



GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority

Regular Meeting – Teleconference

April 27, 2022 -- Minutes



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

Monique Speakman, Board Chair, called the meeting to order at 12:01 p.m. via Zoom.

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

Staff present: Executive Director Cheryl Strouse

2. Minutes *

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

3. Financial Reports

- a. *** Financials Statements.** Financial statements for Valley Senior Housing for February and March 2022 were submitted to the Board for reading prior to the meeting. Commissioner Palomino moved, and Commissioner Huber seconded the motion to approve the February and March Valley Senior Housing financials. Motion passed unanimously. Commissioner Hansen moved, and Commissioner Roberts seconded a motion to approve the March Admin financials. The motion passed unanimously.
- b. ***Accounts Payable: 3/20/2022 – 4/22/2022.** 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 Hansen moved, and Commissioner Hansen seconded the motion to approve April/May 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 27th meeting. Executive Director Strouse reported that the Federal Mineral Leasing District had granted an extension on Unit #104 until December 31, 2022. Due to inability to contact High County Construction, and based on other long time contractors review, the Board instructed Executive Director Strouse to contact the Federal Mineral Leasing District to update them on the current construction situation and the issues involved. The Board instructed Executive Director Strouse to contact Matthew Trinidad at Karp, Neu, Hanlon, P.C. our attorney firm, on what steps the Housing

Authority should take next and update the Federal Mineral Leasing District that legal counsel had been retained.

- b) **Accounting Position:** Executive Director Strouse reported that there has been no replacement in the accounting position. After discussion, the Board directed Executive Director Strouse to place a new advertisement in the paper.
- c) **Executive Director's Report:** The April 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) **The Work Number:** Executive Director presented information on a new product offered through MRI/Tenmast –The Work Number. This is a reporting agency on employees and payroll. GCHA at one time was able to get this networking with Department of Humas Services; however, it was revoked by the State several years ago. The Board directed Executive Director Strouse to investigate further into the services offered and the cost of such services.
- b) **Training:** Executive Director Strouse updated the Board on training scheduled for April. This included waitlist training for the agencies Intake Specialists, and Housing Choice Voucher Management for the Housing Specialist and Executive Director Strouse.
- c) **Developers Percentage:** Executive Director Strouse updated the Board on changes she has instituted when working with developers' requesting assistance from GCHA. Developers will now be required to present documentation for limited partnerships with GCHA 30 days in advance of scheduling a meeting with the Board. In addition, Executive Director Strouse request Board assistance in setting a percentage of payment to GCHA in-lou-of taxes.
- d) **Tenmast Payroll:** Executive Director Strouse informed the Board in March that Tenmast had discontinued support for their payroll module. Executive Strouse informed the Board that Tenmast was networking with Hughes Payroll Services to take over the payroll processes. After discussion, the Board directed Executive Director Strouse to research both Hughes Payroll and any local companies, that process payroll, as well as any local companies that might be available to outsource all accounting procedures to.
- e) **GASB:** Executive Director Strouse reported to the Board that during training at the annual Nelrod Convention, that there are new GASB regulations concerning rental property. It is now required to agencies to track and report all rental properties on their Profit and Loss Statements.

6. Other

- a) **Next Regular meeting:** May 25, 2022

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

ATTEST:


Monique Speakman, Chairperson

APPROVE:


Cheryl Strouse, Executive Director