



Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
June 9, 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

Aubrey Ebbs, Vice Chairperson
Pat Cronenberger, Commissioner
Sandra Petry, Resident Commissioner
Kate Peterson, Commissioner

Commissioners Absent

Kyle Henderson, Chairperson
Aaron Heumann, Commissioner
Lauren Acres, Commissioner

SMHO Leaders/Others Present

Corey Reitz, Executive Director
Brian Sheppelman, Director of Finance
Pam Chadbourne, Community Member
Timothy Ahopelto, Hinkle & Company
Sarah Leon, Executive Director of
Libby Bortz Assisted Living Center

Board Meeting Minutes

Call to Order

Vice Chairperson Ebbs called the meeting to order on June 9, 2022 at 6:00 p.m. MST. A quorum of members was present, and the meeting was ready to proceed with business.

Review of the Agenda

Vice Chairperson Ebbs reviewed the agenda. The update from Sarah Leon was removed from the agenda.

Unscheduled Public Appearances

Community member Chadbourne stated that SMHO should engage more with the public and does not agree with the sale of Public Housing units.

Presentation of Annual Agency Audit

Hinkle & Company, PC: SMHO Annual Agency External Audit

Tim Ahopelto represented Hinkle & Company, PC as the auditor for the annual agency external audit. Mr. Ahopelto presented the audit report to the Board. As part of the audit process, the auditors conducted interviews, risk assessments, testing, and analytical procedures. In their opinion, the Housing Authority complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs. There were two findings associated with participant files, one related to missing consent forms and one related to missing supporting documentation for the annual reexamination of family income. There were no new accounting policies noted with only routine minor adjustments proposed.



South Metro Housing Options

Minutes

VOTE: Approval of the Minutes of May 12, 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 MAY 12, 2022 REGULAR MEETING.

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

NAY: None

ABSTAIN: None

ABSENT: Chairperson Henderson, Commissioner Acres, Commissioner Heumann

MOTION CARRIED: 4:0:0:3

Staff Reports

Sarah Leon, Executive Director of Libby Bortz Assisted Living Center (LBALC), presented the following updates:

LBALC has lost a lot of residents over the last couple of months, with three move-ins scheduled for this month. Executive Director Leon has joined the Colorado Placement and Referral Agency and attending their meetings. Those connections should help in getting more referrals in the future.

There are concerns about InnovAge, as they are not accepting new enrollments due to issues with the state. This could impact some of the residents who are spending down to enroll in InnovAge. One way to offset this problem would be to accept residents on Medicaid, which would mean a significant change in policy at LBALC. Further exploration of this option will be done.

Executive Director Reitz presented the following updates:

There are currently 8 open staff positions, impacting almost all departments. The necessity of managers needing to cover open positions is impacting the full teams.

The Powers/Elati closing is currently scheduled for July 15th.

The agency is currently going through a HUD audit for CARES funding related to COVID.

The Amity Plaza elevator is running but has not yet been inspected by the state inspector. If everything goes well with the inspection, the permanent certificate could be issued.

Commissioner/Committee Reports

Commissioner Peterson reported on items for the Governance Committee. The Housing CO Conference and Board Retreat will be held on October 12-14.



South Metro Housing Options

Financial Reports

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

The Finance Committee and Finance Director Brian Sheppelman presented the financial reports ending April 2022. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. Waiting lists for Bradley House and Alyson Court are currently open, so occupancy at those two properties should decrease significantly in the next couple of months. The waitlists have cycled through much more quickly over the past couple of years than in the past.

Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISSIONER CRONENBERGER, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF APRIL 30, 2022.

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

NAY: None

ABSTAIN: None

ABSENT: Chairperson Henderson, Commissioner Acres, Commissioner Heumann

MOTION CARRIED: 4:0:0:3

Resolution

VOTE: Resolution 22-06: Approval of Tenant Selection Plan (TSP) for the Low-Income Housing Tax Credit (LIHTC) Properties

Executive Director Reitz presented Resolution 22-06, adoption of the TSP for the LIHTC properties. The proposed TSP is specific to the LIHTC properties, whereas those properties were previously grouped with the Senior/Disabled properties.

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 22-06.

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

NAY: None

ABSTAIN: None

ABSENT: Chairperson Henderson, Commissioner Acres, Commissioner Heumann

MOTION CARRIED: 4:0:0:3



South Metro Housing Options

Next Meeting

The next Board of Commissioners of South Metro Housing Options is scheduled for July 14, 2022. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

Adjournment

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER PETRY, THE REGULAR BOARD MEETING ON JUNE 9, 2022 AT 7:26 p.m. MST. The motion carried.

ATTEST:

X

Kyle Henderson
Chairman

X

Corey Reitz
Secretary