



South Metro Housing Options

*Strengthening our community by creating opportunities for diverse housing alternatives.*

**Board of Commissioners  
Minutes of Regular Meeting  
March 12, 2020 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, March 12, 2020 at 6:00 p.m. MDT at 5808 S. Rapp Street, Suite 100, Littleton, CO 80120.

**Commissioners Present**

Kyle Henderson, Chairman  
Pat Cronenberger, Vice Chairperson  
Aubrey Ebbs, Commissioner  
Aaron Heumann, Commissioner  
Mike Madrid, Commissioner  
Stewart Meagher, Commissioner  
Sandra Petry, Resident Commissioner

**Commissioners Absent**

None

**SMHO Leaders/Others Present**

Corey Reitz, Executive Director  
Lauren Money, Deputy Director/  
Director of Finance  
Marcy Plamondon, Executive  
Director of Libby Bortz

Jerry Hill, Citizen

**Board Meeting Minutes**

**Call to Order**

Chairman Henderson called the meeting to order on March 12, 2020 at 6:01 p.m. MDT. A quorum of members was present, and the meeting was ready to proceed with business. Upon the meeting being called to order, Chairman Henderson represented the Board of Commissioners by reading the SMHO mission statement.

**Review of the Agenda**

Chairman Henderson reviewed the agenda. The agenda was revised to discuss the Finance Committee Commissioner Report prior to the Financial Reports and to remove the Executive Session as it was no longer needed. The revised agenda was accepted.

**Unscheduled Public Appearances**

There were no unscheduled public appearances.

**Scheduled Public Appearances**

There were no scheduled public appearances.

**VOTE: Approval of the Minutes of February 13, 2020 Regular Meeting**

Upon motion duly made by VICE CHAIRPERSON CRONENBERGER and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE FEBRUARY 13, 2020 REGULAR MEETING.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Ebbs, Commissioner Heumann, Commissioner Madrid, Commissioner Meagher, and Commissioner Petry

NAY: None

ABSTAIN: None



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MOTION CARRIED: 7:0:0

**Finance Committee Commissioner Report**

Commissioner Ebbs provided an update from the Finance Committee. Minutes from the Finance Committee meeting held on March 9, 2020 were provided to the Board for review. House Bill 20-1332 Concerning Prohibitions on Discrimination in Housing Based on Source of Income, property vacancies, and the fiscal year-end external audit were pointed out and discussed. Commissioner Meagher committed to sending out copies of House Bill 20-1332 to the Board for review. The Finance Committee will monitor the Bill and keep the Board apprised. The root cause of vacancies and the SMHO management plan of action was noted. The final fiscal year-end audit report is anticipated on March 20, 2020. The final report including the management letter will be provided to the Board for review prior to the next regular meeting on April 9, 2020. A verbal confirmation was provided by auditors that there are no findings to report.

**VOTE: Financial Reports**

Deputy Director/Director of Finance, Lauren Money, presented the financial reports. Project results were reported as of February 29, 2020, except for Libby Bortz Assisted Living Center (LBALC), which was reported as of January 31, 2020. Budget variances were examined. The financial position of LBALC was scrutinized and the increase in occupancy was noted.

Executive Director of LBALC, Marcy Plamondon, spoke about LBALC operations and the impact of Coronavirus (COVID-19) precautions. Applications in process, supplies, and staffing were considered.

Bradley House finances were discussed in more detail including the anticipated capital funds, which will be used for the Rental Assistance Demonstration (RAD) conversion and rehabilitation of the property.

Upon motion duly made by COMMISSIONER EBBS and seconded by COMMISSIONER MADRID, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF FEBRUARY 29, 2020 FOR SMHO AND POWERS CIRCLE APARTMENTS AND AS OF JANUARY 31, 2020 FOR LBALC.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Ebbs, Commissioner Heumann, Commissioner Madrid, Commissioner Meagher, and Commissioner Petry

NAY: None

ABSTAIN: None

MOTION CARRIED: 7:0:0

**Resolutions**

There were no resolutions presented to the Board.

