

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting
Regular Meeting

Monday, June 22, 2009
Housing Authority Offices
1011 North Tenth Street
11:30 a.m.

1. Call to Order

The regular June Grand Junction Housing Authority (GJHA) Board Meeting was called to order at 11:45 a.m. by Board Chair Patti Hoff. The individuals attending this Meeting are as follows: Board Members Teresa Coons, Tim Hudner, and Paul Marx; Staff Members Executive Director Jody Kole, Executive Assistant Kristine Franz, Development Director Don Hartman, Operations Director Lori Rosendhal, Controller Cheryl Sweers, and Finance Director Andre' van Schaften.

2. Public Hearing for the Grand Junction Housing Authority Agency Plan/Annual Plan Update – Vote on Adoption of Resolution No. 2009-11 Adopting the Agency Streamlined Annual Plan Update for Fiscal Year 2009-2010

The GJHA Agency Plan/Annual Plan Update is a compilation of data, policies, and procedures of all the GJHA Housing Programs. Annual updates are required and are based on past experiences and rule changes. Upon the completed internal review process between GJHA staff members, and then with the Resident Advisory Board (RAB), projected Plan changes are presented for Board consideration.

A chart identifying staff's recommended changes to the Administrative Policy and the rationale for the changes was previously distributed to Board Members for their early review. Major changes were addressed by Lori and are underlined as follows:

- *Chapter 4 – Eligibility for Admission*
 - Every member of a household must present a valid social security card.

In the past, families eligible for housing assistance were allowed to sign a social security number verification form which replaced the visual acknowledgement of a family member's social security card. The U.S. Department of Housing and Urban Development (HUD) has enacted a new requirement effective September 1st that every member of the household must present a valid social security card.

Answering Teresa's question regarding what percentage of undocumented families come to GJHA for assistance, Lori explained that currently there are about five families that have at least one family member that is a non-citizen. Assistance for these households is prorated according to the number of family members that are citizens.

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- Applicants that attempt to gain entry to the Program with fraudulent information will not be allowed to access the GJHA Waiting List for two years from the date of the incident.

In the past, families committing fraud to gain entry to the Program were caught and denied, but could reapply immediately.

- The GJHA reserves the right to deny applicants access to the Waiting List indefinitely for violent or threatened violent behavior toward staff.

In the past, there was no policy to deny Waiting List access to applicants who threatened staff.

- *Chapter 5 – Applying for Admission*

- If the GJHA is taking applications on an open enrollment basis, the GJHA may suspend the taking of applications if the Waiting List reaches 1400 families and the Programs are fully leased.

Current policy states that if GJHA is taking applications on an open enrollment basis, GJHA may suspend the taking of applications if the Waiting List is such that additional applicants would not be able to receive housing assistance within 12 months.

Two questions posed by Paul and Tim regarding how long the suspension of taking applications would be and are Waiting List applicants validated were addressed by Jody who stated that the application closure time frame would be in accordance with GJHA's policy, previously approved by the Board, and that the Waiting List is purged annually.

- *Chapter 6 – Establishing Preferences and Maintaining the Waiting List*

- The words, “or volunteer the required minimum number of hours per week” will be included in the current policy that states applicants who are working or can verify they have been hired to work in the City of Grand Junction or Urban Growth Boundary will receive preference.

- *Chapter 7 – Occupancy Standards*

- If a permanent placement plan for the child(ren) is in effect with the Department of Human Services and indicates it is not likely that the child will return to the home, the Voucher size will be re-determined at recertification or move whichever occurs first.

Currently, there is no policy addressing this issue.

Teresa's question regarding would the adults remain eligible for housing assistance without the child(ren) in the home was answered "yes" as long as they income qualify. Addressing Tim's question regarding would a family maintain their participation in the Family Unification Program (FUP) if the child(ren) are permanently placed elsewhere by the Department of Human Services (DHS), Lori responded that the family would probably be moved to a regular Voucher, freeing the FUP Voucher for another family with child(ren).

▪ *Chapter 10 – Family Briefings*

- Families who do not stay for the entire briefing will be rescheduled for another date. The family must attend a full briefing prior to Voucher issuance.

There is no current policy. Presently, a Voucher Issuance Class is held to inform and assist new Voucher Holders in understanding the rules and regulations that they must abide by with Vouchers issued at the end of the class.

▪ *Chapter 16 – Interim Re-certifications*

- Child Support – Families requesting a downward interim adjustment due to a reduction or cessation of child support payments must show that the payments have not been made on the due date for at least two months. Families may request that child support be averaged for the previous year, however, no downward interim will be processed should the payments be reduced or cease.

