for month ending June 30, 2017:
Chair Ringe called for the motion to approve; Commissioner Laning so moved; Commissioner Powell seconded. Motion carried with unanimous approval.
2. **Resolution 2250:** Approval of Home Ownership account write offs for month ending June 30, 2017:
Chair Ringe called for the motion to approve; Commissioner Dingwell-Keckritz so moved; Commissioner King seconded. Motion carried with unanimous approval.

3. **Resolution 2251:** Approval of Change to the Section 8 Admin Plan to amend the Record Retention Policy:
Chair Ringe called for the motion to approve; Vice Chair Colvert so moved; Commissioner Jaramillo seconded. Motion carried with unanimous approval.
4. **Resolution 2252:** Approval of Home Ownership Account write offs for month ending July 31, 2017:
Chair Ringe called for the motion to approve; Commissioner King so moved; Commissioner Powell seconded. Motion carried with unanimous approval.
5. **Resolution 2253:** Approval of Account Write offs for month ending July 31, 2017:
Chair Ringe called for the motion to approve; Commissioner Jaramillo so moved; Commissioner Dingwell-Keckritz seconded. Motion carried with unanimous approval.
6. **Resolution 2254:** Approval of Conflict of Interest Policy:
Mr. Wright opened discussion about the Policy, stating the Executive Committee met to discuss the Policy. Mr. Wright stated CSHA is in compliance with HUD regulations by having the Policy in place. Commissioner King asked if the tenant commissioner position creates conflict. Mr. Wright said it does not and stated that HUD mandates the position of resident member on the Board of Commissioners. Following further discussion, Chair Ringe called for the motion to approve; Commissioner Laning so moved; Commissioner Jaramillo seconded. Motion carried with unanimous approval. Following approval, each commissioner signed the Conflict of Interest agreement. Mr. Wright concluded by providing information regarding federal monitoring of Conflict of Interest issues.
7. **Resolution 2255:** Approval of Bylaws Revision:
Commissioner Ringe opened discussion on the revision, stating the Bylaws Committee met July 20 to address the Bylaws. Several new changes were presented, including:
- a. ***Length of Term:*** The current term length is five years; the amendment proposes four year terms
 - b. ***Term Limits:*** Currently there is no limit on the number of consecutive terms a commissioner may serve (following appointment at the end of each five year term). Proposed limits would be two consecutive four-year terms with one year break following completion of second term before re-application.
 - c. ***Vacancy Patten:*** Currently several commissioner's terms may end in the same year; this creates the possibility to have several new board appointments in the same year. The goal is to ensure that no more than two vacancies occur on the Board in a year. It was noted the process would be phased in over several years.

Mr. Wright stated the revision of the Bylaws modernizes the guidelines. Commissioner Laning asked about upcoming vacancies in 2018 (Commissioners King and Dingwell-Keckritz as well as Chair Ringe).

Following lengthy discussion of various thoughts, Chair Ringe called for the motion to approve:

Commissioner Jaramillo moved to adopt the revised Bylaws as printed; Commissioner Dingwell-Keckritz seconded. Motion carried with unanimous approval.

8. **Resolution 2256:**
Approval of Section 8 Voucher Standard Payment:
Ms. Garcia stated the payment standards are low in comparison to the actual rent amounts, so the increased Voucher Standard Payment may help to bridge the gap. Due to extremely high rents in the area, many landlords have stopped accepting the Section 8 voucher, leading many voucher holders to relinquish their voucher. Ms. Garcia stated the Authority's HUD representative encourages the higher voucher standard payment. Chair Ringe called for the motion to approve:

Commissioner Dingwell-Keckritz so moved; Commissioner King seconded. Motion carried with unanimous approval.

This concluded the Action Items.

Staff was excused and Mr. Phillips left.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. July 2017 Activity:

Mr. Wright noted two significant changes in July:

- a. *Centennial Plaza*: Bonds were retired and all proceeds were returned.
- b. *Firtree Apartments*: The property debt was retired in July.

2. Federal Budget Update:

Mr. Wright stated October 1 is the start of the new fiscal year. With many members of Congress out, they will have three weeks to move on the budget upon their return. The Authority has completed 75% of its 2018 Budget preparation; it will be presented at the September board meeting. Mr. Wright stated there likely will be another Continuing Resolution.

This concluded Mr. Wright's report.

VII. OLD BUSINESS:

There was no Old Business brought before the Board.

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

1. Letter from resident:

Commissioner King inquired about a letter from a concerned local resident regarding a homeless person. Mr. Burks stated the Authority was in contact with the resident and advised her the Authority can offer suggestions, however, HUD regulations must be followed in placing applicants. Commissioner Jaramillo provided suggestions; Mr. Burks stated the applicant is currently on one waiting list for a property that rarely has vacancies. No waiting lists are open for pre-application at this time.

2. Employee Performance Pay:

Mr. Wright stated employees received annual evaluations and based upon scoring, received one time merit bonuses. Mr. Wright also stated all regulations regarding the payment method were followed.

IX. EXECUTIVE SESSION:

There was no Executive Session.

X. ADJOURNMENT:

Chair Ringe called for the motion to adjourn; Commissioner Powell so moved; Commissioner Laning seconded. Motion carried with unanimous approval; meeting adjourned at 4:05PM.

JAMES D. RINGE, CHAIR

CHAD E. WRIGHT, SECRETARY