**Staff Reports**

***Communications Plan***

Executive Director, Corey Reitz, discussed the SMHO communications plan. The plan gives an overview of the proposed communication moving forward with details and strategies to implement. It provides a very detailed timeline and workplan.



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The survey sent to community members was reviewed and discussed. Of the survey participants, there were quite a few with a good understanding or reasonably good understanding of what SMHO does. The individual survey questions and responses were examined. Overall, the survey was informative.

### ***Coronavirus***

Executive Director Reitz continued discussion regarding Coronavirus. SMHO management is working on communication for the properties and awaiting guidance from the Department of Housing and Urban Development (HUD) pertaining to resident contact and inability to meet deadlines. Mr. Reitz discussed the implementation of three phases in response to the COVID-19 pandemic, which includes increased cleaning, memo to residents, posting fact sheets, signage, prohibiting non-essential visitors, closing community accessible areas (community rooms, computer rooms, public bathrooms), staff performing work remotely, and maintenance responding only to emergency work orders with the necessary protective equipment. Potential rules concerning the lockdown of LBALC, the struggle to obtain necessary supplies, a staff sick time contingency policy, potential resulting economic issues, and building emergency plans were deliberated.

### ***Littleton Housing Taskforce***

The Littleton Housing Taskforce was solidified and includes a good mix of eleven community members, City Counsel, SMHO Board members, and SMHO staff. The Board discussed the inclusion of a general businessperson to provide a more robust business perspective. The next step is to obtain member availability for a meeting.

### ***Staffing Update***

Four new people were hired recently including a new main office receptionist, a housing clerk, a compliance/floating property manager, and a Section 8 technician. Executive Director Reitz mentioned the difficulties with hiring as well as the new approach to hire based on soft skills rather than experience. Marketing, maintenance technician, assistant property manager, and Section 8 technician positions remain open. Ms. Money was promoted to Deputy Director while maintaining the Director of Finance role.

### ***Section 22***

The Board recommended publishing a press release and including Congressmen and Senators if the Section 22 application is approved.

### **Commissioner Reports**

#### ***Governance Committee***

Chairman Henderson discussed the structure of the agenda as outlined in the bylaws. The Board Governance Committee was tasked with beginning the process of amending the bylaws to remove specifics requiring a specific structure moving forward.

#### ***Real Estate Committee***

Chairman Henderson provided an update to the Board on the Real Estate Committee. The Committee met with Habitat for Humanity of Metro Denver and has executed a memorandum of understanding (MOU) regarding the relationship between Habitat and SMHO as part of the application process for Section 22. The Committee has had multiple conversations considering Habitat as a solution and has explored other options, as well. SMHO Director of Real Estate, Ivan Anaya, will present next month with the summary of his recommendation based on his research, which is expected to be Habitat. A final, informed decision and vote will be required from the Board.



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SMHO is expected to exercise its first right of refusal on a Dawburn home. Chairman Henderson pointed out SMHO’s responsibility for these homes and the importance of having a forward-looking view of what will happen to them.

Chairman Henderson noted that there is still a property out there that SMHO is trying to acquire. The initial offer from SMHO was outbid and the winning offer fell through, reopening the bid process.

**Other Business**

Clarification was provided on what needs to be reviewed by the Governance Committee in terms of policy. The Board agreed that policy and bylaw revisions should be vetted by the Governance Committee prior to Board review.

The Envision workshop was mentioned. Vice Chairperson Cronenberger recommended doing the survey, at least.

**NEXT MEETING**

The next Board of Commissioners of South Metro Housing Options meeting is scheduled for April 9, 2020 at 6:00 p.m. MDT.

**Adjournment**

Upon motion duly made by COMMISSIONER HEUMANN and seconded by VICE CHAIRPERSON CRONENBERGER, THE BOARD UNANIMOUSLY VOTED TO ADJOURN THE REGULAR BOARD MEETING ON MARCH 12, 2020 AT 7:51 p.m. MDT. The motion carried.

ATTEST:

X  
\_\_\_\_\_  
Kyle Henderson  
Chairman

X  
\_\_\_\_\_  
Corey Reitz  
Secretary