

Minutes of the Regular Meeting of Housing Catalyst  
1715 W. Mountain Avenue, Fort Collins, CO 80521  
February 21, 2019

**Commissioners Present**

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

**Commissioners Absent**

**Staff Present**

Julie Brewen  
Duane Hopkins  
Michele Christensen  
Traci McGraw  
Dan Gomez  
Katie Beberniss  
Kim Iwanski  
Sam Seitz  
Carol McGrath  
Zack Lang  
Olivia Deherra  
Jim Martell

**Guests**

Brian Betsill

**I. Call to Order**

Chairperson Joseph called the regular meeting of the Housing Catalyst Board of Commissioners to order at 7:30 a.m.

**II. Citizen Input**

Mr. Brian Betsill introduced himself.

**III. Approval of Minutes**

Minutes of the Regular Meeting of January 21, 2018

Ms. Beberniss noted an error in the draft minutes related to those in attendance. Commissioner Wilkins made a motion to approve the minutes of the regular meeting as amended. Commissioner Cunniff seconded the motion and the motion passed unanimously.

**IV. Action Item**

CEO Julie Brewen Review

The board entered into an Executive Session pursuant to C.R.S. 24-6-402. Executive session began at 7: 42 a.m. and ended at 7:51 a.m.

Commissioner Cunniff made a motion to approve a 4% performance-based pay increase for a new annual salary of \$204,807 for Ms. Brewen which is a “Compa-Ratio” of 96.95% of market data per the Housing Catalyst pay plan. Commissioner Mathis seconded. The motion to approve the pay increase passed unanimously. The commissioners thanked Ms. Brewen for her work, and Ms. Brewen said she feels honored to work for the board.

Public Housing Admissions and Continued Occupancy Plan, Resolution 19-01

Ms. Brewen introduced this item, reminding the board that the Public Housing Admissions and Continued Occupancy Plan is required by HUD regulations in order to address areas of public

housing operations in which a housing authority has discretion. The changes recommended by staff in this resolution are intended to clarify, correct and improve process for applicants and residents to request Reasonable Accommodation for Disability and are a result of a recent compliance review by the HUD Office of Fair Housing and subsequent Voluntary Compliance Agreement. Ms. Traci McGraw, Housing Choice Voucher Programs Manager, presented the changes to the board and explained that she and Ms. Brewen had worked closely with HUD to make these changes. Ms. Brewen and Ms. McGraw answered board members questions related to Reasonable Accommodations. Commissioner Mathis made a motion to approve Resolution 19-01. Commissioner Bye seconded. The motion passed unanimously.

#### Section Eight Management Assessment Program (SEMAP), Resolution 19-02

Ms. McGraw presented the SEMAP HUD certification for 2018, explaining the performance indicators used by HUD to grade housing authorities' performance in administering the Housing Choice Voucher program. Ms. McGraw believes the agency will retain its "High Performer" status. Commissioner Staudinger made a motion to approve Resolution 19-02, authorizing the submittal of the Section Eight Management Assessment Program certification to HUD. Commissioner Cunniff seconded. The motion passed unanimously.

#### Mason Place DOH Funding Request, Resolution 19-03

Ms. Brewen presented the resolution to approve the application to the Colorado Division of Housing (DOH) for the remaining \$600,000 funding for Mason Place Permanent Supportive Housing Low Income Housing Tax Credit (LIHTC) development. She explained that this is the final funding piece and the application is anticipated by DOH, and that DOH will only review these requests after a LIHTC award has been made formally made by the Colorado Housing and Finance Authority. Cunniff made a motion to approve Resolution 19-03. Commissioner Wilkins seconded the motion and the motion passed unanimously.

## **V. STAFF UPDATES**

### HUD RAD OIG

Ms. Brewen did not have an update on the Office of Inspector General (OIG) audit of the Rental Assistance Demonstration (RAD) program since the audit was delayed during the federal government shutdown.

### Downtown Development Authority Project

Ms. Brewen informed the board that Housing Catalyst has been selected by the Fort Collins Downtown Development Authority (DDA) to partner on the development of affordable housing on a parcel of property owned by the DDA. The Housing Catalyst Development Committee members reminded the full board that Housing Catalyst staff have been in conversation with the DDA about this site for a few years and that Housing Catalyst participated in a week-long community engagement process in 2016 to gather input about the best use for this site. Ms. Brewen, staff, and the Development Committee will be working with the DDA over the next several months to define roles and draft a formal letter of intent to partner.

### Old Business

The board members and staff had some discussion about the impacts of the government shutdown on Housing Catalyst programs and the people served. Board members will talk about

these impacts with legislators at the NAHRO Legislative Conference in April. HUD is now operating under the Continuing Resolution through September.

## **VI. Discussion Items**

None.

## **VII. Legislative Issues/Updates**

Colorado- Commissioner Cunniff told the board about a possible bill which would make energy standards requirements of the competitive process for Low Income Housing Tax Credits in Colorado. Ms. Brewen said that this item is on the Development Committee's March agenda.

Commissioner Joseph announced that he is a part of the monthly Clergy Governor's meeting where early childhood education is priority.

Mr. Hopkins spoke about 14 different movements currently being tracked by Housing Colorado and reviewed highlights of the pertinent ones.

National- City Council will be attending a national legislative conference in Washington DC in March and will talk with legislators about Fort Collins' needs and issues.

Mr. Jim Martell, reported on the Housing Development Law Institute "HDLI" conference he attended.

City of Fort Collins- Commissioner Cunniff mentioned items which City Council has been working on including City Plan, Keep Fort Collins Great, and a possible ballot issue for city council member salary.

## **VIII. Legal Issues**

None

## **IX. Other business**

Commissioner Staudinger reviewed the upcoming events.

## **X. Adjournment**

Vice-Chairperson Staudinger adjourned the meeting at 9:04 a.m. The next meeting will be held on March 21, 2019.

These minutes approved, this 21st day of March 2019, at a regular meeting of the Board of Commissioners of Housing Catalyst.

---

Jake Joseph, Chairperson

---

Julie J. Brewen, Secretary