

# GARFIELD COUNTY HOUSING AUTHORITY

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## Garfield County Housing Authority Regular Meeting – Teleconference March 23, 2022 -- Minutes

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

Monique Speakman, Board Chair, called the meeting to order at 12:04 p.m. via Zoom.

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

Staff present: Executive Director Cheryl Strouse

### 2. Minutes \*

Minutes of the February 23, 2022, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Palomino moved, and Commissioner Hansen seconded the motion to accept the minutes of the regular February 2022 meeting minutes with corrections. Motion passed unanimously.

### 3. Financial Reports

- a. \* **Financials Statements.** Financial statements for January and February 2022 were submitted to the Board for reading prior to the meeting. Commissioner Hanssen pointed out that the February 2022 Valley Senior Housing financials had only a rental income of \$545.00 although Tenants Accounts Receivables shows that all February rental payment were made. Executive Director Strouse will contact Tenmast to see where the error begins. Commissioner Hansen moved to approve the January 2022 financials; Commissioner Palomino seconded the motion. The motion passed unanimously.
- b. \* **Accounts Payable: 2/20/2022 – 3/20/2022.** 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 Palomino moved, and Commissioner Huber seconded the motion to approve March 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. The agency has continued to drop in vouchers filled, although Mainstream and VASH applicants have continued to lease up due mostly to leasing in place.

### 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. Consensus of the Board after reviewing what the cost of correctly installing stucco on the buildings decided to pursue other avenues for the outside of the buildings. Commissioner Palomino will investigate other types of siding a report back at the April 27<sup>th</sup> meeting. Executive Director Strouse has presented to the Federal Mineral Leasing Board a request to extend the rehab of Unit #104 through December 31, 2022.
- b) **Additional Board Member:** Commissioner Hansen moved, and Commissioner Huber seconded a motion not to add an additional seat to the Board – due to only ever having five members on the

Board and that one additional seat would leave an even number of seats on the Board for voting. The motion passed unanimously.

- c) **Yardi:** Executive Director Strouse reported that the Yardi Breeze accounting platform was much more integrated into the Yardi system; however, with other concerns regarding the overall performance for the new Breeze format, the decision was made to stay with Tenmast for 2022 and look at Yardi toward the end of 2022.
- d) **Executive Director's Report:** The March Executive Directors Report was previously submitted to the Board for reading prior to the meeting. The Board had no questions or comments.

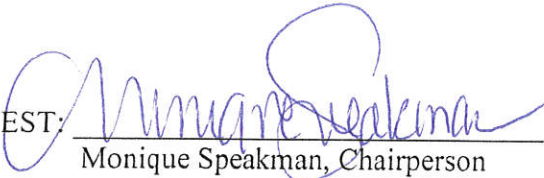
## 5. New Business

- a) **Whiteriver Possible Sale:** Executive Director was contacted by a developer that was looking to purchase the Whiteriver affordable housing building and was interested in keeping the current HUD Housing Choice voucher tenants and working with the Housing Authority. Executive Director Strouse will update the Board as needed.
- b) **New Hires:** Executive Director Strouse updated the Board on the status of new hires for the Program Assistant and Accounting positions. She will be hiring the Program Assistant next week; however, the accounting position remains open. Executive Director Strouse will continue to look for acceptable applicants.
- c) **2022 Admin Budget:** Executive Director Strouse made changes to the 2022 Admin/Voucher Budget based on wages rate for a Program Assistant and Accounting staff member. Commissioner Hansen moved, and Commissioner Palomino seconded a motion to approve the 2022 revised Admin/Voucher Budget with changes for additional staffing. The motion passed unanimously.
- d) **Tenmast Payroll:** Executive Director Strouse informed that Board that Tenmast had discontinued support for their payroll module going the way of Yardi and Elite. The discontinuation was effective February 1st, however, the Housing authority was not informed until mid-March. Although the module is still active, Tenmast will no longer update annual tax tables or provide any type of support. Tenmast has partnered with a payroll company; however, Executive Director Strouse will need to investigate annual cost or type of services offered.
- e) **The Work Number:** Executive Director requested that conversation regarding The Work Number – an employment verification used by State Human Services – be tabled until April due to Board Time constraints.

## 6. Other

- a) **Next Regular meeting:** April 27, 2022
- b) **Executive Session:** Scheduled Executive Session was cancelled as the Board approved the revised 2022 Budget in regular session.

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

ATTEST:   
Monique Speakman, Chairperson

APPROVE: \_\_\_\_\_  
Cheryl Strouse, Executive Director