

## GARFIELD COUNTY HOUSING AUTHORITY

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### Garfield County Housing Authority Regular Meeting – Teleconference September 27, 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 Dave Roberts, and Stephen Huber were present. Commissioners Linda Hansen and Jack Palomino were unable to attend.

Staff present: Executive Director Cheryl Strouse

Guest: None

#### 2. Minutes \*

- a. Minutes of the July 26, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Huber moved, and Commissioner Roberts seconded the motion to approval of the July 26th minutes. The motion passed unanimously.

#### 3. Financial Reports

- b. **\* Financials Statements.** Financial statements for July/August 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 July/August financials subject to audit. The motion passed unanimously.
- c. **\*Accounts Payable: 7/25/2023 thru 9/22/2023.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Huber 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 is continuing to increase HCV voucher expenditures and is spending down some of the agency HUD held reserves. The staff have leased up all 1 of the Emergency Housing Vouchers, and all but 5 of the Mainstream Vouchers.
- e. **Rental Housing Assistance:** Executive Director Strouse presented the Board with an update spreadsheet for all voucher types and numbers to support the Two-year forecasting. Executive Director Strouse has requested HUD to recoup the only remaining FYI voucher.

#### 4. Unfinished Business

- a) **Valley Senior Housing:** Executive Director Strouse reported to the Board on progress with the VSH ADA unit (#104). Flooring has begun in the kitchen area. Tile for the roll-in shower is almost completed. In addition, Executive Director Strouse informed the Board that Excel has paid the Housing Authority \$15,430.00 to use the agency's empty VSH lots as a temporary easement for the upgrade of electrical lines.
- b) **Audit:** The 2022 annual audit has been completed and submitted to HUD. Additionally, the audit has been submitted and approved to the Federal Clearinghouse.

- c) **VSC Lease Renewal:** The Board made the decision to table the VSC lease renewal until such time as investigation into the state of the property title could be confirmed.
- d) **VMS Audit:** Executive Director Strouse informed the Board that HUD had completed the VMS audit and presented the report to Executive Director Strouse on September 5th. Commissioner Roberts was able to attend as well. There were no findings and any concerns that were listed were addressed at the agency level.
- e) **Executive Director's Report:** The September Executive Directors Report was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board,

5. **New Business**


- a) **CEBT 2024 Health Insurance Renewal:** Executive Director Strouse submitted to the Board the 2024 CEBT Insurance rates. Rates will increase by 5% in 2024. Commissioner Roberts moved to approve the 2024 CEBT Insurance rates and Commissioner Huber seconded the motion to approve the 2024 Insurance rates. Motion passed unanimously.
- b) **HOTMA & Inspection Admin Updates:** Executive Director Strouse informed the Board HUD is requiring agencies to update their 2023 Admin Plans with new HOTMA & Inspection regulations no later than December 31, 2023. The Board will look at Admin Plan changes at the October 25, 2023, Board meeting.
- c) **Federal Shutdown:** The Board of Commissioners discussed the possibility of an upcoming Federal Government shutdown. The Board made clear that any agency reserve funds would be held for payment of Accounts Payable and support of the Agency staff; not to be used to make landlord payments.
- d) **Extremely-low Income Qualifications:** Executive Director Strouse informed the Board the Agency is currently only at 69% of HUD regulations for newly leased extremely-low income families. Commissioner Huber moved, and Commissioner Roberts seconded a motion to utilize "income targeting" per HUD guidelines. Motion passed unanimously.

6. **Other**

- a) **Executive Session:** Commissioner Robert moved, and Commissioner Huber seconded a motion to retire to Executive Session to discuss agency Staffing. Motion passed unanimously.
- b) **Executive Session:** Commissioner Huber moved, and Commissioner Huber seconded to return to Regular Session. Motion passed unanimously.
- c) **Executive Session:** Commissioner Speakman reported there was no action to be taken as a result of Executive Session.
- d) **Next Regular meeting:** October 25, 2023

7. **Adjourn:** Commissioner Huber moved, and Commissioner Roberts seconded a motion to adjourn. The motion passed unanimously. Conclusion at 2:47pm. .

ATTEST:

  
Monique Speakman, Chairperson

APPROVE:

  
Cheryl Strouse, Secretary