



South Metro Housing Options

Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
November 9, 2023 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on November 9, 2023 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
Elizabeth Kay Marchetti,
Commissioner
Kate Peterson, Commissioner
Merrill Stillwell, Commissioner

Commissioners Absent

Pat Cronenberger, Commissioner

SMHO Leaders

Corey Reitz, Executive Director
Arturo Fuentes, Real Estate Manager
Jennifer Robinson-Thibault, Director of
Operations

Others Present

Pam Chadbourne, Community Member
Kelly Milliman, Littleton City Council

Board Meeting Minutes

Call to Order

Chairperson Henderson called the meeting to order on November 9, 2023 at 6:03 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 stated that she attempted to join the October meeting via Zoom, but the link did not work. She was disappointed in Littleton City Council's decision to redevelop Geneva Village. Ms. Chadbourne is concerned about the two mobile home parks, as they relate to housing diversity in Littleton.

Minutes

VOTE: Approval of the Minutes of September 14, 2023 Regular Meeting and October 12, 2023 Annual Meeting



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Upon motion duly made by COMMISSIONER STILLWELL and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE SEPTEMBER 14, 2023, REGULAR MEETING.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Stillwell, Commissioner Kay Marchetti

NAY: None

ABSTAIN: Commissioner Peterson

ABSENT: Commissioner Cronenberger

MOTION CARRIED: 4:0:1:1

Upon motion duly made by COMMISSIONER STILLWELL and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE OCTOBER 12, 2023, ANNUAL BOARD MEETING.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Stillwell, Commissioner Kay Marchetti, and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: Commissioner Cronenberger

MOTION CARRIED: 5:0:0:1

Staff Reports

SMHO Executive Director Reitz presented the following updates:

The Health Insurance renewal process is underway and rates from different carriers are being collected by the brokers. It appears the premiums for 2024 will decrease, the amount of the decrease dependent on which carrier and plans are selected. There should be significant savings in the budget. Still waiting on two more quotes before a decision can be made.

SMHO is working with city staff on a regular communication strategy and updates to council regarding housing. The Governance Committee is also working on a plan.

The PHADA—Public Housing Authority Director’s Association—Commissioner Conference is happening January 7-10 (Sunday-Wednesday) in San Diego.

The Overlook grand opening event will most likely happen the 2nd week of January (most likely the 10th or 11th).



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SMHO Director of Operations Robinson-Thibault presented the following updates:

Vacancy rates are decreasing and going forward all waiting lists will be left open indefinitely. Except for Amity Plaza, all properties are now in the Rent Café portal online. The vacant Occupancy Specialist position may be changed or combined with another position.

SMHO is still recruiting for the open Property Manager position for the Low-Income Housing Tax Credit (LIHTC) properties.

Report from Council Member Milliman

Council member Milliman presented the following updates:

Council member Milliman did not run for re-election, so the November meeting was her last meeting as the SMHO liaison. Council member Milliman stated that she will continue to support SMHO and their vision, even though she will no longer be a council member.

SMHO staff and board expressed their gratitude toward Council member Milliman. She was very engaged and enthusiastic while serving as the liaison.

Commissioner/Committee Reports

Commissioner Stillwell talked to an organization that assists with weatherization projects and will connect them with staff.

The Governance Committee reported on the creation of a formal communication plan for staff and the board, with the goal of consistently providing updates and information to City Council and the community. Some ideas include utilizing scheduled public appearances at City Council meetings, as well as the 3-minute public comment opportunity. Talking points would be reviewed by the entire board before presenting the information.

Financial Reports

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

Staff and the Finance Committee presented the financial reports ending August 31, 2023 and September 30, 2023. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined.

Upon motion duly made by VICE CHAIRPERSON EBBS and seconded by COMMISSIONER STILLWELL, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF AUGUST 31, 2023 AND SEPTEMBER 30, 2023.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Stillwell, Commissioner Kay Marchetti, and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: Commissioner Cronenberger

MOTION CARRIED: 5:0:0:1



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Next Meeting

The next Board of Commissioners of South Metro Housing Options is scheduled for December 14, 2023. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

Executive Session

At 7:45 p.m., the Board of Commissioners adjourned out of the regular meeting and into Executive Session to discuss the purchase, acquisition, lease, transfer or sale of any real, personal, or other property interest.

At 8:44 p.m., Commissioner Peterson moved to adjourn out of Executive Session and was seconded by Commissioner Peterson.

Adjournment

Upon motion duly made by COMMISSIONER STILLWELL, THE REGULAR BOARD MEETING ON NOVEMBER 9, 2023 ADJOURNED AT 8:44 p.m. MST.

ATTEST:

X

Kyle Henderson
Chairperson

X

Corey Reitz
Secretary