

**SOUTH METRO HOUSING OPTIONS  
BOARD OF COMMISSIONERS**

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**Minutes of Regular Meeting  
October 2, 2014**

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The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, October 2, 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: 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.

There were no unscheduled or scheduled appearances.

The minutes of the September 4, 2014 regular meeting were reviewed.

Commissioner Heumann provided several minor grammatical corrections to the minutes.

It was moved by COMMISSIONER OSTERMILLER and seconded by VICE CHAIRMAN MEAGHER THAT THE MINUTES OF THE SEPTEMBER 4, 2014 REGULAR MEETING BE APPROVED AS CORRECTED.

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

Nays: None

Absent: None

Motion Carried: 7:0

Operations Manager Humphries presented the August 2014 financial reports. Through August, the agency year-to-date (YTD) total revenue is \$9,767,649, which is 3.38% above projections. YTD expenses are \$9,400,088, which is approximately 2.89% under projections.

Manager Humphries reported that the Powers Circle Apartments project closed on the second equity pay-in and conversion of the construction loan to the permanent loan. The benchmark will now be cash flow and debt coverage. Cash flow will help to cover the construction cost overruns. The Land Use Restriction Agreement (LURA) is in process and will be sent to the Colorado Housing and Finance Authority (CHFA). The third equity pay-in is expected to be completed by the end of the calendar year.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER HEUMANN THAT THE AUGUST 2014 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

The following administrative items were presented:

a) ***Resolution 14-22 – Write off of Uncollectible Accounts***

Assistant Director Hamit reported that once or twice during the fiscal year, the agency will review outstanding accounts payable and request that the Board approve the write-off of accounts that are deemed uncollectible. Typically, the accounts continue to be pursued, and a portion of them are turned over to a collection agency.

The total agency amount for 2014 is \$15,900.55. In 2013, the amount written off as uncollectible was \$9,011.11. In 2012, the amount written off as uncollectible was \$14,070.18. In 2011, the amount was \$12,467.74. The uncollectible amount for 2014 represents less than .002% of the operating income for the year.

Commissioner Ostermiller asked about the details of one account that was over \$6,000. Assistant Director Hamit stated that the amount consisted primarily of rent and damages to the unit, and that there may have been a repayment agreement in place. Commissioner Ostermiller asked that more detail be provided in the explanation of charges.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER HEUMANN THAT RESOLUTION 14-22, AUTHORIZING THE WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS, BE APPROVED.

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

Nays: None

Absent: None

Motion Carried: 7:0

***b) Resolution 14-23 – Amendment to the 2015 Consolidated Agency Budget***

Executive Director Shaffner explained that the 2015 Consolidated Agency Budget presented to the Board in October was reviewed in-depth during the month, and several adjustments were made.

- An additional \$8,000 was budgeted to fund the first stage of transitioning from paper to electronic files.
- An additional \$5,000 was budgeted for tree trimming at the public housing properties.
- An additional \$3,500 was budgeted for website redesign and maintenance.

The staff position for the Rehab Program was included in the salary budget with the assumption that the program will be reactivated at some point during the year. Staff is currently working on the program redesign.

It was moved by COMMISSIONER HENDERSON and seconded by COMMISSIONER OSTERMILLER THAT RESOLUTION 14-23, ADOPTING THE AMENDED CONSOLIDATED AGENCY BUDGET FOR FISCAL YEAR 2015, BE APPROVED.

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

Nays: None

Absent: None

Motion Carried: 7:0

Executive Director Shaffner reported the following:

- He participated in an Affordable Housing Panel in Golden in October, where such topics as mobile homes and a State housing fund were discussed.

- An intern from the Burnes Institute on Poverty and Homelessness is working with SMHO's Section 8 staff on a project to measure outcomes of the program. He will be with the agency until June.
- Staff will be meeting with representatives of *Littleton Invests for Tomorrow* (LIFT) in the next several weeks.
- Staff is developing employee portals for payroll and other human resources processes. The portals will be available to staff over the next several months.
- He is working with the staff at Libby Bortz Assisted Living Center to develop best practices to stay competitive in the market.

Assistant Director Hamit reported that South Metro Housing Options was selected as Public Health Hero of the Year by Tri-County Health Department (TCHD) for efforts toward promoting smoke-free living. An awards ceremony will be held on October 14 at the Tri-County Administrative Office, and Executive Director Shaffner, Assistant Director Hamit and Vice Chairman Meagher will be present to accept the award.

Commissioner Varela moved that the Board recess into Executive Session to discuss a real estate matter.

When the meeting was reconvened, it was moved by COMMISSIONER HEUMANN and seconded by COMMISSIONER HENDERSON to authorize the Executive Director to proceed as discussed in Executive Session.

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

Nays: None

Absent: None

Motion Carried: 7:0

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER BORTZ TO ADJOURN THE MEETING. The motion carried. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 8:05 p.m.

ATTEST:

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Andrew Hancock  
Chairman

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Christopher Shaffner  
Secretary