

SOUTH METRO HOUSING OPTIONS

BOARD OF COMMISSIONERS

Minutes of Annual Meeting

May 1, 2014

The annual meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, May 1, 2014 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: Dan Burnham, Executive Director; Jo Hamit, Assistant Director; and Gerald Humphries, Operations Manager.

Chairman Hancock called the meeting to order at 6:48 p.m. and declared a quorum present. The agenda was reviewed and approved.

There were no unscheduled public appearances.

Chairman Hancock opened the floor for nominations for officers for 2014-15. It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER OSTERMILLER TO RETAIN THE CURRENT SLATE OF OFFICERS, NAMELY ANDREW HANCOCK AS CHAIRMAN AND STEWART MEAGHER AS VICE CHAIRMAN.

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

Nays: None

Absent: Commissioner Heumann

Motion carried: 6:0:1

The minutes of the April 3, 2014 regular meeting were reviewed.

Commissioner Heumann submitted the following changes to the minutes prior to the meeting:

- ✓ Page 3, ¶1 delete the word “to” on line 2.
- ✓ Page 3, ¶2 correct the change amounts on the proposed utility allowance schedule for three bedroom duplexes and single family homes. Each should be a \$3.00 change.
- ✓ Page 5, ¶6 change list to lists to correct tense

It was moved by COMMISSIONER VARELA and seconded by COMMISSIONER HENDERSON TO APPROVE THE MINUTES OF THE APRIL 3, 2014 REGULAR MEETING AS AMENDED.

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

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Operations Manager Humphries presented the March 2014 financial reports.

The financials reflect completion of 50% of the 2014 fiscal year. Current agency revenue year-to-date (YTD) is \$5,388,635, which is 3.7% above projections. Current agency YTD expenses are \$5,069,617, which is approximately 4% below budget.

Currently, staff is working with SB Clark Company in gathering cost certification information to prepare for the final tax credit application for Powers Circle Apartments. The renovation project will have the final punch list inspection on Friday and final electrical and fire alarms inspections are scheduled for the week of May 5, 2014.

The 2013 financial audit should be issued in the next ten days. Staff worked with Swanhorst and Company to complete the Management Decision and Analysis (MD&A) report and provided additional information regarding the waiting lists.

The final construction draws for Amity Plaza have been processed and the renovation of the community room has been completed. Exterior landscaping and installation of track lighting in the lobby will be completed by May 15 which will close out the project.

Commissioner Ostermiller asked if staff is required to move residents' belongings out of their units upon their deaths. Director Burnham replied that it is a rare occasion and only happens when there is no next of kin. Staff is required to search for any possible family members, and if

none is found, legal action obtaining possession of the unit is required. In this case, family members were located in Australia and Louisiana. The family did not want any of the belongings and staff removed and disposed of the belongings.

Commissioner Bortz asked about a retroactive rent previously discussed in public housing. The retroactive rent was due to SMHO as a result of unreported income and a promissory note was signed by the resident who is currently repaying the retroactive rent.

Chairman Hancock asked if staff felt the future funding for the programs has stabilized. Staff responded that, while there is no way to accurately predict what will occur in the future, funding cuts from recent years have stabilized at this point.

Vice Chairman Meagher asked if the tree removal on Powers Avenue was at the request of the City. Staff replied that the adjacent resident became concerned about possible damage to his property with the protrusion of roots from SMHO property. Staff met with the city arborist, who recommended the removal of two trees and trimming of several others on the property to alleviate future problems.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER BORTZ TO ACCEPT THE MARCH 2014 FINANCIALS AS PRESENTED.

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

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Commissioner Heumann joined the meeting at 7:23 p.m.

Director Burnham reviewed the Mission Statement of the agency.

Vice Chairman Meagher suggested modifying the current mission statement to reflect the action SMHO takes within the community.

The Board discussed the various meanings of what “diverse” housing alternatives can mean ranging from diverse incomes of clients to diverse types of housing.

Following a brief discussion, the Board revised the current mission statement to read as follows:

“South Metro Housing Options strengthens our community with creative opportunities for diverse housing alternatives.”

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER OSTERMILLER TO APPROVE THE AGENCY MISSION STATEMENT, AS AMENDED.

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

Nays: None

Absent: None

Motion Carried: 7:0

Director Burnham presented the following overview for the past year:

- ✓ The Low Income Housing Tax Credit (LIHTC) closing for Powers Circle Apartments occurred on July 30, 2013. Renovation of each of the buildings began in August 2013 and will be completed by May 15. Currently, 58 units have been leased under the tax credit guidelines and the remaining nine units are anticipated to be leased by May 15.

Staff is currently working with SB Clark Company and Michel Associates to complete the tax credit certification process. EJ Architects will be providing Certificates of Substantial Completion for the project.

Staff has reviewed the entire renovation project and discussed various lessons learned with this project. These lessons learned will provide a blueprint for future renovation projects of older buildings.

- ✓ The refinancing of Amity Plaza was completed, resulting in approximately one million dollars available for capital improvements. With the lower interest rates, the monthly debt service has been reduced.

