

**SOUTH METRO HOUSING OPTIONS
BOARD OF COMMISSIONERS**

**Minutes of Regular Meeting
March 4, 2015**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Wednesday, March 4, 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, John Ostermiller, and Esther Varela

THOSE ABSENT: None

ALSO PRESENT: Christopher Shaffner, Executive Director; Jo Hamit, Assistant Director; Gerald Humphries, Finance Manager.

Chairman Hancock called the meeting to order at 6:55 p.m. and declared a quorum present. The revised agenda was reviewed and accepted.

There were no scheduled or unscheduled visitors.

The minutes of the February 4, 2015 regular meeting were reviewed.

It was moved by COMMISSIONER HEUMANN and seconded by COMMISSIONER OSTERMILLER THAT THE MINUTES OF THE FEBRUARY 4, 2015 REGULAR MEETING BE APPROVED AS WRITTEN.

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

Nays: None

Absent: None

Motion Carried: 7:0:0

Finance Manager Humphries presented the January 2015 financial reports, representing the first four months of Fiscal Year 2015. Through January, the agency year-to-date (YTD) total revenue is \$2,699,406, which is 5.4% below projections. Revenues are below projections as a result of the delay in receiving developer fees on the Powers Circle Apartments (PCA) Project.

Approximately \$242,866 in developer fees are expected to be disbursed and received during March, which should put revenues above projections.

Expenses are \$2,742,186, which is 7.25% above year-to-date projections. A total of \$210,055 in capital fund grant expenses have been incurred, which will be drawn down on the 2015 capital fund budget for operations expenses. The 2015 Capital Fund allocation is expected to be made available to SMHO in April.

Finance Manager Humphries stated that the PCA annual audit is nearly complete. The final South Metro Housing Options (SMHO) agency audit will be completed following cash flow projections for the PCA project, and is expected to be presented to the Board at the regular meeting in April.

Chairman Hancock asked how profitability impacts SMHO housing programs. Executive Director Shaffner stated that the successful utilization of Section 8 funding does impact the program's funding for the following year. Chairman Hancock asked if housing authorities are motivated to seek income outside of the normal programs. Executive Director Shaffner stated that they definitely are motivated to seek outside income. Chairman Hancock asked if housing authorities can partner with other entities. Executive Director Shaffner stated that these arrangements are allowed.

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER HENDERSON THAT THE JANUARY 2015 FINANCIAL REPORTS BE APPROVED AS PRESENTED.

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

Nays: None

Absent: None

Motion Carried: 7:0:0

The following administrative items were presented:

a) ***Amendment to Smoke-Free Policy***

Executive Director Shaffner explained that, in December 2013, the Board approved a Smoke-free Housing Policy creating a smoke-free environment in SMHO's elderly-disabled buildings and the Powers Circle Apartments. The original policy stated that no smoking would be allowed indoors or on any of the outside premises. At the time that the policy was implemented, it was SMHO's intent to provide designated smoking areas at each location. Installation of smoking shelters at Bradley House, Amity Plaza and Alyson Court is currently underway.

Staff is recommending that language be added to the policy to allow smoking in designated areas of the property at each location.

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER VARELA that RESOLUTION 15-02, ADOPTING THE AMENDED SOUTH METRO HOUSING OPTIONS SMOKE-FREE POLICY, BE APPROVED.

Commissioner Henderson expressed concern that designating smoking areas could be giving mixed messages if the agency is committed to promoting a smoke-free environment, as SMHO's tag line indicates. He stated that if the agency is truly promoting smoke-free living, smoking should not be allowed on the premises.

Assistant Director Hamit stated that the primary intent of the policy is to promote a smoke-free environment inside of the buildings for health and cost reasons, while still providing an alternative to residents who wish to continue to smoke by designating specific areas to do so. Executive Director Shaffner explained that it would be financially prohibitive for most residents to move out of our subsidized buildings and relocate to a living unit without a subsidy. He stated further that most locations offering subsidies tend to have long waiting lists or the waiting lists are closed.

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

Nays: Commissioner Henderson

Absent: None

Motion Carried: 6:1:0

Executive Director Shaffner stated that staff has been working with a University of Denver graduate student on the Housing Choice Voucher (HCV) Evaluation Project. The current phase of the project is a 90-day evaluation which will include capturing data through six focus groups on how well the program works for participants and how the program can be improved for them. The project will assist the student as part of his degree work and also will provide recommendations to SMHO to help in evaluating and improving the HCV program.

Executive Director Shaffner stated that staff is moving ahead with development of additional aspects of the housing software that have heretofore not been fully utilized. Staff is currently working on streamlining the maintenance work order process, including allowing residents to put work orders in on the website.

Executive Director Shaffner reported that, due to the addition of the Powers Circle Apartments to the portfolio, additional custodial services are needed. Staff originally considered contracting

with a cleaning company for the project; however, a public housing resident was ultimately identified by staff as someone who could provide these services on a regular basis at a reasonable cost. The resident is a single mother with three children, who has been seeking a job with daytime working hours. She will begin working at the site on March 23.

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

ATTEST:

Andrew Hancock
Chairman

Jo Hamit
Acting Secretary