

MINUTES

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

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

1. Call to Order

The Special September Board of Commissioners' Meeting was called to order at 11:40 a.m. by Gabe DeGabriele, Board Chair. Those in attendance were: Kathleen Belgard, Harry Butler, Gabe DeGabriele, Erin Ginter, Steve Heinemann, Cory Hunt, Jody Kole, Steven Elliott, and Kristine Franz. Gi Moon joined the meeting later.

2. Budget Review for Fiscal Year 2003

Steven Elliott, Finance Director, conducted the budget review process by first providing some researched background information.

- Steven offered some thoughts for Board consideration concerning the level of reserves that would be adequate to set aside within the General Fund. After compiling figures representing the last three months' costs for payroll, the office building mortgage and utilities, and insurance (which totaled \$250,000 - \$270,000), the Board might want to consider setting aside a reserve to cover these costs as future backup protection.
- Interest rate comparisons are being done to aid in potential investment decisions. In particular, an investment pool called Colotrust, which offers rates comparable to the 180-Day T Bill, is being studied.

Gi Moon arrived at 11:52 a.m.

Steven expressed concern with the Grand Junction Housing Authority's budget deficit. The Combined Operating Report identifies each Property/Program with specific budgeted costs so each Property/Program can be reviewed as a stand alone for individual consideration as well as combined representing the total budget picture.

The General Notes (on pages one and two of the Report) gives a brief synopsis on each Property/Program and were reviewed and discussed in detail. Steven's additional comments included:

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- Reiterating that with the new Capital Expenditure Policy, a \$1,000 is the threshold for determining whether an expense becomes an operating expense (under) or a capital improvement (over).
- The General Fund portion of the Budget includes the current 25 full time employees (FTEs) plus the approved additional 2.00 FTEs – a grants/marketing position and a personnel/purchasing specialist.
- The Housing Initiatives Board of Directors voted to adopt the Grand Junction Housing Initiatives' Budget as proposed, requesting a loan to cover expenses. This amount is included in the General Fund expenses.
- The Housing Advocate position has been funded by the Department of Human Services from July 1, 2002 to June 30, 2003.
- Crystal Brook budget is not completed as of this date. Crystal Brook operates on a calendar year. The Crystal Brook budget will be presented in October or November.
- In referencing the Homebuyers Education Program, the name will be corrected to Homeownership Program.

Kathleen Belgard left the meeting at 12:45 p.m. and Steve Heinemann left at 1:05 p.m.

During the review process, Board Members shared their following concerns, opinions, and requests:

- Do we continue to support Programs that fail to be self sufficient, and run in the “red”, particularly the Homebuyer Education Program and Family Self-Sufficiency? A suggestion was made to explore the options for a ROSS Grant.
- We should continue to aggressively pursue filling the two vacant staff positions (purchasing/personnel specialist and grant/marketing coordinator). These are generally viewed as an investment.
- Believe that a full-time grants/marketing person will bring in significant grant revenue, though the projected grant revenue is estimated low – only covering the rehabilitation costs of the homeless shelter building.

Minutes (contd.)

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- A \$5,000 replacement reserve at Lincoln Apartments is high. \$3,000 seems more appropriate.
- The Board instructed that the \$5,000 reserve built into the Homeless Shelter budget be removed for this budget year, as major renovations to the building are currently underway.
- During the Annual Meeting presentations, property presenters should identify and address the property-specific expenditures as part of their individual presentations.
- Requested more detail on the Walnut Park retaining wall/entry improvements, clarifying what is essential versus extras.
- Maybe there is an opportunity now to conserve some dollars pertaining to the installation of the solid block wall fence at Capital Terrace Townhomes by phasing the work for several years.
- Requested a breakdown of the Fiscal Year 2003 projected revenue in the General Fund.
- Requested a projected Balance Sheet as of the end of Fiscal Year Ending September 30, 2003.

The Board was advised that the Fiscal Year 2003 Budget needs to be approved by October 1, 2002, so that funds are appropriated before expended. Steven was asked to prepare a Resolution adopting the proposed Budget.

3. Executive Session - C.R.S. 24-6-402(4)(f)

Gabe made a motion to enter into Executive Session at 1:24 p.m. to discuss personnel issues pertaining to the Executive Director. Cory seconded the motion and the motion passed unanimously.

4. Adjourn

At 1:51 p.m., the group moved out of Executive Session. Jody distributed a Grand Junction City Council Resolution considered September 4, 2002, Adopting Ethical Standards for Members Serving on City Boards and Commissions.

At 1:53 p.m., the meeting adjourned by unanimous acclamation.