The renovation of the community room, lobby and front office area has been completed, including new furniture in the community room and lobby. All apartment windows and patio doors will be replaced in the coming months. In addition, parking lot renovation, the addition of interior security cameras and the construction of smoking shelters will be completed.

- ✓ SMHO converted six buildings (including Amity Plaza, Bradley House, Alyson Court and Powers Circle Apartments) to smoke-free communities. The smoke-free policies went into effect on January 1, 2014.

SMHO received grants from the Tri County Health Department and the American Lung Association totaling \$93,000. The tobacco grants will be available over a three year period and have been utilized to develop resident surveys, tabulate results, replace interior apartment door signage and new exterior signage at all senior buildings, purchase

marketing materials, and renovate residential units previously occupied by heavy smokers.

SMHO sponsored mini-health fairs at Amity Plaza, Alyson Court and Bradley House during the year in conjunction with Littleton Fire Rescue, Tri County Health Department, the American Lung Association and National Jewish Hospital.

Future projects include the following:

- ❖ Conversion of public housing into the Rental Assistance Demonstration (RAD) Program as it becomes available through the Department of Housing and Urban Development (HUD). Currently, staff is compiling information in order to submit an application to HUD when the new RAD allocation is announced.
- ❖ In 2015, social media for the SMHO website will be developed in an effort to increase interaction and communication with the residents and citizens.
- ❖ The use of electronic documents, including employee time sheet/information portals, Board packets and document retention will be greatly enhanced in 2014.
- ❖ Staff will continue to pursue opportunities for the Powers Avenue site and will seek new acquisition and renovation projects.

Director Burnham presented the following administrative items:

- ***Resolutions 14-05 through 14-10 Removal of Authorized Check Signer***

With the retirement of Director Burnham on May 15, 2014, all SMHO financial accounts need to be updated. The removal of Director Burnham on SMHO accounts will become effective on May 15, 2014 and the removal of Jim Taylor and Marion Taylor from the Section 8 Corporation accounts will become effective immediately.

It was moved by VICE CHAIRMAN MEAGHER and seconded by COMMISSIONER HEUMANN TO APPROVE RESOLUTIONS 14-05 THROUGH 14-10 AUTHORIZING THE REMOVAL OF DAN BURNHAM, EXECUTIVE DIRECTOR AS AN AUTHORIZED SIGNER ON ALL SMHO ACCOUNTS EFFECTIVE MAY 15, 2014 AND REMOVAL OF JIM TAYLOR AND MARION TAYLOR AS AUTHORIZED SIGNERS ON THE SECTION 8 CORPORATION ACCOUNTS EFFECTIVE IMMEDIATELY.

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

Nays: None

Absent: None

Motion Carried: 7:0

- ***Resolution 14-11 Approval of Policies***

Currently, each of the policies proposed have established procedures but no formal policy has been adopted.

1. Security Policies

These policies set the standards for security at SMHO facilities and provide protection of personnel and property. The security policies address employee key and entrance control; background checks; violence in the workplace and procedures for reporting; and evacuation procedures for the administration building.

2. Social Media Policy

While SMHO is in the early stages of developing a Facebook page and other social media resources, the policy provides guidelines for consistency and utilization of the social media sites as they are developed.

The policy includes the requirements for posting, the responsible parties for maintenance of the sites and materials that are appropriate to be posted on the social media website.

3. Computers/Network Policy

This policy establishes the procedures for access of agency equipment and the use of passwords. This policy also reinforces the employee handbook in regard to employee expectation of privacy and the use of the Internet.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER HENDERSON TO APPROVE RESOLUTION 14-11 ADOPTING THE SECURITY POLICIES, SOCIAL MEDIA POLICY AND COMPUTERS/NETWORK POLICY AS PRESENTED, EFFECTIVE IMMEDIATELY.

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

Nays: None

Absent: None

Motion Carried: 7:0

- ***CHDA Payment***

SMHO received a check in the amount of \$8,552 for the 2013 payment on the loan to the Community Housing Development Association for the Lara Lee Apartments.

- ***Change July Board Meeting Date***

Since the July Board meeting falls on July 3, 2014, staff requested the meeting be delayed until July 10, 2014. The Board concurred and set a public hearing for the annual plan and the regular meeting date for the July meeting at 6:30 p. m. on July 10, 2014.

Other Business

Chairman Hancock led a discussion regarding the selection and hiring process for the new Executive Director. He proposed appointing a hiring committee to review the applications and conduct the interviews for the position. Commissioners Bortz and Henderson agreed to serve on the committee along with Chairman Hancock. The Board requested that staff develop criteria for the selection along with key questions and scoring criteria.

Assistant Director Hamit informed the Board that Tracy Huggins, Executive Director of the Denver Urban Renewal Authority, will lead a discussion at the May 13, 2014 City Council study session regarding the urban renewal and redevelopment process.

The retirement reception for Director Burnham will be held at Hudson Gardens on May 15, 2014 from 4-7 p.m.

The next regular meeting will be held on Thursday, June 5, 2014.

It was moved by COMMISSIONER HEUMANN and seconded by COMMISSIONER BORTZ TO ADJOURN THE MEETING. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 8:23 p.m.

ATTEST:

Andrew Hancock
Chairman

Jo Hamit
Acting Secretary