



# GARFIELD COUNTY HOUSING AUTHORITY

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## Garfield County Housing Authority Regular Meeting May 22, 2024 -- Minutes

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

**Call to Order:** Monique Speakman, Board Chair, called the meeting to order at 12:05 p.m.

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

**Staff present:** Executive Director Cheryl Strouse

**Guest(s):** None

### 2. Minutes \*

- a. Minutes of the May 2, 2024 (for April of 2024), meeting were submitted to the Board for reading prior to the meeting. Commissioner Palomino moved, and Commissioner Huber seconded the motion to approve of the May 2, 2024, minutes. The motion passed unanimously.

### 3. Financial Reports

- b. \* **Financial Statements.** May Admin/Voucher and Valley Senior Housing financial statements were submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Palomino seconded the motion for approval of the April 2024 financials subject to audit. The motion passed unanimously.
- c. \* **Accounts Payable: 4/30/2024 thru 5/18/2024.** Accounts Payable were submitted to the Board for reading prior to the meeting. Commissioner Palomino moved, and Commissioner Roberts seconded the motion to approve accounts payable. Motion passed unanimously.
- d. **Two-year Forecasting:** Executive Director Strouse presented a two-year forecast based on current Voucher Management System results. The Agency dropped to 96% HAP expenditure (98% to obtain "High Performer"). The agency dropped "Reserves Subject to Offset" from 26% to 21% -- 15% or below is recommended by HUD.
- 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. The agency has retained leasing of 10 Emergency Housing Vouchers and all but one Mainstream voucher. There are five VASH vouchers to be filled.
- f. **VSH/VSC:** Commissioner Roberts will meet with Executive Director Strouse to review any documentation that she is able to locate on the original Rural Development loan(s). Additionally, title/loan research will be suspended pending further investigation into Agency search for original documentation and meeting with Commissioner Roberts has transpired.

### 4. Unfinished Business

- a) **Training:** Executive Director Strouse reported that the Agency will be required to complete all Agency changes to the Admin Plan concerning HOTMA no later than October 18, 2024. As a

result, the Staff will be taking several additional training classes as the regulations for HOTMA are evolving and changing.

- b) **2023 Audit Adjustments:** Executive Director Strouse reported to the Board that she had completed all the Auditor approved 2023 financial adjustments. Executive Director Strouse will continue to work with Hawkins/Ash to monitor and make any changes to 2024 financials as they may arise.
- c) **Succession Planning:** Executive Director Strouse worked with the Board to outline a plan of action to address succession planning and delegation of duties to staff members. The Board requested that Executive Director Strouse create a spreadsheet with specific duties that staff would be taking over and a timeline on when the changes would be effective.
- d) **Executive Director's Report:** The May Executive Directors Report(s) was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board prior to the May meeting.
- e) **VSH/VSC:** Executive Director Strouse reported to the Board that John Seabold had approached the Agency with an offer to take over the mowing at VSH and VSC. Mr. Seabold was informed that the Agency was happy with the currently employed landscaping company.
- f) **5-Year Plan:** The Agency's 5-year plan was submitted to the Board for reading prior to the meeting. Commissioner Hansen moved, and Commissioner Roberts seconded a motion to approve the 2025-2029 5-year plan. The motion passed unanimously.

## 5. New Business

- a) **Hawkins/Ash:** Executive Director Strouse requested that the Board invite Justin Petersen of Hawkins/Ash, CPA to the June Board meeting to review the 2023 Financial Audit.
- b) **Down Payment Assistance – Tom Loan:** Executive Director Strouse informed the Board that she had received a request from Impact Development to modify a Down Payment Assistance Loan for Mr. Tom that had come due. Mr. Tom does not have the funds to pay the required equity share to the Housing Authority. Commissioner Roberts moved, and Commissioner Hansen seconded a motion to allow Impact Development to create a modification to Mr. Tom loan. Mr. Tom will make a one-time payment of \$3,000 to the Housing Authority and make \$300 monthly payments thereafter until the equity share is paid in full. Impact Development will create a promissory note for Mr. Tom to sign and will collect payments on behalf of the Housing Authority.

## 6. Other

- a) **Invitation:** The Board would like to invite Ms. Mary Jane Hangs to an upcoming Board meeting to clarify possible future actions regarding the VSH and VSC properties.
- b) **Next Regular meeting:** June 26, 2024

7. **Adjourn:** Commissioner Huber moved, and Commissioner Roberts seconded a motion to adjourn. The motion passed unanimously. Conclusion at 1:45 p.m. .

ATTEST:   
Monique Speakman, Chairperson

APPROVE:   
Cheryl Strouse, Secretary