

**SOUTH METRO HOUSING OPTIONS
BOARD OF COMMISSIONERS**

**Minutes of Regular Meeting
January 7, 2016**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, January 7, 2016 at 5745 South Bannock Street, Littleton, Colorado 80120.

THOSE PRESENT: Chairman Andy Hancock, Vice Chairman Stewart Meagher, Commissioners Libby Bortz, Kyle Henderson, Aaron Heumann, John Ostermiller, and Esther Varela

THOSE ABSENT: None

ALSO PRESENT: Jo Hamit, Executive Director; Gerald Humphries, Finance Manager; James G. Hill, citizen

Chairman Hancock called the meeting to order at 6:40 p.m. and declared a quorum present.

The agenda was reviewed and accepted.

There were no unscheduled public appearances.

The minutes of the December 3, 2015 regular board meeting were reviewed.

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER HEUMANN THAT THE MINUTES OF THE DECEMBER 3, 2015 REGULAR MEETING BE APPROVED.

Ayes: Vice Chairman Meagher, Commissioners Bortz, Henderson, Heumann, Ostermiller and Varela

Nays: None

Absent: None

Abstention: Chairman Hancock

Motion Carried: 6:0:0:1

Finance Manager Humphries presented the financial reports for October and November 2015. He noted that there are very few variances, since it is so early in the fiscal year.

Finance Manager Humphries reported that the new group health insurance is now in effect for all employees. The new time and attendance system also has been implemented, which requires employees to clock in/out through the online payroll portal.

Executive Director Hamit added that the agency also added the human resources (HR) component to the Paychex contract, which includes a variety of HR needs for the agency. There was no increase in overall cost for the new component.

Finance Manager Humphries stated that the Powers Circle audit for the December 31 year-end has begun and is expected to be completed for submission in mid-February. Chairman Hancock asked why the rental income for Powers Circle Apartments (PCA) is so minimal for the first two months of the fiscal year. Finance Manager Humphries stated that the total income consists of both rental income and the housing assistance payments (HAP) for Section 8 residents. Finance Manager Humphries stated that PCA issued a check to SMHO for cost overruns and deferred developer fees for \$517,000.

Chairman Hancock asked whether the receivables for the Dawburn project reflected the second mortgages for those properties. Finance Manager Humphries replied in the affirmative and noted that staff has recently been made aware that the second mortgages have exceeded their seven-year payback periods and will need to be removed as receivables.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER BORTZ THAT THE FINANCIAL REPORTS FOR OCTOBER AND NOVEMBER OF 2015 BE APPROVED.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Heumann, Ostermiller and Varela
Nays: None
Absent: None
Motion Carried: 7:0:0

Executive Director Hamit presented the following administrative items:

- ***Resolution 16-01: 2016 Sunshine Act Designation & Posting of Meetings***

The State of Colorado Sunshine Act, established by Senate Bill 33, requires that public entities designate the location for posting of public notices as well as the location and dates for all public meetings. This information is affirmed by resolution each year at the beginning of the calendar year.

South Metro Housing Options (SMHO) has designated the window adjacent to the front door of the SMHO Administrative Offices as the official posting place for public meeting notices. The location and dates for public meetings is established at the Administrative Offices located at 5745 South Bannock Street, Littleton, Colorado on the first Thursday of each month unless otherwise noted. In addition, the proposed agenda for each meeting will be posted on the SMHO website prior to the meeting.

It is recommended that Resolution 16-01, designating the notice posting location and meeting location and dates for public meetings for the 2016 calendar year, be adopted.

It was moved by VICE CHAIRMAN MEAGHER and seconded by COMMISSIONER OSTERMILLER THAT RESOLUTION 16-01, DESIGNATING THE NOTICE POSTING LOCATION AND MEETING LOCATION AND DATES FOR SOUTH METRO HOUSING OPTIONS PUBLIC MEETINGS FOR THE 2016 CALENDAR YEAR, BE ADOPTED.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Heumann, Ostermiller and Varela

Nays: None

Absent: None

Motion Carried: 7:0:0

- ***Resolution 16-02 Revision to Payment Standards Effective Date***

South Metro Housing Options (SMHO) is required to establish payment standards for its Section 8 Housing Choice Voucher (HCV) Program. The amount of the payment standard is set by utilizing a percentage of the fair market rents (FMR) for the locality, which are established on a regular basis by the Department of Housing and Urban Development (HUD). The payment standard determines the maximum subsidy for families participating in the HCV Program.

HUD historically has issued new FMRs in October with the understanding that they will be effective retroactive to the beginning of the federal fiscal year, or October 1. SMHO likewise calculates its new payment standards based on the new FMRs, assuming that they will be effective on October 1. At their October 1, 2015 regular meeting, the Board of Commissioners approved payment standards for the period of October 1 through December 31, 2015 at 91% of the new FMRs, with an effective date of October 1, 2015. Payment standards for January through September, 2016 were set at 95% of the new FMRs.

This year, the new FMRs were not finalized until December 11, and HUD notified all housing authorities that the new FMRs would be effective December 11, rather than retroactive to October 1. As a result, the effective date for SMHO payment standards for

October through December of 2015 requires an amendment from October 1, 2015 to December 11, 2015. The payment standard amounts remain unchanged.

It is recommended that Resolution 16-02, amending the effective date of the October through December, 2015 Section 8 Housing Choice Voucher Program payment standards from October 1, 2015 to December 11, 2015 be approved.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER HEUMANN THAT RESOLUTION 16-02, AMENDING THE EFFECTIVE DATE OF THE OCTOBER THROUGH DECEMBER, 2015 SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS FROM OCTOBER 1, 2015 TO DECEMBER 11, 2015, BE ADOPTED.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Bortz, Henderson, Heumann, Ostermiller and Varela
Nays: None
Absent: None
Motion Carried: 7:0:0

- ***City Council Study Session***

Chairman Hancock and Executive Director Hamit met with City staff to discuss preparation for the City Council Study Session on January 12. The discussion centered on engaging City Council members in the process of developing the scope of services for a housing needs study for Littleton as a whole. The presentation should focus on viewing “housing” as one component of a larger whole when determining the needs of the community. It is critical to ascertain the type and depth of data that City Council deems valuable in order to obtain meaningful and useful data in developing a vision of the community. The study session is scheduled for 6:30 p.m. on Tuesday, January 12.

- ***Nelrod Conference – April 6-8, 2016***

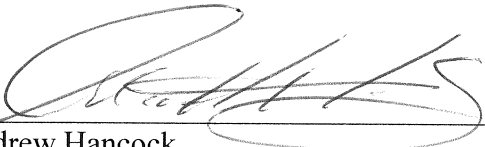
The annual conference sponsored by the Nelrod Consortium will be held on April 6-8 in Las Vegas, NV. This year, there is a substantial commissioner track with a variety of trainings.

There was no other business.

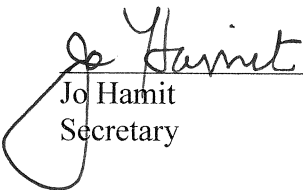
The February regular board meeting will be held on February 4 at 6:30 p.m.

It was moved by COMMISSIONER HEUMANN and seconded by COMMISSIONER OSTERMILLER THAT THE MEETING BE ADJOURNED. The motion carried. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 7:45 p.m.

ATTEST:



Andrew Hancock
Chairman



Jo Hamit
Secretary