



South Metro Housing Options

Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
April 14, 2022 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on April 14, 2022 at 6:00 p.m. MST at 5808 S. Rapp St., Suite 100, Littleton, CO 80120.

Commissioners Present

Kyle Henderson, Chairperson
Pat Cronenberger, Commissioner
Aubrey Ebbs, Vice Chairperson (via phone until 6:30)
Kate Peterson, Commissioner
Aaron Heumann, Commissioner
Sandra Petry, Resident Commissioner

Commissioners Absent

Lauren Acres, Commissioner

SMHO Leaders/Others Present

Corey Reitz, Executive Director
Kelly Milliman, City Council Liaison
Brian Sheppelman, Director of Finance
Pam Chadbourne, Community Member
Lynn Christensen, Community Member

Board Meeting Minutes

Call to Order

Chairperson Henderson called the meeting to order on April 14, 2022 at 6:06 p.m. MST. A quorum of members was present, and the meeting was ready to proceed with business.

Review of the Agenda

Chairperson Henderson reviewed the agenda. The order of the agenda was amended.

Unscheduled Public Appearances

Community member Chadbourne stated her opposition to the sale of the scattered sites that were formerly operated under the Public Housing program.

Minutes

VOTE: Approval of the Minutes of March 10, 2022 Regular Meeting

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE MARCH 10, 2022 REGULAR MEETING.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Cronenberger, Commissioner Peterson, and Commissioner Petry

NAY: None



South Metro Housing Options

ABSTAIN: None

ABSENT: Commissioner Acres

MOTION CARRIED: 6:0:0:1

Financial Reports

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

Vice Chairperson Ebbs and Finance Director Brian Sheppelman presented the financial reports ending February 2022. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. Cash balance decreased substantially due to a one-time insurance payment. The balance sheet will be included in next month's packet. Lower expenses have helped to offset the lower revenue and vacancy loss.

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF JANUARY 31, 2022.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Cronenberger, Commissioner Peterson, and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: Commissioner Acres

MOTION CARRIED: 6:0:0:1

Resolution

VOTE: Joint Resolution 22-04: Update of Housing Choice Voucher (HCV) Payment Standards.

Executive Director Reitz presented Resolution 22-04, updating the HCV payment standards. The HCV payment standards were most recently approved in November 2021, but the continued increase in rents makes it difficult for HCV participants to find housing. The new payment standards will take effect in May 2022 and be set at 110% of the FMR (increase of 5% for 3,4, and 5-bedrooms, and increase of 10% for 0,1, and 2-bedrooms).

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE JOINT RESOLUTION 22-04.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Cronenberger, Commissioner Peterson, and Commissioner Petry

NAY: None

ABSTAIN: None



South Metro Housing Options

ABSENT: Commissioner Acres

MOTION CARRIED: 6:0:0:1

Staff Reports

Executive Director Reitz presented the following update:

The Amity elevator project has been completed, but we still only have the temporary certificate and are awaiting the permanent certificate. Also still working on the plans for the modernization of both elevators.

COVID policy changes have been made, including removing the mask mandate for employees, except when in the presence of residents. For the first time in two years, the monthly full staff meeting will be in-person.

Commissioner/Committee Reports

The Governance Committee discussed the 2nd signature requirement for check signing. The current bylaws state a 2nd signature is required for purchases over \$10,000. Most Housing Authorities have a much higher limit or do not require 2nd signatures at all. The group determined that a limit of \$40,000 would be more efficient and not require the Chairperson/Vice Chairperson to sign as many checks throughout each month. The change will be made to the bylaws and presented at next month's board meeting.

Board training was also discussed. One of the possible trainers would not be available for the May board meeting, so the May board meeting could potentially be moved to a different date. Executive Director Reitz will inform the board as soon as possible if the meeting will be changed.

The Real Estate Committee reported on the Powers/Elati project. May break ground sometime in July and will want to have a groundbreaking ceremony. Construction costs on the project are continuing to increase.

Two of the scattered site homes have been sold, including one to a LPS staff member. Habitat continues to be a great partner in the project.

Commissioner Cronenberger stated her concern that SMHO does not communicate enough of the positive happenings at SMHO on a regular basis, especially with all the good work that is being done. Commissioner Heumann discussed the possibility of working more closely with City of Littleton Communications staff.

Chairperson Henderson reported on the Affordable Housing Town Hall that was hosted by Senator Jeff Bridges and Representative David Ortiz.

Report from Council Member Milliman

Council Member Milliman reported that council reaffirmed their top goals and housing is still one of the seven goals. The plan is to continue work on the Inclusionary Housing Ordinance and to bring recommendations to council sometime soon. The city is still in the process of recruiting for a City Manager.

Next Meeting

The next Board of Commissioners of South Metro Housing Options meeting is currently scheduled for May 14, 2022 at 6:00 p.m. MST., but the day/time may change. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.



South Metro Housing Options

Adjournment

Upon motion duly made by COMMISSIONER HEUMANN, THE REGULAR BOARD MEETING ON APRIL 14, 2022 AT 7:56 p.m. MST. The motion carried.

ATTEST:

X

Kyle Henderson
Chairman

X

Corey Reitz
Secretary