

GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority Regular Meeting – Rifle Teleconference August 26, 2020 – 12:00 p.m.

Note: This meeting was rescheduled as a teleconference due to pandemic social distancing recommendations.

1. Call to order

Monique Speakman, Chair, called the meeting to order at 12:07p.m. via Zoom.

Roll Call: Commissioners Stephen Huber, Dave Roberts, Jack Palomino, and Linda Hansen were present.

Staff present: ED Kate Gazunis and CFO Cheryl Strouse.

2. Minutes *

Minutes of the July 2020 Zoom (regular) meeting were previously submitted to the board for reading prior to the meeting. Commissioner Hansen moved, and Commissioner Palomino seconded the motion to accept the minutes of the regular July 22, 2020 meeting. Motion passed unanimously.

3. Financial Reports

- a. * **Financials Statements.** July 2020 financial statements were previously submitted to the board for reading prior to the meeting, with notes from CFO Strouse. Commissioner Huber moved, and Commissioner Palomino seconded the motion to adopt the month-end July financials, subject to audit. Motion passed unanimously.
- b. * **Accounts Payable 7/19/20 - 8/21/20.** Checks paid for the prior period were emailed to the Board in advance of the meeting for review. After discussion and review of the ledger, Commissioner Roberts moved, and Commissioner Palomino seconded the motion to approve the checks paid, subject to audit. Motion passed unanimously.
- c. **Two-year Forecasting:** CFO Strouse presented a two-year forecast based on realistic projections of the PUC changes due to Covid-19. The current forecast indicates that GCHA is on track to issue over 98% of its vouchers in 2020 and issue 100% of its vouchers in 2021.
- d. **2020 YE Forecast and 2021 Preliminary Budget:** ED Gazunis presented both a preliminary year-end and 2021 budget forecast which reflects GCHA finishing this year in a very strong financial position with substantial carry forward for a strong 2021 FY. She noted that the Board of County Commissioner support would be returning to its previous amount and was not being cut further.

4. Unfinished Business

a) COVID Related Issues.

- i) **Additional HUD Funding:** ED Gazunis shared the HUD announcement that the authority would be receiving another \$104k in Cares funding.
- ii) **Additional Waivers:** HUD extended various waivers from its standard policies during the COVID Pandemic which staff have adopted and published on the website.
- iii) **Related Expenses:** CFO Strouse presented an accounting of how the CARES money has been spent and provided a couple of options/scenarios for spending the balance of the money. ED Gazunis presented the concept of using the funds to temporarily hire someone to help agencies clients with life challenges during the pandemic. It is recommended that the Board decide how to spend these funds in September and not wait until the last of the year.

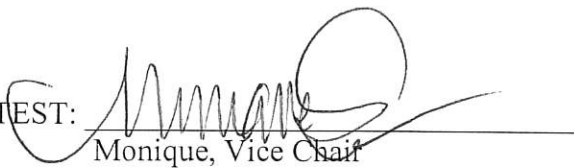
- b) ***Valley Senior Housing:**
- i) ***Agreement for General Contractor Services.** Commissioner Palomino recused himself and left the meeting for the discussion. Per the recommendation of Commissioner Huber after he reviewed the Agreement between Palomino Design Services and the authority, Commissioner Hansen moved, and Commissioner Roberts seconded a motion to enter into the agreement with Palomino Design Services to provide General Contractor services to renovate VSH Unit 104 for consideration of one dollar (\$1.00) and include mutual indemnification. The motion passed unanimously by the remaining commissioners.
 - ii) ***Approve Contract for VSH 104:** Commissioner Palomino remained recused for the purpose of this contract discussion. The final cost bid for renovating Unit 104 with the eco-cabinets is approximately \$67k per the presentation last month. Commissioner Roberts moved, and Commissioner Huber seconded a motion to accept the HCC bid with Commissioner Palomino as the General Contractor. Motion passed unanimously by the remaining commissioners.
 - iii) ***Approve GCFMLD Draw:** With Commissioner Palomino rejoining the meeting and after discussion, Commissioner Huber moved, and Commissioner Hansen seconded a motion to authorize staff to start withdrawing funds from the GCFMLD grant and start renovations on VSH unit 104 now that a general contractor and the subcontractor bid have been approved. The motion passed unanimously.
 - iv) ***Ratify FHLB Grant Application:** Commissioner Huber moved, and Commissioner Roberts moved to table the ratification of the grant application in order to have time to review it.
- c) **Recruitment Update:** Stan Quy, the executive recruiter for the ED position joined the meeting.
- i) ***Executive Session:** Commissioner Hansen moved, and Commissioner Huber seconded a motion to enter Executive Session for the purpose of discussing personnel issues at 1:30 p.m. CFO Strouse left the meeting for the duration of the executive session and no minutes were taken.
 - ii) ***Adjourn Executive Session:** Commissioner Huber moved, and Commissioner Palomino seconded a motion to end the executive session and return to the regular meeting at 2:00 p.m. and CFO Strouse was invited to rejoin the meeting.
- Upon further discussion, the board agreed by consensus to keep the executive search deadline of Monday at 5:00 Central Time and asked Stan to work with the selection committee consisting of Commissioner Palomino, Commissioner Roberts, and community representative Debbie Wilde to identify the first round of candidates the week of August 31st. Mr. Quy then left the meeting.
- d) **Mountain Voices Project:** In place of an Executive Director's report, ED Gazunis explained that Commissioner Huber had been working with the MVP on an agreement to act as the fiscal agent for the proposed Landlord/Tenant Relief Fund and it had been decided that an agreement would not be required because the grantors, including the Aspen Community Fund and Eagle County Government, among others, will provide instructions to the Uncle Bob Foundation how to disburse the grant funds. These funds will be disbursed to the vetting NPOs, not directly to landlords. Staff is in the process of purchasing additional insurance for the Board as the Uncle Bob Foundation and this will be a reimbursable expense.
- e) **Executive Director's Report:** There was no additional report from the ED. Executive Director Gazunis left the meeting at this point.


5. New Business

- a. ***Executive Session:** Commissioner Hansen moved, and Commissioner Huber seconded the motion to adjourn into Executive Session at 2:01 p.m. for the purpose of considering personnel matters. Motion passed unanimously.
- b. ***Adjourn Executive Session:** Commissioner Palomino moved, and Commissioner Huber seconded to end Executive Session and return to regular session at 2:26 p.m. Motion passed unanimously.
- c. ***Regular Session:** Commissioner Palomino moved, and Commissioner Huber seconded Executive Director Gazunis' request to extend her resignation from August 31, 2020, to September 2, 2020, utilizing Personal Time Off for the final 2 days. Motion passed unanimously.
- d. ***Commissioner Hansen moved, and Commissioner Roberts seconded to have CFO Strouse remain as Interim Executive Director until such time as a new Executive Director has been hired. Motion passed unanimously.**

6. Adjourn

*Commissioner Hansen moved, and Commissioner Palomino seconded a motion to adjourn the meeting at 2:30 p.m.

ATTEST: 
Monique, Vice Chair

APPROVE: 
Cheryl Strouse, Acting Secretary

