



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

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**Board of Commissioners  
Minutes of Regular Meeting  
December 8, 2022 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 December 8, 2022 at 6:00 p.m. MST at 5808 S. Rapp St., Suite 100, Littleton, CO 80120.

**Commissioners Present**

Kyle Henderson, Chairperson  
Aubrey Ebbs, Vice Chairperson (via Zoom)  
Aaron Heumann, Commissioner  
Lauren Acres, Commissioner  
Kate Peterson, Commissioner (via Zoom)  
Pat Cronenberger, Commissioner  
Sandra Petry, Resident Commissioner

**Commissioners  
Absent**

None

**SMHO Leaders**

Corey Reitz, Executive Director  
Gerald Humphries, Finance Manager  
Merina Manandhar, HR Manager

**Others Present**

Kelly Milliman (via Zoom)  
Pam Chadbourne, Community  
Member

**Board Meeting Minutes**

**Call to Order**

Chairperson Henderson called the meeting to order on December 8, 2022, at 6:04 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.

**Unscheduled Public Appearances**

Community member Chadbourne would like data and be able to see the number of Affordable Housing units in Littleton to use as planning tool. Stated that sustainability and energy efficiency in Affordable Housing is important.



## Election of Officers

### VOTE: Election of Officers (Chairperson and Vice Chairperson)

Commissioner Cronenberger moved that Chairperson Henderson continue in his current role as Chairperson and Vice Chairperson Ebbs continue in her current role as Vice Chairperson.

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED FOR CHAIRPERSON HENDERSON TO REMAIN AS THE CHAIRPERSON AND VICE CHAIRPERSON EBBS TO REMAIN AS THE VICE CHAIRPERSON.

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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0

## Minutes

### VOTE: Approval of the Minutes of November 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 NOVEMBER 10, 2022 REGULAR MEETING.

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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

## Staff Reports

### *Executive Director Reitz presented the following update:*

There has been an uptick in residents communicating their concerns to various agencies outside of SMHO and to the board. Staff has been spending a lot of time addressing the concerns, especially when residents complain to outside agencies before speaking with SMHO staff or before SMHO staff can address the concerns.



South Metro Housing Options

Staff from Habitat for Humanity, SMHO, and the City of Littleton participated in a pre-application meeting with DOLA regarding potential funding from HB 1271. Two different project were presented to DOLA, one for-sale development and one multi-family development. Each grant would be up to \$3M and the next step would be an invitation from DOLA to submit a full application for the funds.

Staff has been exploring the idea of contracting out a portion of the Property Management and Maintenance responsibilities to a 3<sup>rd</sup> party. Staffing is still a huge challenge, so leadership staff is exploring all options to ensure every property has adequate staffing, including the potential for some 3<sup>rd</sup> party management.

## Resolutions

### ***VOTE: Resolutions 22-13 : Renewal of John Newey HAP Contract***

Staff presented general information and options related to the John Newey HAP contract, which will be expiring in early 2024. Staff’s recommendation is not to renew the contract when it expires, as repositioning the John Newey portfolio would follow a similar route and strategy as the conversion of the former Public Housing scattered sites. There are no other properties the budget authority from the John Newey contract could be transferred to in the short term but can be revisited in the future.

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER PETRY, THE BOARD VOTED TO APPROVE RESOLUTION 22-13.

AYE: Chairperson Henderson, Commissioner Heumann, Commissioner Acres, Commissioner Peterson, Commissioner Cronenberger, and Commissioner Petry

NAY: None

ABSTAIN: Vice Chairperson Ebbs

ABSENT: None

MOTION CARRIED: 6:0:0:1

### ***VOTE: Resolutions 22-14: Approval to opt out of the Family and Medical Leave Insurance (FAMLI) Program***

Human Resources Manager Manandhar presented general information regarding the new state-run FAMLI program that will begin providing benefits to employees beginning in 2024. SMHO is allowed to opt out of the program if it chooses, based on their type of organization. The recommendation is to opt out of the program, especially since the benefits provided under SMHO’s standard benefit package exceeds that of the FAMLI program.

Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 22-14.

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



South Metro Housing Options

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

**Report from Council Member Milliman**

Council Member Milliman reported that several members of the Littleton Housing Task Force met to discuss the upcoming goals of the task force. For one, the group will be focusing on the revisions to the Land Use Code that City Staff and City Council will working on in 2023.

Council Member Milliman and Council Member Ryden have started discussions with City Staff regarding potential tiny home communities that could serve as transitional housing opportunities. Executive Director Reitz and Council Member Ryden also met with a representative from Arapahoe County and discussed the desire for data around the number of affordable units in existence.

Applications for City of Littleton Boards and Commissions positions are due by the end of January. Applications are on the City’s new website.

The Geneva Village Study Session scheduled for December has been rescheduled for some time in January.

**Commissioner/Committee Reports**

The Governance Committee reported that they are working on getting more information regarding a contract for Executive Director Reitz.

The Real Estate Committee spent the majority of their committee time the John Newey contract (Resolution 22-13) and the potential land purchase upcoming deadline.

**Financial Reports**

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

Finance Committee and SMHO Staff presented the financial reports ending October 2022. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. Revenue, expenses, and occupancy are very close to budget, especially since it is one month into the new fiscal year.

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

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

NAY: None



South Metro Housing Options

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

**Next Meeting**

The next Board of Commissioners of South Metro Housing Options is scheduled for January 12, 2023. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

**Executive Session**

At 7:30 p.m., the Board of Commissioners adjourned out of the regular meeting and into Executive Session.

At 8:45 p.m., Commissioner Huemann moved to adjourn out of Executive Session and to adjourn the December 2022.

**Adjournment**

Upon motion duly made by COMMISSIONER HEUMANN THE REGULAR BOARD MEETING ON DECEMBER 8, 2022 AT 8:45 p.m. MST. The motion carried.

ATTEST:

X

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Kyle Henderson  
Chairperson

X

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Corey Reitz  
Secretary