

Minutes of the Regular Meeting of Housing Catalyst
1715 W. Mountain Avenue, Fort Collins, CO 80521
February 15, 2018

Commissioners Present

David Bye
Cathy Mathis
Ross Cunniff
Jake Joseph
Nicole Staudinger
Ann Green
Hepburn Wilkins

Commissioners Absent

Staff Present

Julie Brewen
Michele Christensen
Kristin Fritz
John Tuchscherer
Kim Iwanski
Jim Martell
Traci McGraw
Kim Iwanski
Katie Beberniss
Carol McGrath

Guests

Sue Beck-Ferkiss
Josie Plaut
Mark Norris

I. Call to Order

Chairperson Bye called the regular meeting of the Housing Catalyst Board of Commissioners to order at 7:32 a.m.

The board welcomed Hepburn “Hep” Wilkins to the board and he introduced himself.

Commissioner Bye presented Commissioner Green with her earned NAHRO Certified Commissioner award.

II. Citizen Input

None. Commissioner Staudinger inquired about the follow-up from the citizen input that took place a few months ago. Ms. Brewen stated that she had followed up with the citizen.

III. Approval of Minutes

Minutes of the Regular Meeting of January 18, 2018

Commissioner Joseph made a motion to approve the minutes of the January 18th meeting. Commissioner Green seconded the motion and the motion passed unanimously.

IV. Staff Updates

Permanent Supportive Housing II:

Ms. Brewen announced the naming of Mason Place for Housing Catalyst’s newest Permanent Supportive Housing development. Commissioner Mathis spoke about the architect selection and criteria which she reviewed. Interviews for the General Contractor will take place today. There was some discussion regarding the CDBG grant application and City of Fort Collins’ Affordable Housing Capital Fund. Housing Catalyst staff has held many individual meetings with service providers as programming plans continue.

Village on Shields

Ms. Brewen gave an update on the Village on Shields rehabilitation. The project is moving along

on budget and on schedule.

Village on Horsetooth

The Village on Horsetooth construction is progressing smoothly as well.

V. Action Items

Section 8 Management Assessment Program (SEMAP) Submission: Resolution 18-04

Ms. Traci McGraw, Housing Choice Voucher Supervisor, presented the SEMAP submission. This HUD document is required to be submitted within 60 days of the fiscal year end. She explained that due to its size, Larimer County data is only required every other year. Ms. McGraw explained that it is anticipated the agency will keep its high performance status. She explained the indicators used and verification process for this agency self-certification.

Commissioner Mathis made a motion to approve Resolution 18-04 and the Section Eight Management Assessment Program submission. Commissioner Staudinger seconded and the motion passed unanimously.

Ethics Policy: Resolution 18-05

The board reviewed the draft Ethics Policy. Commissioner Joseph expressed gratitude to former Commissioner, Sue McFaddin, for helping initiate this policy. Commissioner Joseph made a motion to approve the Ethics Policy as modified. Commissioner Cunniff seconded the motion and the motion passed unanimously.

VI. Discussion Items

Housing Catalyst Development Process Guiding Principles

Ms. Josie Plaut of CSU's Institute for the Built Environment (IBE) gave a presentation regarding the work IBE has done with Housing Catalyst staff, board members and community stake holders in order to refine Housing Catalyst's real estate development approach and processes, particularly in the areas of sustainability. Commissioner Staudinger requested that the board be notified of any progress on these items a few times a year.

2017 Year End Financial Statements

Mr. Duane Hopkins, Chief Financial Officer, gave a PowerPoint presentation and reviewed the 2017 Year End Financial Statements with the board.

VII. Legislative Issues/Updates

Ms. Brewen sent out an email with the current legislative updates yesterday. Mr. John Tuchscherer, Director of Federal Programs, spoke about the effects of the potential government shutdown.

VIII. Monthly Activity Report

Ms. Brewen noted that the 12-month planning calendar has been included this month. It was

recommended that the Strategic Plan updates be included on the schedule. Ms. Brewen announced that the Northern Front Range Continuum of Care has voted to separate from Balance of State and is beginning to pursue this process with HUD.

IX. Legal Issues

Ms. Brewen explained that there were two high profile incidents involving law enforcement on Housing Catalyst properties. Staff is working with Police Services to achieve faster communication going forward. Additionally, staff is reviewing a crime-free lease addendum.

X. Executive Session

Commissioner Joseph made a motion to enter into an executive session pursuant to C.R.S. 24-6-402(4)(f) for the purpose of discussing personnel matters.

The board entered into an Executive Session at 9:02 a.m.

Executive Session ended at 9:18 a.m.

Commissioner Staudinger made a motion to approve the annual review and compensation recommendation for Julie Brewen made by Chairperson Bye, Vice Chairperson Joseph and past Chair Mathis. Commissioner Joseph seconded the motion and the motion passed unanimously.

XI. Other Business

Commissioner Staudinger inquired about the status of the management agreement with CARE Housing. Ms. Brewen responded that she has been in discussions with CARE housing and hopes that Housing Catalyst can phase out of property management of CARE's portfolio soon.

Commissioner Staudinger wondered about any possible implications with the new Tax Reform. Ms. Brewen mentioned that a call to discuss the tax reform with Novogradac and Co. is scheduled.

XII. Adjournment

Chairperson Bye adjourned the meeting at 9:20 a.m. The next meeting will be held on March 22, 2018.

These minutes approved, this 22nd day of March, 2018, at a regular meeting of the Board of Commissioners of Housing Catalyst.



David Bye, Chairperson


Julie J. Brewen, Secretary