

**February Board of Commissioners' Regular Meeting Minutes**  
Grand Junction Housing Authority ("GJHA")

8 Foresight Circle, Grand Junction, CO 81505

February 13, 2024, at 5:00 p.m.

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**1. Call to Order and Roll Call**

The February 13, 2024 Regular Meeting of GJHA's Board of Commissioners was called to order at 5:00 p.m. by Rich Krohn, Board Chair. Attendance was taken by roll call with the following present:

Board of Commissioners:

Rich Krohn, Chair  
Bernie Buescher, Vice Chair (Virtually)  
John Howe  
Bill Johnson  
Randall Reitz  
Leora Ruzin

GJHA Staff:

Jody Kole, CEO  
Scott Aker, COO  
Sheila Brubacher, Controller  
Jill Norris, General Counsel (Virtually)  
Ashleigh O'Leary, HR Director  
Kevin Sperle, IT Supervisor (Virtually)  
Racquel Wertz, Voucher Supervisor  
Brian Rusche, Development Director  
Kate Schaneman, Business Operations Assistant

**2. Disclosure of Direct or Indirect Conflict of Interest**

None.

**3. Appointment of the New Doors 2 Success Board Member**

Scott Aker gave a brief overview of the *Doors 2 Success* Board and its current members. The previous Chair, Angeline Roles, will be retiring and her term on the *Doors 2 Success* Board will end in June. She is unsure if she will continue on the Board after her term expires, but she does believe that it is time for her to step down from the Chair position. The newly appointed Chair will be Kristi Redlinger, the newly appointed Vice Chair will be Shannon Keel, and Christian Mueller will continue as the Secretary/Treasurer. Scott Aker gave an overview of Theresa Yoder and her background after which Rich Krohn opened the floor for questions. Bernie Buscher asked why GJHA's Board was 'ratifying' Theresa Yoder to the *Doors 2 Success* Board. Scott Aker explained that according to the *Doors 2 Success* Bylaws, GJHA must appoint all members to the *Doors 2 Success* Board. Jill Norris questioned if there was a maximum number of board members and Scott Aker stated that he believes the maximum is 13 members. Leora Ruzin made a motion to adopt and approve Resolution No. 2024-02-01 Appointing Individual to the *Doors 2 Success* Board which was seconded by John Howe. Following a roll call vote, the motion was unanimously approved.

Jody Kole asked Scott Aker to elaborate on the fundraising challenges *Doors 2 Success* has ahead of them in the coming year. 2024 will likely be okay, but 2025 will present more of a

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struggle from a budgeting standpoint. The TANF program funds may decline or disappear and GJHA could be forced to compete with other organizations for these funds. Staff will look for other funding opportunities. Staff will also be using some reserved cash to establish a unique *Doors 2 Success* website with a specific place for people to donate electronically. In addition, Staff will begin working on the 2023 Annual Report so 2024 will be a busy year.

**4. Finance Report**

Sheila Brubacher gave an update on the 2023 audit. Novogradac, who performs all of the Tax Credit audits, has sent drafts to Staff and to GJHA's investors. The tax returns have also been received and will be filed on time so no extensions will be necessary. Across all five Tax Credit properties, there were only five small changes that were needed. There were no major findings. GJHA's audit will be next, and the auditors from Hawkins Ash will be on site in March. This year, the auditors will be heavily focused on the Voucher program. Hawkins Ash has a new partner this year who will be running GJHA's audit.

**5. Section 8 Management Assessment Program and Voucher Update**

Racquel Wertz discussed the internal audit required by HUD, which is the Section Eight Management Assessment Program (SEMAP) which GJHA will be conducting. There are three categories for the scoring with SEMAP: Troubled, Standard, or High Performer. GJHA ran into a few things that kept them from receiving the High Performer designation. All points for utilization of HAP and vouchers were lost. HUD requires GJHA to utilize at least 98% of either the number of vouchers or the HAP funding GJHA receives. Staff worked very hard toward obtaining those numbers but ended up \$39,000 short.

GJHA has an in-house Quality Control Specialist who reviewed everything based on the set outline from HUD. There were errors on three files, which only required small adjustments. GJHA is working toward utilization for the coming year more intentionally. Staff are also working closely with quality assurance to be sure things are getting done correctly. Racquel Wertz explained that she is bringing it to the Board so they can see where GJHA stands. Once the Board approves SEMAP, staff will submit it to HUD for approval and then it will be sent to the auditors. Rich Krohn pointed out that on the SEMAP Certification, the Deconcentration Bonus Indicator "no" box needed to be checked. Randall Reitz asked about GJHA's previous performance on SEMAP. Racquel Wertz explained that GJHA has historically scored as a High Performer. The year prior to COVID, GJHA dropped down to Standard due to a high level of turnover but has never scored in the Troubled category. There were a couple years following COVID when HUD did not require SEMAP to be performed, so GJHA's Standard rating carried over. Raquel Wertz and Jody Kole explained that during the first half of the year GJHA was understaffed, so during the second half of the year staff had to push hard to get to the Standard category.

