

MINUTES

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

**July 22, 2002
Conference Room
1011 North Tenth: 11:30 a.m.**

1. Call to Order

The July Board of Commissioners Meeting was called to order at 11:30 a.m. with the following participants in attendance: Kathleen Belgard, Harry Butler, Gabe DeGabriele, Erin Ginter, Cory Hunt, Gi Moon, Jody Kole, Esther Lucero-Cardona, Steven Elliott, Kristine Franz, Greg Hancock, and Kathleen Steinberg. Mr. Michael Kuzminski and Mr. Rich Krohn, representing the law firm of Dufford, Waldeck, Milburn & Krohn, L.L.P., and Steven Heinemann joined the meeting later.

2. Consent Calendar

Gi requested the June 24th Meeting Minutes be removed from the Consent Calendar. Being absent from that meeting, she requested additional clarification on some issues.

Erin made a motion, which was seconded by Gi, to approve the amended Consent Calendar. The motion passed.

(Note: Steve Heinemann joined the meeting at 11:35 a.m.)

After Gi's questions pertaining to the June 24th Meeting Minutes were answered further, Erin's motion to approve the minutes was seconded by Steve and passed with one abstention from Gi.

(Note: Gabe reminded Board Members that those participating in funding the gift certificates awarded to the winners of the Summer Picnic Bake-Off Contest should get their money to Kris as soon as possible.)

3. Resolution 2002-17 Designating a Depository and Approving an Agreement for Banking Services

A motion was made by Erin to adopt Resolution 2002-17 with a second from Gabe. The motion passed with one abstention from Gi.

4. Family Self-Sufficiency Program Quarterly Report

The Second Quarter Report for the Family Self-Sufficiency Program was presented by the Program Coordinator, Kathleen Steinberg. The following are highlights from the presentation:

Minutes (contd.)

Page 2

- Currently, there are 27 families enrolled in the Program with a targeted goal of 30.
- The Program Coordinating Committee (PCC) has been established and consists of 7 members. The Committee will be selecting a representative from Program participants who will be asked to serve one year on the Committee.
- The escrow account balance total is \$22,355.85 with 11 families participating; 3 active families are receiving credit and the remaining families are just receiving interest.
- *A recent graduate and unique success story* for the Program is a young single mom who now works for a local bank and has just purchased her own home. She received a \$5700 check from her escrow account that she will use for landscaping and a fenced back yard. A “mini” celebration was held in her honor to recognize her achievement and to present the check.

(Note: Gi informed the group that she sent a “congratulations” card to this young woman on behalf of the Board.)

The possibility of this accomplishment being shared with the legislators, particularly Senator Wayne Allard, when they visit Grand Junction was also discussed. Identifying previous Section 8 graduates willing to “tell” their victory stories was suggested. A compilation of these success-story individuals will be documented for future reference.

- Recruitment of service providers is on-going with automotive work being seen as the largest need. Gabe provided a lead in this particular occupation arena.
- Expansion of training ideas and potential opportunities continue to develop.

5. Discussion of Proposed Board Members’ Professional Travel Policy

In conjunction with the revision of the Employee’s Personnel Handbook, Jody Kole, Executive Director, requested the Board establish a written policy regarding professional travel by Board Members. As a result, an informal Board Travel Policy Committee, consisting of Erin, Gabe, and Kathleen, met and drafted proposed travel/budget recommendations. Mixed opinions surfaced when evaluating this proposed travel policy. Among topics discussed were establishing mandatory training guidelines, restricting secondary conference attendance prior to meeting the prerequisites, limiting the number of conferences attended in a fiscal year, and selecting a conference by criteria rather than location.

Minutes (contd.)

Page 3

(Note: Mr. Michael Kuzminski, representing the law firm of Dufford, Waldeck, Milburn & Kroh, L.L.P., joined the meeting at 12:10 p.m.)

Steven Elliott, Finance Director, gave a brief recap of the Board and staff's total training costs for the past two years. He noted that approving the proposed \$30,000 budget for Board travel will greatly increase the line item expense. However, viewing it critical to attend a NAHRO Conference as a team-building endeavor and, thereby, strengthening the entity into a stronger cohesive unit, Board Members expressed the opinion that the additional budget was more than justified. After further discussion, it was decided to omit referencing the allotted budget dollar figure from the Policy, but to propose its inclusion in the 2002-2003 Budget.

Steven pressed the Board, expressing concern that increasing expenses for Board Member training might reduce the resources available for staff training. Board Members expressed a strong commitment to providing appropriate staff training opportunities, but noted that the issue is an administrative matter that should be addressed with Jody and be integrated into the internal budget process.

The discussion focus shifted to the topic of per diem. The Travel Policy Committee suggested per diem rates of \$40/day for out-of-state travel and \$25/day for in-state travel, and recommended that it be applicable for staff as well as Board Members. After additional conversation on submitting receipts for reimbursement, basing per diem on the travel area, and changing the per diem amount in the June revision of the Employee's Personnel Handbook, Erin made a motion to adopt the per diem amounts of \$40 and \$30, respectively. Voting produced a 3-3 tie. Further discussion and voting approved a \$30/day per diem with receipts submitted for reimbursement if warranted.

Gabe made a motion to amend the Board Travel Budget and Policy submitted with the following changes. This motion was seconded by Steve and passed with one opposed and no abstentions.

Budget

- Allocate \$30,000 for Board travel budgeting purposes but omit referencing this actual budgeted amount in the Policy.
- Per diem rates are \$30/day both for out-of-state and in-state travel with receipts submitted for reimbursement if warranted.

