

**SOUTH METRO HOUSING OPTIONS
BOARD OF COMMISSIONERS**

**Minutes of Regular Meeting
August 6, 2014**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Wednesday, August 6, 2014 at 5745 South Bannock Street, Littleton, Colorado 80120.

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

THOSE ABSENT: Commissioner Aaron Heumann

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 as presented.

There were no unscheduled or scheduled appearances.

The minutes of the July 10, 2014 public hearing were reviewed.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER BORTZ THAT THE MINUTES OF THE JULY 10, 2014 PUBLIC HEARING BE APPROVED AS WRITTEN.

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 July 10, 2014 regular meeting were reviewed.

Assistant Director Hamit stated that Commissioner Heumann had relayed via email several corrections to the minutes:

- Page 2, paragraph 6: extra space before “It”
- Page 4, paragraph 3: extra “on” after “. . . published on the agency website.”
- Page 5, paragraph 2: “in” should be changed to “with”
- Page 5, paragraph 2: “wages” should be “wage”
- Page 5, paragraph 3: reword the last sentence to read: “Current wage rates for the City were provided to the Board.”

It was moved by VICE CHAIRMAN MEAGHER and seconded by COMMISSIONER BORTZ THAT THE MINUTES OF THE JULY 10, 2014 REGULAR MEETING BE APPROVED AS CORRECTED.

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

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Gerald Humphries, Operations Manager, presented the June 2014 financial reports. Through May, the agency year-to-date (YTD) total revenue is \$8,103,794, which is 4.6% above projections. YTD expenses are \$7,542,303, which is approximately 4.7% under projections.

Manager Humphries reported that he continues to work with Feldhake & Associates on the Powers Circle Apartment cost certification. Weekly conference calls with SB Clark Associates will continue to be held to assemble all documentation needed for the final tax credit application, which is expected to be complete by October 1, 2014.

Manager Humphries stated that he is starting to work on the budget for the 2015 fiscal year. He is also working on the software renewal contract with Yardi for the coming year.

Commissioner Bortz inquired about legal fees that were charged to a resident at Amity Plaza. Manager Humphries said that the fees were related to non-payment of rent by one resident.

Chairman Hancock inquired about why the budgeted interest is so high when the actual is so much less. Manager Humphries responded that he would check into the situation and report back to the Board.

Chairman Hancock asked about the contrast between year-to-date actual and year-to-date budget for the modernization grant. Assistant Director Hamit explained that the year-to-date actual

covers a three-year period for several grants that are active at the present time. The budgeted figure reflects the current year modernization grant.

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER OSTERMILLER THAT THE JUNE 2014 FINANCIAL REPORTS BE APPROVED AS PRESENTED.

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

Nays: None

Absent: Commissioner Heumann

Motion Carried: 6:0:1

Assistant Director Hamit presented the following administrative item:

a) ***Addition of Authorized Check Signer***

Christopher Shaffner was appointed as Executive Director and as Secretary to the Board of Commissioners on July 10, 2014. In conjunction with this appointment, all SMHO accounts need to be updated. Chris Shaffner will be added as a signer on all of the agency accounts effective August 7, 2014. Andrew Hancock, Stewart Meagher and Jo Hamit will remain as signers as Chairman, Vice Chairman and Assistant Director, respectively.

The Resolutions are as follows:

- Resolution 14-14 Adding signer at J. P. Morgan Chase
- Resolution 14-15 Adding signer at Wells Fargo
- Resolution 14-16 Adding signer at Bank of the West
- Resolution 14-17 Adding signer at U. S. Bank
- Resolution 14-18 Adding signer at First Bank
- Resolution 14-19 Adding signer at Colorado Business Bank

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER OSTERMILLER THAT RESOLUTIONS 14-14 THROUGH 14-19, APPROVING SIGNATORY AUTHORITY FOR EXECUTIVE DIRECTOR CHRISTOPHER SHAFFNER, BE APPROVED.

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

Nays: None
Absent: Commissioner Heumann
Motion Carried: 6:0:1

b) Scheduling of Future Board Meetings Through May 2015

Executive Director Shaffner explained that his master degree residency requirement conflicts with Board meetings over the next several months through May 2015. It was suggested that those Board meetings be moved to a different day for November 2014 and January through April of 2015. Following a discussion among the board members, there was a consensus to schedule meetings for those five months as follows:

- November 2014 meeting will be held on Wednesday, November 5;
- January 2015 meeting will be held on Tuesday, January 13;
- February 2015 meeting will be held on Wednesday, February 4;
- March 2015 meeting will be held on Wednesday, March 4;
- April 2015 meeting will be held on Tuesday, April 7.

The time and place of the meetings will remain the same.

c) Miscellaneous

Assistant Director Hamit reported on a major extermination issue at one of the buildings. A heat treatment was utilized in the extermination and one resident was relocated during the process.

It was moved by COMMISSIONER BORTZ and seconded by COMMISSIONER VARELA TO ADJOURN THE MEETING. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 7:40 p.m.

ATTEST:

Andrew Hancock
Chairman

Christopher Shaffner
Secretary