

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting
Regular Meeting

Monday, June 28, 2010
1011 N. 10th Street
11:30 a.m.

1. **Call to Order**

The regular June Board Meeting of the Grand Junction Housing Authority (GJHA) was held on June 28th at the Main Office. The Meeting was called to order by Board Chair Tim Hudner at 11:30 a.m. with the following individuals in attendance: Board Members Erin Ginter, Steve Heinemann, Patti Hoff, Ora Lee, and Paul Marx; Staff members Executive Director Jody Kole, Executive Assistant Kristine Franz, Development Director Don Hartman, Operations Director Lori Rosendahl, and Finance Director Cheryl Sweers; and guest Ms. Judy Yeaton. Board Member Teresa Coons joined the Meeting later.

2. **Adoption of Minutes of April 26, 2010**

With no additions or corrections, a motion by Patti to approved the April 26th Minutes as presented was seconded by Steve and unanimously approved.

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

Presentation of the Proposed Changes in the GJHA Agency Five-Year Plan/Annual Plan Update by Lori Rosendahl

Prior to the GJHA Agency Five-Year Plan/Annual Plan Update presentation, Ms. Judy Yeaton, a representative of the GJHA Resident Advisory Board (RAB) was introduced by Lori. Lori explained that Judy was in attendance to answer any questions the Board might have regarding recommended changes to the GJHA Agency Plan made by the RAB.

The GJHA Agency Five-Year Plan/Annual Plan Update is a collection of information of all the GJHA Housing Programs. Annual updates are recommended and are based on past experiences and rule changes. Upon the completed internal review process between GJHA staff members and the RAB, and a public comment period, projected Plan changes are presented for Board consideration.

As a requirement of the U.S. Department of Housing and Urban Development (HUD), a public hearing must be held for community comments on the GJHA Agency Five-Year Plan/Annual Plan Update so at approximately 11:35 a.m. the Meeting was opened for a Public Hearing and comments. No additional community members were present for this

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hearing and no written comments had 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.

In reviewing the previously distributed document of proposed Policy Changes for the GJHA Agency Five-Year Plan/Annual Plan Update for 2010/2011, specific reference was given to the following changes:

Chapter 4 – Eligibility for Admission

- Deleted the Live in Aide Policy that requires the live in aide provide documentation proving that care is provided to the tenant when they are not there. Clarification was given to Paul regarding a caregiver living in the unit, explaining that the caregiver does have to live in the unit for a client to obtain an additional bedroom-sized unit.

Chapter 6 – Establishing Preferences and Maintaining the Waiting List

- Combined all out-of-area preferences into one point category. Previously, Waiting List Preferences for out-of-area applicants were prioritized by working, non-working, etc. This is a simplification and reflects the fact that due to high demand for housing by residents of Grand Junction/Mesa County, out-of-area applicants do not rise to the top of the Waiting List and are not served by GJHA.

Chapter 7 – Occupancy Standards

- Changed the age from six to four regarding children of the opposite sex sharing a bedroom until one of the children reaches age four, when considering bedroom size of Voucher issued to eligible families. This was a recommendation of the RAB.

Teresa arrived at 11:38 a.m.

Chapter 8 – Income/Determination of Rent

- Changed the policy when an adult family member moves from the home. GJHA will require the family to sign a “Verification of Absent Adult Participation Form”. Clarified the policy on the different ways to count child support for current participants vs. new admissions.

Chapter 9 – Verification Procedures

- Eliminated previously acceptable documentation as verification for adult family members and now require a picture identification card and one of the following forms of identification: birth certificate, naturalization papers, United States military discharge, United States passport, Social Security card, or Veterans Administration identification card. This change was recommended by RAB. A time extension of up to 180 days may be granted, as per HUD policies, to produce a valid social security card.

Chapter 13 – Leasing Process and HAP Contract Execution

- Changed the leasing policy from entering into a one-year lease to a shorter term lease. Based upon case by case circumstances and GJHA supervisor approval, this will be allowed as a reasonable accommodation.

Chapter 17 – Family Moves/Termination of Leases/Contracts

- Changed the requirement that not only a copy of the 30-day move out notice from the family to the Landlord must be provided to GJHA but also a statement from the Landlord is required stating that the family is in good standing and doesn't owe any money. This is a request generated through Landlords participating in the Landlord Advisory Meetings and is reasonable in an effort to maintain good partnerships.

Chapter 18 – Denials/Termination of Assistance

- Added, upon the request of the RAB, clarification of medical marijuana language stating that medical marijuana is not allowed in any federally subsidized unit, including units subsidized under the Housing Choice Voucher Program and is grounds for termination of housing assistance.

Ratekin Tower Apartments House Rules and Pet Policy

- Added provision that if GJHA staff must remove pet waste from the grounds at Ratekin Tower, the cost of the removal will be split between all residents who own dogs.

Upon the conclusion of the policy change review, Judy stated it was an honor to serve on the RAB and she, along with everyone on the RAB, is extremely grateful for their housing. Board Members thanked her for her participation and extended an invitation to her, as well as all residents, to attend Board Meetings any time.