Travel Policy

- The word *National* will be eliminated in the fourth paragraph that reads

Minutes (contd.)

Page 4

“The entire Board of Commissioners will be encouraged to attend, as a group, either the NAHRO National Conference or the PHADA National Conference.”

- An **additional statement will be inserted** to read *“Each Commissioner may attend two seminars each fiscal year. Additional seminar attendance requires prior Board approval.”*

(Note: Mr. Rich Krohn, of Dufford, Waldeck, Milburn & Krohn, L.L.P., joined the meeting at 12:25 p.m.)

6. Discussion of Compensation Plan RFP Responses

An update on the bids solicited for the Grand Junction Housing Authority’s (GJHA) Compensation Plan and Benefits Comparability Study was given by Esther Lucero-Cardona, Assistant Director. As a result of the extended deadline date of July 19th, a total of four out-of-state responses were received. These proposals have been reviewed by the GJHA’s Executive Staff and two firms have been selected as finalists, pending reference checks. It is anticipated the reference checks will be completed and a consultant selected by the end of July. Costs of services to compile this study will be approximately \$7,600 but could go higher if additional on-site meetings are requested.

(Note: Gi Moon left the meeting at 12:35 p.m.)

7. Housing Initiatives Board Appointments

Jody informed the group that three names have been “thrown into the ring” as prospective candidates to fill the vacant positions on the Housing Initiative Board. The recruitments are Mr. Toby Cummings, Mr. Paul Reagan, and Mr. Gene Kinsey and have been nominated by Gabe, Kathleen, and Jody, respectively. In order to hold a meeting, one vacant position needs to be filled immediately to meet the quorum requirements. Jody recommended Toby be chosen to fill one vacancy since he is qualified, has had discussions with Jody and Gabe, and has agreed to serve on the Board if appointed. Erin made a motion, which was seconded by Steve, that Toby be selected to fill one of the two vacant positions on the Housing Initiative Board. The motion passed unanimously.

Gabe moved that Cory be appointed to the Housing Initiative Board; it was seconded by Erin and passed unanimously. Gabe also made a motion to reappoint Jody to the Board which was seconded by Harry and unanimously passed.

Steven reported that a draft audit is being prepared by Chadwick, Steinkirchner, Davis & Co., P.C.

(Note: Kathleen Belgard left the meeting.)

8. Tabled Items from May 30th Meeting

2002 Strategic Planning Retreat and Agency Assessment Follow-up

Erin reported on her conversation with John Collier of Collier Consulting Services regarding performing an Agency Assessment. Erin was able to negotiate the cost down from \$7,000 to \$4,000 plus travel expenses. The process would take approximately one week and John would be here on-site three to four days. Discussion commenced pertaining to the appropriate time to conduct this assessment, conducting this assessment during the current recruitment process, and the lack of employees available for interviews because of scheduled vacations. It was agreed upon that “*outside eyes*” are always a good thing to have and we need to move forward aggressively. A motion was made by Erin to retain the services of John Collier to perform an Agency Assessment for \$4,000 plus travel expenses and the Assessment will be completed prior to September 30th. Harry seconded the motion and it passed. A “*friendly amendment*” to the original motion, adding that travel expenses weren’t to exceed \$2,000, was made and unanimously passed.

Jody distributed a recap of the Board’s Goal Statements from its April Strategic Planning Retreat and provided a brief update on the progress of each. Steven distributed a timeline in graphic form, noting the target deadlines for completion of each of the assignments. The Board agreed that the original time frames for many of these goals were aggressive and may require revision. The Board affirmed the Goals as written and confirmed their desire to receive Quarterly updates on the list as a whole, recognizing that some issues will require Board consideration between quarterly updates.

Update on City’s Plan to Widen Bookcliff Avenue and 11th Street and its Impact on Capital Terrace Townhomes

Rich Krohn, GJHA Attorney, talked briefly regarding the City of Grand Junction compensating the Agency for the Capital Terrace Townhomes’ property taken and used for the widening of Bookcliff Avenue. Further discussion will be held during the Executive Session of this meeting.

9. Other Business

The Pitkin Property

Steve reported meeting with an auctioneer regarding the Pitkin Property auction. Six weeks lead time is needed to “group like properties together”. Greg was given the “go ahead” to proceed with his up-front activities.

Grand Junction Community Homeless Shelter Lease

Greg informed the group the Grand Junction Community Homeless Shelter Lease was signed on July 12, 2002. The rehab process is moving forward with the modifications.

Agency Audit Services

Steven indicated a Request for Proposal (RFP) for the Agency’s audit services needs to be initiated. He asked if the Board would like to be part of the process which would entail developing the RFP and subsequent evaluation of responses. It was suggested that either Gi or Kathleen be asked to assist with this effort so Steven will contact them.

10. Executive Session – C.R.S. 24-6-402(4)(B) and C.R.S. 24-6-402(4)(E)

Rich Krohn informed the group the two topics for discussion during the Executive Session would be potential litigation with prior Ratekin Tower tenants, and the compensation offer from the City of Grand Junction for taking Capital Terrace Townhomes’ property for the widening of Bookcliff Avenue.

Harry Butler is a Grand Junction City Council Member and since City issues are pending discussion, he felt it best to excuse himself from the meeting at this point. He departed at 1:06 p.m.

At 1:07 p.m., a motion was made by Cory to move into Executive Session. The motion was seconded by Steve.

The Executive Session ended at 2:01 p.m. and the regular Board Meeting was also adjourned at that time.