There is no current policy.

- Maternity/Medical Leave – GJHA will process a downward interim for these families upon receipt of a doctor's verification and third party employer verification confirming that the family member will be unable to work in excess of 4 weeks.

There is no current policy.

▪ *Chapter 17 – Family Moves/Termination of Leases/Contracts*

- Regarding split households who both meet the definition of household, the Voucher will remain with the person to whom it was initially issued.

There is no current policy.

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Lori addressed Teresa's question regarding the eligibility of the other person to whom the Voucher wasn't issued to in the event of a split household stating that the individual would go back on the Waiting List as a separate household.

- *Chapter 18 – Denials/Termination of Assistance*
 - FUP families will be screened and admitted on a case by case basis. The GJHA will look at all relevant information regarding their current situation to make its decision. Families will always have the opportunity for a review.

Currently, the FUP screening process is the same as the Voucher Program.

- *Chapter 7 – Occupancy Standards*
 - Lori requested the addition of another Policy change in *Chapter 7 - Occupancy Standards*, not included on the Administrative Policy Changes Chart. HUD's policy states that a living room can be designated as a sleeping room so that more people can be allowed in a unit. For example, more than four people to a two-bedroom unit. Staff would like to adopt that guideline and use it upon the family's request.

To answer Teresa's question regarding what provisions exist to prevent extended family members/friends from living in the unit, it was collectively proposed to add the verbage, "at the discretion of the Housing Authority, direct family members will be exempt from the over occupancy rules".

The following is a summation of the mission of the RAB, as requested by Teresa and provided by Lori. Participants of the RAB are Voucher Holders and residents of Ratekin Tower and Walnut Park who apply for a Board position and are included in the group. A HUD Directive instructs this Board to convene each year to review and recommend proposed changes to the Agency Plan. Lori also noted that this Board isn't involved in the day-to-day operational activities, but Ratekin Tower and Walnut Park each have a Resident Advisory Council. Both Councils are inactive at this time, however.

Jody mentioned that Property Manager cross-training is in process and reassignments of Property Managers are being made among GJHA properties. Board Members were cautioned that some discontented undertones from tenants may be heard if tenants are unhappy with the absence of their prior Property Manager.

As a requirement of HUD, a Public Hearing must be held for community comments on the GJHA Agency Plan/Annual Plan Update. At this point in the Meeting, Board Chair Patti Hoff opened the Meeting for a Public Hearing and comments. No additional community members were present for this hearing, and no public comments were

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. With the closure of the Public Hearing, a motion made by Teresa and a second by Paul was unanimously approved to adopt *Resolution No. 2009-11 Adopting the Agency Streamlined Annual Plan Update for Fiscal Year 2009-2010*.

The Grand Junction Housing Authority Agency Plan 2009/2010 Housing Needs attachment was distributed by Lori and will become part of the Agency Streamline Annual Plan Update for Fiscal Year 2009-2010.

3. Consent Calendar

With no additional questions or comments, a motion by Teresa, a second by Paul, and a unanimous vote approved the Consent Calendar consisting of the *Adoption of Minutes of May 26, 2009; Approval of Resolution No. 2009-12 Permitting the Executive Director to Sign all Colorado Division of Housing Documents Related to the Domestic Violence Program and the Moffat County Voucher Program; and Approval of Resolution No. 2009-13 Authorizing the Use of Replacement Reserve Funds and the Execution of a Contract for Exterior Painting at Crystal Book Townhomes*.

4. Development Update

Don presented the development update, summarizing highlights below:

Arbor Vista

- At the annual Colorado/Mountain Plains National Association of Housing and Redevelopment Officials' (NAHRO) Conference in Snowmass, Colorado, in June, the Arbor Vista Development received the 2009 Affordable Housing Design award. Don accepted the plaque on behalf of the GJHA. Congratulations GJHA Team!
- Working on documentation and other requirements with Enterprise for the Third Equity Installment.
- Working with the Colorado Housing and Finance Authority (CHFA) for the permanent loan, which is scheduled to close on July 20th.

Bookcliff Squire

- Presented proposed conceptual designs Alt-G and Alt-H that illustrated the maximum building density on site. A Board design decision will be requested in the near future.
- Met with the Grand Junction City Engineer who reviewed both conceptual designs. The only suggestion was to move the parking lot to the back of the development for a more attractive street-scape appeal on design Alt-H.