The Agency Plan 2010 Housing Needs attachment was distributed to the group while Lori explained that the City of Grand Junction's Community Development Block Grant (CDBG) Five-Year Consolidated Plan was the basis of the Agency's 2010 Housing Needs assessment. This 2010 Housing Needs attachment will become part of the GJHA Agency Five-Year Plan/Annual Plan Update.

With nothing further, the Public Hearing was closed with a motion from Erin, a second by Patti, and a unanimous vote.

Vote on Adoption of Resolution No. 2010-07 Adopting the Agency Streamlined Annual Plan Update for Fiscal Year 2010-2011 and the 2010 Five-Year Plan

Resolution No. 2010-07 Adopting the Agency Streamlined Annual Plan Update for Fiscal Year 2010-2011 and the 2010 Five-Year Plan was approved with a motion by Erin, a second by Patti, and a unanimous vote.

Jody Yeaton left the Meeting at 11:53 a.m.

4. Discuss the Approach to Select the Auditor for all GJHA Programs and Tax Credit Properties for Fiscal Years 2010 Through 2012 by Cheryl Sweers

Every three years, the GJHA requests proposals for the audit and tax function of the Agency and Tax Credit Properties. Cheryl indicated that a Request for Proposal (RFP) for Years 2010, 2011, and 2012 was sent to several firms as well as advertised in the local newspaper, with seven bids for the Housing Authority and six bids for the Tax Credit Properties received.

Cheryl outlined the complete solicitation process upon Teresa's inquiry. An ad was placed in the Grand Junction Daily Sentinel newspaper, Cheryl contacted the Affordable Housing Association of Certified Public Accountants (CPAs) requesting a list of firms that had experience with HUD audits, those firms were sent the RFP, and the local firm of Dalby, Wendland & Co. PC was sent the RFP.

Note: Dalby, Wendland & Co. PC replied that the firm lacked experience with HUD audits so they wouldn't submit a bid.

Acknowledging the Board's desire to participate in the audit process, GJHA staff requested guidance on the Board's preferred level of involvement.

Discussion included identifying responders' qualifications, definition of the lowest responsible bidder, and Board review of the 13 submittals.

Tim suggested that the Board might take an oversight role by meeting with the auditors at the beginning of the audit process to discuss the approach, the scope of the audit, etc. and then meet again with them for the exit interview and results.

Board Members agreed not to be involved in the auditor selection process. Staff will review the submittals and make their recommendation to the Board at the July Board Meeting.

5. Other Business

Executive Compensation Study

With the Board's goal to develop an improved method to evaluate the annual performance and establish a compensation range for the GJHA Executive Director's position, inquiries were made of several consultants who work in the area of compensation studies for possible assistance.

Referencing Jody's memo dated June 23, 2010 addressing an Executive Compensation Study, Tim stated that he and Jody had met with a consultant, Ms. Sue Bohline. A brief overview of her process was outlined, concluding with Tim and Jody's recommendation that Sue complete the compensation study work requested by the Board. Teresa added that she is currently working with Sue on other executive personnel issues of other entities, was favorably impressed with her work, and would support this recommendation.

Group discussion ensued covering such topics as:

- Was a recent compensation study done for the City of Grand Junction and if not, is there one planned for the near future? Can GJHA "piggy-back" with the City if a study is planned for the near future?
- Need to exercise caution with GJHA funds; is this a good expenditure and if so, is now the best time to have the study done with the economic uncertainty?
- This research/study would indicate what other housing authorities are currently doing in this economy or what the market is bearing.
- Review Agency goals and objectives with respect to integration of compensation.
- View this as a strategy and what different assessment mechanisms can be developed.
- What is the shelf life of the data compiled, and what is the cost to update the data as it becomes outdated?
- Change the scope to dynamics of this position and industry rather than raise oriented.
- Should certain competency levels with associated merit raises be established?
- Is there someone else that could do a less expensive study?

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With discussion completed, Teresa made a motion to hire Sue Bohline to do an executive compensation review and assessment. With a second by Patti, the motion carried with four “yes” votes (Patti, Paul, Teresa, and Tim) and three “no” votes (Erin, Ora, and Steve).

The date of July 19th was chosen for the Board and Jody to meet with Sue for the initial meeting. The time will be announced later after confirmation with Sue.

Note: Due to scheduling conflicts, this Meeting was postponed and rescheduled for the July Board Meeting.

6. Roll Call Vote to Move into Executive Session to Discuss Real Estate Transaction – Specifically Potential Acquisition of New Office Space – C.R.S. 24-6-402(4)(a)

At 11: 30 a.m., the regular June Board Meeting ended. The Board went into an Executive Session with a motion from Patti, a second by Teresa, and a unanimous vote.

7. Roll Call Vote to Move out of Executive Session and Adjourn

The Executive Session closed at 12:20 p.m. with a motion by Teresa, a second by Paul, and a unanimous vote, thus adjourning the June Board Meeting.

