



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

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**Board of Commissioners  
Minutes of Regular Meeting  
September 9, 2021 at 6:00 p.m.**

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The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, July 8, 2021 at 6:00 p.m. MDT at 5808 S. Rapp Street, Suite 100, Littleton, CO 80120.

**Commissioners Present**

Kyle Henderson, Chairman  
Aubrey Ebbs, Commissioner  
Aaron Heumann, Commissioner  
Lauren Acres, Commissioner  
Sandra Petry, Commissioner  
Kate Peterson, Commissioner

**Commissioners Absent**

Pat Cronenberger, Vice Chairperson

**SMHO Leaders/Others Present**

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Corey Reitz, Executive Director  
Gerald Humphries, Finance  
Manager  
Ivan Anaya, Director of Real Estate  
Kelly Milliman, City Council  
Liaison

## **Board Meeting Minutes**

### **Call to Order**

Chairman Henderson called the meeting to order on July 8, 2021 at 6:04 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 adopted by the Board.

### **Unscheduled Public Appearances**

There were no unscheduled public appearances.

### **Scheduled Public Appearances**



South Metro Housing Options

There were no scheduled public appearances.

**VOTE: Approval of the Minutes of August 12, 2021 Regular Meeting**

Upon motion duly made by COMMISSIONER EBBS and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE AUGUST 12, 2021 REGULAR MEETING.

AYE: Chairman Henderson, Commissioner Heumann, Commissioner Ebbs, Commissioner Acres, Commissioner Petry and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 6:0:1

**Financial Reports**

***VOTE: SMHO, Powers Circle Apartments (PCALLP), & Libby Bortz Assisted Living Center (LBALC) Financial Reports***

Finance Manager Gerald Humphries presented the financial reports. Project results were reported as of July 31, 2021. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. On a consolidated basis (excluding LBALC and PCALLP), SMHO has continued to remain in a strong financial position. Occupancy at all properties has increased over the last 12 months, resulting in increased revenue. The way the various ratios are presented will continue to be discussed going forward to determine the best method.

Upon motion duly made by COMMISSIONER EBBS and seconded by COMMISSIONER ACRES, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF JULY 31, 2021.

AYE: Chairman Henderson, Commissioner Heumann, Commissioner Ebbs, Commissioner Acres, Commissioner Petry and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 6:0:1



## Resolutions

### **VOTE: Resolution 21-11: Approval of the Updated Administrative Plan**

Director of Housing Helen Hoy presented Resolution 21-11 pertaining to the update of the agency's Housing Choice Voucher (HCV) Administrative Plan. The plan is generally updated on an annual basis but can be updated multiple times if needed.

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-11, APPROVING THE UPDATE OF THE HCV ADMINISTRATIVE PLAN.

AYE: Chairman Henderson, Commissioner Heumann, Commissioner Ebbs, Commissioner Acres, Commissioner Petry and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 6:0:1

## Staff Reports

### ***Introduction of Joanna Crosby, Director of Resident Services***

Director of Resident Services Crosby started in her role at the end of August. She is focusing on capacity building in the department and enhancing the services and programs that are already being offered to residents. She will be presenting additional information and materials to the board in the next few months, once more of the details are in place.

### ***Amity Plaza Update***

Director Reitz discussed the Amity Plaza elevator situation. Waiting on one elevator to have the jack replaced, parts scheduled to arrive by end of September and work to be completed in mid-October. Understandably, residents are getting frustrated with only one elevator working. SMHO has been working closely with the elevator company, the Fire Department, and other community partners to make sure residents' needs are being met. Contingency plans in place in the event the one working elevator has issues and staff is consistently sending updates to the residents.

### ***LBALC Update***

Several residents tested positive for COVID over the past week, but none of them displayed symptoms and none were having significant issues. Facility had to go on lock down and no visitors have been allowed, but they will soon be allowed back in the building.



## **Update from Council Member Kelly Milliman**

Council Member Milliman provided an update on a new ballot initiative related to a potential Sales Tax increase that will be on the ballot in November. The process of updating the Unified Land Use Code will be completed soon.

## **Commissioner Reports**

The board retreat will be held in October during the Housing Colorado conference in Breckenridge. Nikki McCord will be the facilitator for the retreat.

## **Other Business**

None.

## **Next Meeting**

The next Board of Commissioners of South Metro Housing Options meeting is scheduled for October 14, 2021, at 6:00 p.m. MDT. The meeting will be held virtually via Zoom.

## **Adjournment**

Upon motion duly made by COMMISSIONER HEUMANN, THE REGULAR BOARD MEETING ON SEPTEMBER 9, 2021, WAS ADJOURNED AT 7:07 p.m. MDT. The motion carried.

ATTEST:

X

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Kyle Henderson  
Chairman

X

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Corey Reitz  
Secretary