



## GARFIELD COUNTY HOUSING AUTHORITY

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### Regular Monthly Board Meeting

Glenwood Springs office

February 28, 2018 - 1:00 pm

Linda Hansen, Past-Chair, called the meeting to order at 12:00. Roll Call: Commissioners Jack Palomino, Stephen Huber, Dave Roberts and Monique Speakman were present. Staff present: ED Kate Gazunis and CFO Cheryl Strouse.

1. Minutes: Minutes of the January 21, 2017 regular meeting were previously submitted to board for reading prior to meeting. Commissioner Palomino moved and Commissioner Roberts seconded the motion to adopt the minutes. Motion passed unanimously.
2. Financial Reports
  - a. January, 2018 financial statements were previously submitted to board for reading prior to meeting, with notes from CFO Strouse. CFO Strouse explained that we do not have a final 2018 approved budget from RD so there are no postings to budget in the report, yet. Once change of note is that bonuses for 2017 are posted to 2018 on advice of our CPA because 1099's were issued before taxes on the bonuses were posted. Commissioner Roberts moved and Commissioner Speakman seconded the motion to adopt the month-end January financials subject to audit. Motion passed unanimously.
  - b. Accounts Payable 1/20/2018 to 2/23/2018: Checks payable for the prior month were emailed to the Board in advance of the meeting. After review of the ledger, Commissioner Palomino moved and Commissioner Roberts seconded the motion to approve the AP's subject to Audit. Motion passed unanimously.
  - c. Two-year forecasting: The two-year forecasting tool shows that the success rate and the utilization are back up and that 100% utilization of vouchers should be achievable for 2018. Because HUD has cut our proration of admin fees so there is no anticipated increase to the budget.
3. Unfinished Business
  - a. Wage and Bonus Guidelines: The Board committee includes Commissioners Palomino, Huber and Roberts, who presented a draft of Wage and Bonus guidelines the includes year-end (holiday) and performance bonuses. The committee is suggesting that the year-end bonus will be the same for all employees and that the Executive Director will add a line item to next year's budget that will include an amount for a bonus. Additionally, the committee provided guidance regarding the rubric upon which the bonus would be based. The final decision regarding these guidelines was tabled to the March meeting.
  - d. Marathon Health Incentive Program: After the Executive Director presented the incentive program at the staff meeting, they requested one more activity (cholesterol screening) be added to chart of activities, increasing the total to 270 potential points, which will require achieving 150 points to "earn" health reimbursement of \$500. Commissioner Roberts moved and Commissioner Speakman seconded the motion to approve the requested change to the activity chart. Motion passed unanimously.
  - b. ED's Old Business Report: The report was previously submitted to board for reading prior to meeting and no action items were included. The Lakota Ridge project was briefly discussed. The Board also asked for a summary and/or update on the status of terminations for the prior month.
4. New Business
  - a. SEMAP: The 2017 SEMAP report was presented to the Board for review prior to submittal.
  - b. ED's New Business Report: The report was previously submitted to board for reading prior to meeting and no action items were included

5. Other: The Board confirmed the next meeting date on March 28 at the Rifle office. Mike Nelson of *Chadwick, Steinkirchner, Davis & Co.*, will present the 2017 Audit to the Board.
  
6. Adjourn: Commissioner Roberts moved and Commissioner Huber seconded the motion to adjourn the regular meeting at 2:10 pm.

ATTEST:   
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Monique Speakman, Chair

APPROVE:   
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Katherine Gazunis, Secretary