

GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority

Regular Meeting – Teleconference

July 26, 2023 -- Minutes

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

Monique Speakman, Board Chair, called the meeting to order at 12:06 p.m. via Zoom.

Roll Call: Commissioners Jack Palomino, Commissioner Dave Roberts, and Stephen Huber were present. Commissioner Linda Hansen was unable to attend.

Staff present: Executive Director Cheryl Strouse

Guest: Pete Blair – Blair & Associates, PC

2. Minutes *

- a. Minutes of the June 28, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Huber moved, and Commissioner Palomino seconded the motion to approval of the June 28th minutes. The motion passed unanimously.

3. Financial Reports

- b. *** Financials Statements.** Financial statements for June were previously submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Huber seconded the motion to approval of the May financials subject to audit. The motion passed unanimously.
- c. ***Accounts Payable: 6/26/2023 thru 7/24/2023.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Palomino seconded the motion to approve accounts payable. Motion passed unanimously.
- d. **Two-year Forecasting:** Executive Director Strouse presented a two-year forecast based on realistic projections of the PUC changes. The agency has finally begun to increase HCV voucher expenditures and is spending down some of the agency HUD held reserves. The staff have leased up but two of the Emergency Housing Vouchers, and all but ten of the Mainstream Vouchers.
- e. **Rental Housing Assistance:** Executive Director Strouse presented the Board with an update spreadsheet for all voucher types and Division of Housing numbers to support the Two-year forecasting. The agency is no longer administering the Division of Housing Vouchers. Executive Director Strouse has requested HUD to recoup the only remaining FYI voucher.

4. Unfinished Business

- a) **Valley Senior Housing:** Executive Direction Strouse reported to the Board that the Pete Blair (auditor) did not need the funds received from the GCFMLD transfer to Valley Senior Housing (VSH) as the funds were originally gifted to VSH and the upgrades to the property are paid for. The funds received from GCFMLD should remain in the money market account where deposited.
- b) **Audit:** Pete Blair from Blair & Associates attending the Board meeting via Zoom and reported on the 2022 audit to be submitted to HUD. He outlined issues that need attention – an internal control deficiency, with a material weakness surrounding 2021 account payable reconciliation. The Board

requests that Executive Director Strouse begin to include in addition to financials reconciliation of payables and receivables monthly.

- c) **VSC Lease Renewal:** Executive Director Strouse requested assistance from Chair Speakman with an example of a commercial lease to assist in developing a new lease for the Valley Senior Center. Commissioner Huber offered to assist if Commissioner Speakman was unable to locate a sample of a commercial lease.
- d) **VMS Audit:** Executive Director Strouse informed the Board all documentation had been submitted to the HUD VMS auditor per requests issued on Friday, July 21st. The audit is due to HUD by September 1, 2023, and the auditor will contact Executive Strouse by mid-August on any additional documentation needed. To this date, the auditor has indicated that there are no findings.
- e) **Project Based Vouchers:** Executive Director Strouse informed the Board that the agency currently has enough of a Project Based Voucher (PBV) cap to cover all the requested vouchers for awarded and unawarded developers requests. Executive Director Strouse has received from Nan McKay a checklist to follow PBV's HUD regulations from start to finish.
- f) **Executive Director's Report:** The July Executive Directors Report was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board, with the exception of the health status of Commissioner Hansen, who is currently hospitalized.

5. New Business

- a) **Silt DOLA Grant:** Executive Director Strouse submitted to the Board a request from the Town of Silt to provide a Letter of Support for the Town's application to the State for a grant to replace their waster treatment plant which is now at end of life. The Silt water plant has failed the State inspection and no longer supports additional affordable housing development. Commissioner Huber moved and Commissioner Palomino seconded a motion to approve a Letter of Support on behalf of the Housing Authority to be included with the Town of Silt's Energy/Mineral Impact Assistance Fund Grant application.
- b) **TenMast Annual Conference Training:** Executive Director Strouse informed the Board she would possibly be the only attendee to the MRI/TenMast annual conference in Chicago in October. There will be no training, only updates on where the software company is in the conversion from PIC to HIP.
- c) **Project Based Voucher (PBV) Procurement Plan:** Executive Director Strouse informed the Board that a PBV procurement plan and RPF's were required for all developers that requested PBV for new and reconstruction developments. Executive Director Strouse informed the Board of an agency that she has contacted with sample free procurement plans, and additional support for a fee. Commissioner Huber will review any sample plan the Executive Director Strouse receives prior to Board approval of the plan.
- d) **Maxfield Heights 2023 Rent Increase:** Maxfield Heights Senior Housing has requested a rent increase for 2023/2024. Executive Director Strouse informed the Board that the requested rent increase was within the perimeters of current HUD funding, was below the maximum amount that could be requested, and was allowable per the HAP Contract with Maxfield Heights. Commissioner Roberts moved, and Commissioner Huber seconded a motion to ratify the 2023 Maxfield Heights rent increase based on Executive Directors Strouse's recommendation.
- e) **Staffing:** Executive Director Strouse requested feedback from the Board regarding changes in staffing in relationship to flexible hours in the future due to pregnancy. The agency employee policies do not currently address maternity leave; however, it does allow for flexible working

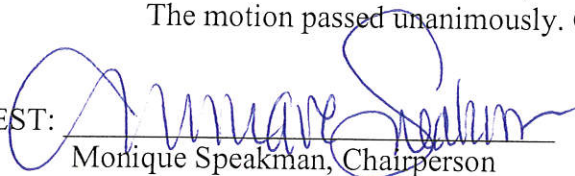
hours. Board comments included, job sharing, customer based positions, and detailing remote work expectations, deadline, and compliance.

6. **Other**

a) **Next Regular meeting:** August 23, 2023

7. **Adjourn:** Commissioner Palomino moved, and Commissioner Huber seconded a motion to adjourn. The motion passed unanimously. Conclusion at 1:46pm. .

ATTEST:


Monique Speakman, Chairperson

APPROVE:


Cheryl Strouse, Secretary