

## GARFIELD COUNTY HOUSING AUTHORITY

1430 F Railroad Avenue

Phone (970) 625-3589 or (888) 627-3589

Rifle, CO 81650

Fax (970) 625-0859



### Garfield County Housing Authority Regular Meeting – Teleconference January 26, 2022 -- Minutes

#### 1. Call to order, Roll Call, Introduction of Guests:

Monique Speakman, Board Chair, called the meeting to order at 12:03 p.m. via Zoom.

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

Staff present: Executive Director Cheryl Strouse

Guests: Danell Kelly – ANB Bank

#### 2. Minutes \*

Minutes of the November 17, 2021, Zoom (regular) meeting were previously submitted to the board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Hansen seconded the motion to accept the minutes of the regular November 2021 meeting minutes. Motion passed unanimously.

#### 3. Financial Reports

- a. **\* Financials Statements.** Executive Director Strouse indicated that year end financials are not clean. The Board will vote by email when ready if necessary.
- b. **\*Accounts Payable: 11/20/2021 – 1/20/202.** 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 Hansen moved, and Commissioner Palomino seconded the motion to approve January Accounts Payable. Motion passed unanimously.
- c. **Two-year Forecasting:** Executive Director Strouse presented a two-year forecast based on realistic projections of the PUC changes due to COVID -19. The current forecast indicates that GCHA has dropped to 95.7% of its vouchers in 2021, and issue 90.9% of its funding in 2021. This drops the agency to a Standard Performer. The Board requested that Executive Director Strouse set up a meeting with the agency's portfolio manager to discuss the real possibility that HUD will be recouping unused funding due to the inability to fill vouchers.

#### 4. Unfinished Business

- a) **Valley Senior Housing:** Commissioner Palomino and Executive Director Strouse updated the Board on the progress with Phase I and Phase II of the construction at Valley Senior Housing and rehab of Unit #104. Materials have been ordered, and electrical work has begun.
- b) **Payment Standards:** HUD provided 2022 waivers for agencies that are still struggling with lower lease up rates due to COVID. Executive Director Strouse requested and received 2 waivers. The first to increase the payment standards from 110% to 120%; the second to allow increases to payment standards for those families already on the program to 120% prior to the reexamination if necessary.
- c) **Updated Handbook:** Commissioner Hansen was able to review the changes suggested by our HR Attorney's firm and made suggestions on how to proceed with update to the handbook. After

discussion, the matter as tabled until Executive Director Strouse has an opportunity to speak with our attorney's firm.

- d) **Yardi:** After discussion, the vote on whether to change from TenMast to Yardi software was tabled. Executive Director Strouse will contact Yardi with additional questions posed by Board members and report back to the Board at the February meeting.
- e) **Executive Director's Report:** The January Executive Directors Report was previously submitted to the Board for reading prior to the meeting.

## 5. New Business

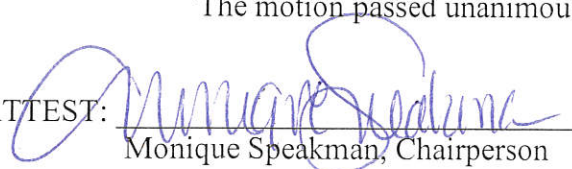
- a) **Valley Senior Center:** Executive Director Strouse presented a request by the Valley Senior Center to piggyback off of the Valley Senior Housing internet. Commissioner Hansen moved, and Commissioner Palomino seconded a motion not to allow the Senior Center use of the Agency's internet. The motion passed unanimously.
- b) **Aspen/Pitkin County Housing Authority IGA:** Commissioner Hansen moved, and Commissioner Palomino seconded a motion to approve the 2022 Intergovernmental Agreement for the Aspen/Pitkin County Housing Authority. The motion passed unanimously.
- c) **Silt Senior Housing:** Commissioner Palomino moved, and Commissioner Huber seconded a motion to approve the 2022 Silt Senior Housing Management contract. The motion passed unanimously.
- d) **Inspection quote:** Executive Director Strouse updated the Board on the quote from Housing Resources on performing inspections for the agency. After discussion the Board made the decision to review the idea of using an outside inspection company until a later date.
- e) **Employee Handbook update:** Executive Director updated the Board on new Human Resources Law which included different minimum wage pay for agencies that have governmental contact, and new Colorado Law on travel and sick time.
- f) **Executive Session:** Commissioner Palomino moved, and Commissioner Roberts seconded a motion to move to Executive Session to review personal issues. The motion passed unanimously.
- g) **Executive Session:** Commissioner Hansen moved, and Commissioner Huber seconded a motion to adjourn from Executive Session. The motion passed unanimously.

## 6. Other

- a) **Next Regular meeting:** February 23, 2022

- 7. **Adjourn:** Commissioner Hansen moved, and Commissioner Palomino seconded a motion to adjourn. The motion passed unanimously.

ATTEST:

  
Monique Speakman, Chairperson

APPROVE: \_\_\_\_\_

Cheryl Strouse, Executive Director