

GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority

Regular Meeting – Teleconference

May 24, 2023 -- Minutes

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

Monique Speakman, Board Chair, called the meeting to order at 12:02 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:

2. Minutes *

- a. Minutes of the March 22, 2023, 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 approval of the March 22nd minutes. The motion passed unanimously.

3. Financial Reports

- b. * **Financials Statements.** Financial statements for February, March, and April 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 February, March, and April financials. The motion passed unanimously.
- c. * **Accounts Payable: 2/20/2023 thru 3/20/2023.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Hansen 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 continued to drop in vouchers filled but has continued to lease up those we have lost. The staff have leased up all the Emergency Housing Vouchers, and all but nine 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.

4. Unfinished Business

- a) **Valley Senior Housing:** Executive Director Strouse reported to the Board that the final billing for the siding project (Grant #1) was submitted to the FMLD at the March FMLD Board for final approval and payment. It was discovered that the check for \$75K was never received by the Housing Authority and a new check would need to be issued. Executive Director Strouse will pick up the check in person when it is ready at the FMLD office.
- b) **Executive Director's Report:** The May Executive Director's Report was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board.

- c) **Audit:** The Board requested that Executive Director Strouse contact Blair & Associates and request that Pete Blair attend the June board meeting to address the Board regarding the agency's annual audit.
- d) **VSC Lease Renewal:** Executive Director Strouse updated the Board that due to having 3 audits due in May/June, she had been unable to meet with Commissioner Speakman to work on a new lease for the Valley Senior Center, LLC. Once all the audits are completed, Executive Director Strouse will meet with Commissioner Speakman to chart out a lease to present to the Board for approval.

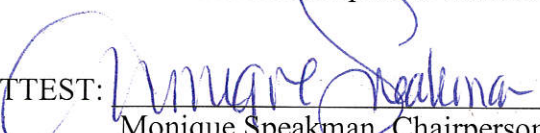
5. New Business

- a) **CDBG Funding:** Executive Director Strouse requested that the Board consider a joint effort with the Town of Silt to apply to the State of Colorado for Community Development Building Grants. The grants are only available to municipalities and county offices in Colorado, making the Housing Authority unable to apply without the assistance of one of these agencies. Executive Director Strouse would like to use the funding to continue to upgrade the 12 units at Valley Senior Housing in Parachute (new roll in showers, new kitchen counters and appliances, landscaping, etc.) The Board suggested that Executive Director Strouse approach the County Manager for possible approval of a County application for CDBG funding instead of a collaboration with the Town of Silt.
- b) **Rural Development Audit:** Executive Director Strouse informed the Board that our agency's Rural Development Regional Manager visited the Valley Senior Housing complex for an onsite audit in May – the first time in 3 years. Executive Director Strouse informed the Board that Ms. Allgood was pleased with the new siding. Ms. Allgood was also not overly concerned with the condition of Unit #104 (ADA Unit) as the Housing Authority has a plan in place to year end.

6. Other

- a) **VMS Review Audit:** Commissioner Roberts expressed the desire to attend the HUD final assessment of the Voucher Management System review audit. Executive Director Strouse will contact the HUD Review panel to seek permission for Commissioner Roberts to attend once HUD has made a determination on the agency's VMS compliance and set any follow up/corrective action for the agency.
- b) **Next Regular meeting:** June 26, 2023

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

ATTEST: 
Monique Speakman, Chairperson

APPROVE: 
Cheryl Strouse, Secretary