

## MINUTES

Grand Junction Housing Authority  
Board of Commissioners' Meeting  
**June Board Meeting**

Monday, June 23, 2014  
Linden Pointe Community Center  
11:30 a.m.

---

### 1. **Call to Order**

The regular June Grand Junction Housing Authority (GJHA) Board Meeting was called to order by Board Chair Chris Launer at 11:38 a.m. with the following Board Members present: Tami Beard, Chuck McDaniel, and Chris Mueller. Barbara Traylor Smith joined the Meeting later. Absent Board Members were Scott Aker and Paul Marx. Also in attendance were Staff Members CEO Jody Kole, COO Lori Rosendahl, CFO Karla Distel, and Rich Krohn of Dufford, Waldeck, Milburn, and Krohn, LLP. Executive Assistant Kristine Franz and guest Teri Cavanaugh of COBB and Associates joined the Meeting following the Executive Session.

### 2. **Roll Call to Move into Executive Session to Discuss Real Estate – Specifically Potential Real Estate Acquisition – C.R.S. 24-06-402 (4)(a)**

The group moved into Executive Session at 11:40 a.m. with a roll call vote. Barbara Traylor Smith joined the Meeting at 11:41 a.m.

### 3. **Roll Call to Move out of Executive Session and Return to Open Meeting**

With a roll call vote at 12:07 p.m., the group moved out of Executive Session and returned to the Open Meeting. Kristine Franz and Teri Cavanaugh joined the Meeting at 12:10 p.m. Rich Krohn left the Meeting at 12:11 p.m.

### 4. **Consent Calendar**

In response to a request from Chuck McDaniel, the September 23, 2013 Minutes were revised and submitted for Board adoption. Jody Kole explained the requested revision reflected the Board's prior authorization to award the full 2013 Incentive Compensation rate to Jody Kole and Lori Rosendahl of 15% and 10% of their base rate, respectively. The award was in recognition of achievement of key goals in the Strategic Plan.

With a motion by Barbara Traylor Smith, a second by Chuck McDaniel, and a unanimous vote, the Revised Consent Calendar was approved. A copy of the Revised Minutes will be forwarded to the auditing firm of Hawkins Ash, CPAs.

At the suggestions of Chris Launer, Agenda items were rearranged at this point in the Meeting to accommodate the outreach and communications plan presentation.

**5. GJHA Outreach and Communications Plan**

As part of the 40<sup>th</sup> Year Anniversary celebration of the GJHA, GJHA Board and Staff plan to do more community outreach. This effort will enhance community understanding of affordable and workforce housing in the Grand Valley. This endeavor was launched at GJHA's Annual Meeting in February where the message began with imaging of "shoes". Shoes are simple, universal, and come from all walks of life with no association of particular demographics.

Teri Cavanaugh, CEO of COBB and Associates, was introduced by Chris Launer. Teri gave a brief history of COBB and Associates and referenced involvement with several recent community communication campaigns.

She presented a proposed communications plan in the infant stage developed by Jody Kole and herself, and requested feedback from Board Members.

Teri tested Board objectives for the effort, and offered various messages and communication tools to fit within a target budget not to exceed \$20,000.

The diversity of services provided by GJHA and the complex regulatory frame work in which GJHA operates makes it particularly challenging to convey to the public. GJHA is not a "sound-bite" organization. Hearing our message and presentation approach will make this effort more successful. Jody and Teri will fine-tune the work, based on Board Members' feedback.

With the presentation complete, Teri departed at 1:30 p.m.

**6. Public Hearing for the GJHA Agency Plan/Annual Plan Update**

The GJHA Agency Five-Year Plan/Annual Plan Update must be submitted to the U.S. Department of Housing and Urban Development (HUD). Because GJHA is a High Performing Public Housing Authority (PHA), no update of its Five-Year Plan is necessary.

The internal review process between GJHA staff members and the Resident Advisory Board (RAB) has been completed.

As a requirement of HUD, a Public Hearing must be held for community comments on the Annual Plan Update. There were no additional community members present for this Hearing, and no written comments have been received during the mandated 45-day

public review period either where the public has the opportunity to review the Plan at the Mesa County Public Library or at the GJHA Office at 1011 North Tenth Street.

Proposed Policy Changes for the Annual Plan Update for 2014-2015 are outlined below. Board Members received the Annual Plan Update for review in a prior distribution

Chapter 7 – Verification

Current Policy: The PHA also requires families to provide one of the following documents to verify that the minor resides in the household. (Documents are listed.)

Changes Made: Added “In Loco Parentis”, Delegation of Power by Parent or Guardian, Pursuant to 15-14-105, C.R.S.” or any other court documents.

Rational for Change: This is industry standard and was accidently removed from the new Policy.

Chapter 17 – Project-Based Vouchers

Current Policy: The PHA will advertise its Request For Proposals (RFP) for existing housing in the following newspapers and trade journals. (List includes The Daily Sentinel, The Free Press or The Nickel Ads.)

Changes Made: The PHA will advertise its Request For Proposals (RFP) for existing housing in the following newspapers and trade journals. Only the Daily Sentinel is listed

Rational for Change: Not necessary to advertise in two places.

With a motion by Barbara Traylor Smith, a second by Tami Beard, and a unanimous vote, *Resolution 2014-06-01 Adopting the Agency Streamlined Annual Plan Update for Fiscal Year 2014* was approved.

**7. Other Business**

*Pending Issues for July Board Meeting and Scheduling*

In lieu of time, several Agenda items were deferred until the regular July Board Meeting. Those items included:

- Strategic Plan Progress Update.
- Discussion on the Waiting List Preference Policy and the Project-Based Voucher Policy.
  - Jody Kole briefed the group on the Waiting List Preference Policy and the Project-Based Voucher Policy for Board clarity. She also discussed probable topics regarding these two Policies for conversation at the regular July Meeting.
- Scheduling several activities including a Board tour of GJHA properties, the Board Strategic Planning Retreat, and a possible Board Budget Workshop.
  - A special Board Meeting will be held July 8, 2014 to consider acquisition of real estate. The Meeting will be at Linden Pointe at 4:30 p.m.
  - With the annual budgeting process well underway by August, Jody Kole suggested the Board Retreat be held in July, thus allowing ample time to incorporate Board input into the budget and ensure better forecasting accuracy. Board Members will be surveyed for possible dates.

*Additional Information*

- Lori Rosendahl announced that the Tenant-Based Rental Assistance Program was awarded \$600K in grant funding from the Colorado Division of Housing (CDOH).
- Chris Launer mentioned that the City of Grand Junction Community Development Block Grant (CDBG) funding request of \$50K was awarded, and thanked Barbara Traylor Smith for her support and leadership.
- Lori Rosendahl noted that GJHA was just awarded a contract for 30 new Vouchers for the Shelter Plus Care Program in partnership with the Grand Junction Police Department Homeless Outreach Team (Hot) Team.

**Minutes (contd.)**

**Page 5**

**June 23, 2014**

- Upon the conclusion of his second term this fall, the Resident Board Member, Paul Marx, is term limited. Recruitment to fill this Board seat will begin in the near future.

Chris Mueller departed the Meeting at 1:45 p.m. A quorum remained.

**8. Adjourn**

With business complete, the regular June GJHA Board Meeting concluded at 1:47 p.m.