

Minutes of the Regular Meeting of Housing Catalyst
1715 W. Mountain Avenue, Fort Collins, CO 80521
October 18, 2018

Commissioners Present

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

Commissioners Absent

David Bye

Staff Present

Julie Brewen
Michele Christensen
Duane Hopkins
Kim Iwanski
Traci McGraw
Dan Gomez
Jim Martell
Kristin Fritz
George Gromke
Katie Beberniss

Guests

Sue Beck-Ferkiss
Lizette Mill
Kalyn Law

I. Call to Order

Vice-Chairman Joseph called the regular meeting of the Housing Catalyst Board of Commissioners to order at 7:31 a.m.

II. Citizen Input

Ms. Kalyn Law introduced herself as a student observing the board as part of her studies. Ms. Lizette Mill was introduced and spoke about her involvement as a director and liaison on behalf of the Villages, Ltd. Board of Directors.

III. Approval of Minutes

Minutes of the Special Meeting of September 14, 2018

Commissioner Staudinger made a motion to approve the minutes of the special meeting on September 14, 2018. Commissioner Green seconded the motion and the motion passed unanimously.

Minutes of the Regular Meeting of September 20, 2018

Commissioner Mathis made a motion to approve the minutes of the regular meeting held on September 20, 2018. Commissioner Cunniff seconded and the motion passed unanimously.

IV. Staff Updates

Village on Horsetooth

Ms. Kristin Fritz gave a construction update on the Village on Horsetooth development. She announced that the temporary certificate of occupancy has been received on the first buildings. There was some discussion on the timing of a site tour. With so many trades on site, and the status of the buildings, now is not the best time to bring additional people to the site.

Village on Shields

Ms. Fritz continued with the development updates, moving on to the Village on Shields rehabilitation. She announced that 284 out of the 285 remodeled homes were complete. Crews are finishing up the leasing office and the attached manager's apartment with plans to complete in December.

V. Financial Statements

Mr. Hopkins presented the quarterly financial statements. He reminded the board that the finance committee members reviewed the financial statements in detail along with the proposed budget earlier in the week.

VI. Action Items

2019 Operating Budget, Resolution 18-17

Mr. Hopkins gave a presentation on the 2019 proposed Operating Budget and presented Resolution 18-17. The board reviewed the budget and Mr. Hopkins highlighted the comparison of 2018 year-to-date and 2018 budget. Commissioner Staudinger made a motion to approve Resolution 18-17, adopting the Fiscal Year 2019 Operating Budget. Commissioner Mathis seconded, and the motion passed unanimously.

Support of Larimer County Resolution 1-A

There was some discussion regarding the Larimer County Mental Health ballot issue. Mr. Martell, legal counsel, advised that any support would need to be treated by the same means any other action item would be in regard to publication.

Commissioner Cunniff made a motion to support the Larimer County Mental Health Ballot issue 1A based on all the facts of the ballot. Commissioner Green seconded the motion and the motion passed unanimously.

VII. Discussion Items

None.

VIII. Legislative Issues/Updates

National: The National NAHRO conference is taking place next week and several staff and Commissioners will be in attendance.

Fort Collins: Commissioner Cunniff spoke about upcoming City of Fort Collins issues including the 2019 Budget approval and the various pieces of the budget that relate to housing and services.

IX. Legal Issues

Ms. Brewen announced that an employment mediation has been scheduled to take place in two weeks.

Ms. Brewen spoke about a past employee's theft which was uncovered in late spring. Ms. Brewen explained that she and staff reviewed processes and implemented additional controls in both property management and accounting. Commissioner Staudinger inquired about vulnerability. Mr. Dan Gomez, Director of Property Operations, spoke further about the processes and controls added in the software system.

Ms. Brewen and Mr. Martell gave an update about a past employee's continuing threatening behavior, recent criminal charges, and the additional security measures in place.

X. Activities/Other Business

Ms. Brewen discussed the HUD Denver field office review of Housing Catalyst's Fair Housing 504 Compliance. There were no findings, but Housing Catalyst was asked to enter into a voluntary compliance agreement to revise forms and other items.

Ms. Brewen said that due to participation in the Rental Assistance Demonstration (RAD) program, Housing Catalyst received notice of a HUD Office of Inspector General audit for the Village on Redwood RAD program. Auditors will be on site the first week of November and the processes is said to take 6-8 weeks. She stressed that this audit is not due to any concerns by HUD about Housing Catalyst, but rather is a review of the RAD program.

Ms. Beberniss reported on Housing Catalyst's recent outcomes from the "On the Move" company challenge put on by the Wellness Committee.

Mr. George Gromke and Ms. Julie Brewen presented information on the status of HUD's Moving to Work program and implementation for the next 100 agencies. They spoke about the focuses of the program including small Public Housing Authorities, work requirements and landlord incentives. They also explained that agencies that apply but are not awarded are then part of a control group. There was some discussion on the Moving to Work tool and other evaluations. Ms. Brewen also spoke about recent conversations with the school district around a Housing and Education Strategy regardless of whether or not Housing Catalyst is ever able to compete for HUD's Moving to Work agency status.

Ms. Brewen mentioned that Commissioner David Bye represented the agency at the Matthew Desmond event last week and that 700 people attended the event at the Lory Student Center at CSU.

XI. Adjournment

Vice Chairperson Joseph adjourned the meeting at 9:05 a.m. The next meeting will be held on November 15, 2018.

These minutes approved, this 15th day of November 2018, at a regular meeting of the Board of Commissioners of Housing Catalyst.

David Bye, Chairperson

Julie J. Brewen, Secretary