

**SOUTH METRO HOUSING OPTIONS
BOARD OF COMMISSIONERS**

**Minutes of Regular Meeting
January 13, 2015**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Tuesday, January 15, 2015 at 5745 South Bannock Street, Littleton, Colorado 80120.

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

THOSE ABSENT: Commissioner Ostermiller

ALSO PRESENT: Christopher Shaffner, Executive Director; Jo Hamit, Assistant Director; Gerald Humphries, Operations Manager; Jerry Hill, citizen.

Chairman Hancock called the meeting to order at 6:40 p.m. and declared a quorum present. The revised agenda was reviewed and accepted.

Jerry Hill, citizen, was a scheduled visitor. Mr. Hill described a recent experience of one of his acquaintances who planned to relocate to the Libby Bortz Assisted Living Center (LBALC) and recently toured the facility. He characterized the experience as a very positive one and commended the knowledge and professionalism of the LBALC staff.

Mr. Hill also requested home addresses for board members in order to send holiday cards.

The Board thanked Mr. Hill for his comments.

The minutes of the November 5, 2014 regular meeting were reviewed.

Commissioner Heumann provided several minor corrections to the minutes.

It was moved by COMMISSIONER VARELA and seconded by COMMISSIONER HENDERSON THAT THE MINUTES OF THE NOVEMBER 5, 2014 REGULAR MEETING BE APPROVED AS CORRECTED.

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

Nays: None

Absent: Commissioner Ostermiller

Motion Carried: 6:0:1

Finance Manager Humphries presented the October 2014 and November 2014 financial reports, representing the first two months of Fiscal Year 2015. Through November, the agency year-to-date (YTD) total revenue is \$1,755,024, which is 2.2% above projections. YTD expenses are \$1,741,508, which is approximately .2% above projections.

Financial Manager Humphries noted that the financial notes for November have primarily tracked where revenues and expenses are down. Executive Director Shaffner mentioned that rents are low mainly as a result of the census being down at LBALC. Staff is exploring methods to increase the census during the next several months.

Chairman Hancock asked about the HAP payments for the port-ins in the Section 8 Program. Financial Manager Humphries explained that the port-ins and port-outs will always match, but the impact on administrative fees depends on how many vouchers are administered as opposed to absorbed. Executive Director Shaffner stated that staff monitors the numbers on a quarterly basis and makes projections throughout the year in order to determine whether it is necessary to absorb units into the SMHO program.

Commissioner Bortz asked about the public housing vacancy costs. Executive Director Shaffner explained that the figure for November, representing vacancy turnaround costs, is less than 1% of projections for the total year.

Chairman Hancock asked if there is a “break-even” number for LBALC. Executive Director Shaffner stated that, since there are numerous expense categories listed in the “services” line item, it is difficult to calculate an overall measure. Staff is working on breaking out the expense categories for future reports.

Executive Director Shaffner stated that he also is working with LBALC staff on determining best practices for the facility.

Financial Manager Humphries reported that the 2014 agency audit is being finalized and the Powers Circle Apartments audit has been started.

Executive Director Shaffner stated that the payroll system will be enhanced over the next several months to provide more efficiency and less paperwork.

It was moved by VICE CHAIRMAN MEAGHER and seconded by COMMISSIONER HENDERSON THAT THE OCTOBER 2014 AND NOVEMBER 2014 FINANCIAL REPORTS BE APPROVED AS PRESENTED.

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

Nays: None

Absent: Commissioner Ostermiller

Motion Carried: 6:0:1

The following administrative items were presented:

a) ***Resolution 15-01 – Designation of Posting Place for and Location and Dates of Public Meetings***

Executive Director Shaffner reported that the State of Colorado Sunshine Act requires that public entities designate the location for posting of public notices as well as the location and dates for all public meetings. The Board affirms the information annually at the beginning of each calendar year.

The front window of the administrative office is designated as the official posting place for public meeting notices. The date is established as the first Thursday of each month at 6:30 p.m. at the administrative offices, located at 5745 S. Bannock Street, unless posted otherwise. The proposed agenda for each meeting will be posted on the SMHO website prior to the meeting.

It was moved by COMMISSIONER HENDERSON and seconded by COMMISSIONER HEUMANN THAT RESOLUTION 15-01, DESIGNATING THE TIME AND PLACE OF REGULAR SMHO MEETINGS AND LOCATION OF POSTING OF PUBLIC NOTICES, BE APPROVED.

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

Nays: None

Absent: Commissioner Ostermiller

Motion Carried: 6:0:1

b) ***2014 SEMAP Score***

Executive Director Shaffner reported that SMHO had received a score of 100% from the Department of Housing and Urban Development (HUD) on the 2014 Section 8 Management Assessment Program (SEMAP) Certification. As a result, SMHO is designated as a “high performer” by HUD.

c) Board Vacancies

Executive Director Shaffner announced that the Board terms for Chairman Hancock and Commissioner Varela will expire in March. Applications must be completed online no later than January 31, 2015.

A discussion ensued regarding a one-day board retreat to be held sometime during the next several months. There was a general consensus among board members to hold a retreat. Staff will identify a date that will accommodate the schedules of board members.

It was moved by COMMISSIONER HEUMANN and seconded by VICE CHAIRMAN MEAGHER TO ADJOURN THE MEETING. The motion carried. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 7:25 p.m.

ATTEST:

Andrew Hancock
Chairman

Christopher Shaffner
Secretary