Walnut Park

- Revised construction cost spreadsheets and floor plans were distributed as the new Americans with Disabilities Act (ADA) unit floor plans were just received, showing unit size increasing from 655 square feet to 705 square feet.
- Input was requested and obtained from Mesa Development Services to assist with the unit floor plan design.
- The original projection of 8 units could be increased to 20 units if a maintenance facility isn't built on site, thereby utilizing all the multi-family space for units. Board Members briefly reviewed the site plans as well as the revised construction cost spreadsheets identifying the amounts of uncommitted funds needed to develop 12, 16 or 20 units.
- The Grand Valley Irrigation Company (GVIC) does indeed plan to line the canal with concrete as previously reported, but recent conversations with GVIC revealed that this concrete work could be extended for up to two years.
- Proposed creating a Master Plan for 20 units.
 - Phase I - construction of 12 units.
 - Phase II - construction of the remaining 8 units.
 - Project phasing allows additional time for staff to acquire the balance of funding needed for construction of the remaining 8 units and provides time for the completion of the canal work by GVIC.
 - Tim's question regarding is there a significant cost advantage in building in phases versus all at once was discussed. Costs to convert standard units to ADA-compliant units after completion were also addressed.
- Jody stated that GJHA is working to expand its partnerships with other area service organizations that assist disabled individuals, with the hope of being able to jointly offer additional ADA-compliant units by sharing in the development costs. Teresa suggested Hilltop should be contacted to explore their partnership interest. Jody will follow up.
- A preliminary schedule developed by the project architect to build 12 units showed an early start date of November with a 6-8 month construction period.
- Staff requested Board direction on the number of units to build and the number of units that should be accessible units.

Authorization was given by the Board for staff to move forward with the Master Plan for 20 units, beginning with Phase I and the construction of 12 units.

Single-wide Mobile Home Options

- Finding suitable and reasonably priced lots are practically non-existent for the single-wide mobile homes offered for purchase by the Aspen Skiing Company. It was determined that the mobile homes weren't financially viable when all potential incurred costs were analyzed.

- The offer by GJHA to purchase all 7 mobile homes for a reduced price of \$20K each was rejected by the owner.
- Additional Western Slope Housing Authorities were contacted, informing them of the available mobile homes for sale, to which there was no interest.
- Don will follow up on Lori's suggestion of contacting the Garfield County Housing Authority with notification of the available mobile homes for purchase.

General consensus of the Board was to decline the offer to purchase 7 single-wide mobile homes from the Aspen Skiing Company.

5. Other Business

Board Property Tour

Due to busy schedules, it has been a challenge to schedule this year's annual spring tour of GJHA properties for Board Members. The morning of July 27th, prior to the regular July Board Meeting, was confirmed for the property tour. Lunch will be furnished at the Main Office in the Conference Room after the tour and prior to the Board Meeting. An exact tour start time will be determined and notification will be made at a later date.

Note: Board Members were notified that the tour will begin at 8:00 a.m. from the Main Office.

2009 NAHRO National Conference Attendance

The Board was polled for their interest in attending the 2009 NAHRO National Conference in Washington, D.C. in October so advanced room reservations could be secured. Due to the current economic times, Teresa cautioned the group that all non-profits and government agencies are getting highly scrutinized for sending multiple members to conferences. Because of this, she proposed to limit attendance of Board Members to this National Conference to only two Commissioners, and that this opportunity be extended to new Board Members first so they can take advantage of the educational benefits pertinent to new Commissioners. Paul expressed his interest in attending. Teresa restated this proposal in a form of a motion, Paul seconded the motion, and it was unanimously approved by the Board.

Closings on Bunting Property and Ratekin Refinance

Applause and cheers were heard from the group when Jody announced that the Bunting property would close this afternoon. Amending a prior e-mail, Jody stated that the \$70K previously thought to still be needed for the closing was due to a mathematical error and wasn't needed after all.

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The Ratekin Refinance process continues with the anticipated closing in approximately 10 days. Jody stated that this has been a difficult process, citing contract language concerns between GJHA and CHFA that had to be resolved.

Note: The Ratekin Refinance closed on June 30th.

Grand Junction City Council's Review of the City's Boards and Commissions

Teresa reported that the Grand Junction City Council is in the process of reviewing City Council representation on all of its Board and Commissions. Topics including what does the Board or Commission do, what is the Council Member's role, should a Council Member be participating at all, and Bylaw reviews are being addressed. Teresa stated that the GJHA will be reviewed on June 29th. She briefly informed the group that previous concern expressed by an area realtor regarding is GJHA competing with the private sector in the development arena would be addressed. Limited discussion followed.

6. Adjourn

With no further business, the regular June GJHA Board Meeting was adjourned at 12:48 p.m. with a motion by Teresa, a second by Paul, and a unanimous vote.