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John Howe made a motion to approve Resolution 2024-02-02 Approving Section 8 Management Assessment Program ("SEMAP") Certification with the amendment to the Deconcentration Bonus Indicator section. With a second by Bill Johnson and a unanimous vote, the motion was approved and adopted.

**6. Other business, if any**

Scott Aker began by extending an invitation to the Board to attend the Chamber of Commerce Annual Banquet with some of GJHA's staff.

November 6, 2024, is GJHA's 50<sup>th</sup> birthday. Jody Kole, Scott Aker and Kate Schaneman have a meeting scheduled with Teri Cavanagh, who worked in the marketing industry for years and is now retired and does some freelance work. Teri also helped GJHA with the celebration and marketing material for the 40<sup>th</sup> anniversary and staff is hopeful she will help with this upcoming milestone. Staff is also hoping Teri will assist with content on GJHA's website, posters, earned media, talking points, and announcements to community partners. Staff is also looking to begin standardizing things such as email signatures, templates for external emails and email fonts. Board participation will likely be requested at two key events. There will be a formal Annual Meeting in May or June, as well as an informal get-together later in the year.

It has been quite some time since meeting minutes/notes have been brought to the Board for approval. GJHA has had challenges with staff dating back to last summer, so these have not been at the top of the priority list. Staff is diligently working to get caught up. Scott Aker suggested providing them to the Board in batches. Randall Reitz agreed with the suggestion to begin with the more recent and move backward. Jill Norris suggested presenting them in chronological order would be more appropriate. Racquel Wertz mentioned that the auditors will be requesting 2023 minutes. The Board and Staff agreed to begin with Regular and Special Board of Commissioners meeting minutes chronologically and follow that with the committee notes in order, oldest to newest, with the goal to complete them as fast as we can.

Scott Aker, Jody Kole and Rich Krohn met with City Staff last week for their weekly meeting. They discussed the development of Matchett Park and the recent code that was passed allowing City owned land to be leased for 99 years for affordable housing development. The City has included GJHA in the possibility of affordable housing being developed in the southwest corner of this property adjacent to the recreation center. Previous possibilities, including plans with District 51, are off the table. It is too early to get into details, but staff is hopeful that if they were to develop here, it would include something to come between the affordable housing development and Patterson Road. Greg Caton suggested a joint tour with City staff of the property.

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The City has applied for a grant to purchase the Salt Flats property located near the I70 and US 50 business loop, Grand Avenue and 28 ¼ Road. The City has asked GJHA to assist with the planning, but the City will be the developers. Enstroms will be building a factory on the south portion of the property. The northern portion will be designated for affordable housing. Scott Aker suggested to the City that they consider including some childcare. GJHA would not be involved in that part but has been asked for some assistance. Randall Reitz stated that he did not have much information, but he believes that the funding is likely to happen. Some infrastructure will likely need to be done. This information came from the initial discussion between the City and GJHA.

GJHA would not be the only entity assisting. Housing Resources, Habitat for Humanity and others will be asked to assist with the work on this property as well. This property will likely be more complex than the Confluence property and it will certainly be a long-term project. Randall Reitz stated that this may be a good project on which to partner with the County. Rich Krohn agreed and mentioned that District 51 would also be a good partner to pursue. Leora Ruzin mentioned concerns with the Enstroms factory including environmental discrimination with it being near residential property. Rich Krohn and Jody Kole explained that this property has been considered for development for decades, but now with the organizations that are involved, it may be doable, and GJHA wants to help where it can.

The Tax Credit Application has been submitted to CHFA. They typically review the application and come back with questions with a request for prompt responses. This time, they only came back with one question. Jody Kole and Rich Krohn expressed kudos to the team for their hard work on getting this submitted and the quality of work they have done. To only receive one single question on an application of that size is exceptional.

At 6:26 p.m., Rich Krohn moved to go into Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e), and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a) with the following information being provided for identification purposes: To discuss the acquisition, sale or lease of property to facilitate future development or preservation of affordable housing. The Motion was seconded by Leora Ruzin. A roll call vote was conducted, and the motion passed unanimously.

The Executive Session concluded at 7:02 p.m. Participants in the Executive Session were John Howe, Randall Reitz, Ashleigh O'Leary, Scott Aker, Brian Rusche, Bill Johnson, Jody Kole, Rich Krohn, Leora Ruzin, Bernie Buscher, and Jill Norris. Leora Ruzin left the meeting at 6:33 p.m. Kate Schaneman and Kevin Sperle re-joined the public meeting after the conclusion of the Executive Session.

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No one registered a concern regarding the discussion during the Executive Session.

**7. Adjourn**

With no further business or discussion, Bernie Buscher made a motion to adjourn. The Motion was seconded by John Howe, and following a unanimous roll call vote, the meeting was adjourned at 7:04 p.m.

All Board packet documents and documents distributed during the Board Meeting are retained at GJHA.