

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting
December Rescheduled Meeting

Monday, December 19, 2017
8 Foresight Circle
5:00 p.m.

1. Call to Order

Grand Junction Housing Authority (GJHA) Board Chair Tami Beard called the regular November Board Meeting to order at 5:08 p.m. on December 19, 2017. Board Members present represented a quorum and included John Howe, Chris Launer, and Phyllis Norris. Board Member Ivan Geer joined the group later, and Tim Hudner and Jerry Schafer did not attend. Others in attendance included GJHA Chief Executive Officer Jody Kole; Chief Operating Officer Scott Aker; Controller Amy Case, Special Projects Coordinator Danette Buck, Executive Assistant Kristine Franz, and Asset Manager Suzy Keith.

2. Request Adoption of Minutes for October 2, 2017 and October 23, 2017

With no comments, the Board adopted the October 2, 2017 and October 23, 2017 GJHA Board Minutes with a motion by John Howe, a second by Phyllis Norris, and a unanimous vote.

3. Update on Strategic Plan

Jody Kole gave the presentation on the FY 2017 Strategic Plan. With a source of pride and a feeling of accomplishment, Jody Kole said that virtually all the goals listed on the Strategic Plan are completed. A full status report is defined on the Strategic Plan distributed at the Board Meeting. Jody Kole briefly gave summary highlights that included:

- The completion of The Highlands development
 - The Long-Term Land Use Restriction Agreement is signed by GJHA and upon the CHFA co-signature, the document will be recorded and the 8609 Tax Credit Certificate will be issued. The lot line adjustment is approved by The City of Grand Junction and is pending Mesa County District No. 51 School Board approval and recording in early January. Permanent financing is planned to close in January, and then GJHA will receive \$440K more of the Developer Fee.
- Assessed the needs of the Nellie Bechtel property and obtained several grants, totaling more than \$2M, to renovate the property.
- Information Technology improvements are on-going.
 - A master list of the regulatory documents governing all the properties is being developed by the Leadership Team with a goal of being able to electronically access any document needed. A disaster recovery plan is also being addressed.
 - Staff are in the process of converting hard-copy client files to electronic archived records.
- Postponed the Village Park 2 development due to the decision to complete Highlands 2.

Group discussion included fire safety protection of documents and the expected improved staff efficiency in communication, etc. with most of the staff residing in the same building,

Ivan Geer joined the group at 5:15 p.m.

Jody outlined what the Board might expect for Agenda items over the next three months highlighting the Annual Meeting, the closing of The Highlands 2 Tax Credit Partnership, and suggesting some conversation topics to be addressed during the strategic planning process.

4. Update on The Highlands and Highlands 2

Jody Kole gave an update on The Highlands. In addition to the above-mentioned Strategic Plan update, work continues on the permanent loan documents for the Bank of Colorado and extensive effort is on-going on the CHFA Healthy Home loan documents. There is one issue with the utilities that was not anticipated during the design of The Highlands. Electricity is delivered through one large meter; power is then sub-metered to the tenants. The amount of usage shown on the one central meter is putting The Highlands into the highest rate bracket for electricity called Secondary General. The result is more expensive electric bills for the tenants. Because of this, a redesign is being considered for The Highlands 2. If a different option works at The Highlands 2, then a cost analysis might be done to explore the possibility of retrofitting The Highlands with individual meters. Tax Credit properties are required to be “solar ready” so that might be an option also. GJHA is in the process of considering subscribing into two new community solar garden, and are currently waiting on proposals. (As a side note, GJHA is a solar garden subscriber already for several buildings at Walnut Park Apartments).

For the update on The Highlands 2, Jody Kole stated that some materials such as lumber and steel are already being procured and will be stored, in an effort to mitigate anticipated materials cost increases due to numerous natural disasters in the past several months. Loan documents are being reviewed, and due diligence and negotiation with Wells Fargo is beginning in January.

5. Update on GJHA Community Involvement

Scott Aker reported he represents GJHA on the Community Transformation Steering Committee, made up of Human Service organizations and business leaders, which has identified the area around Rocky Mountain Elementary School as an area to focus efforts to increase community health and well-being through resident engagement.

A second piece of community involvement is Scott Aker’s seat on the Mesa County Health Leadership Consortium which is a collaborative between Rocky Mountain Health Plans and Mesa County Public Health with involvement from Mind Springs, GJEP, GJHA and others. Scott Aker explained that this group is tied in to QHN (Quality Health Network) and CRN (Community Resource Network) and is partnering in a broad goal of sharing client / patient information between service providers including physicians, insurance, human service case managers, etc. Ultimately, participation here could lead to potential funding sources for GJHA’s Service Coordinators. (Illene Roggensack of 3rd Sector will be helping, for a fee, with fund-raising through the Doors to Success Board.)

Scott Aker announced that with the resignation of Dawn Walker, who is moving to Housing Resources, GJHA will no longer be providing some of the Home Ownership education she provided to clients. CHFA and Home Free have notified GJHA within the last 60 days that

funding for non-homebuyer education programs will be cut by half. Dawn will still be serving many of the same clients from her new position, while remaining GJHA staff is prepared to continue offering monthly in-person homebuyer education class and E-home homebuyer class.

A follow up comment from the board, sharing appreciation for GJHA's involvement with the Health Care partners mentioned above, prompted a brief discussion within the group about the importance of stable housing in overall health. QHN's role was clarified as much as possible.

6. Succession/Business Continuity Plan

Scott Aker provided an overview of the plan calling attention to the fact that this succession plan addresses GJHA attorneys as well as GJHA CEO Jody Kole. The purpose of the plan is to identify what key staff members contribute to the organization and to outline a contingency plan in the event that one or more of those key staff no longer worked with the GJHA, with a particular focus on planning for the short- or long-term absence of CEO Jody Kole.

Three possibilities are navigated within the document. 1) Temporary unplanned absence of Jody for a short-term (less than 3 months,) 2) long term absence and 3) no return. In each, the document suggests the Executive Committee of the Board will have oversight, working with the COO to assure GJHA is operated and led in a way that provides the organization a high level of continuity and gives the Board ultimate authority to appoint individuals to positions and tasks as necessary.

The Succession/Business Continuity Plan addresses the following: 1) Board Oversight, 2) Internal and External Communications; and 3) Operational Plan regarding what GJHA staff will do to assure necessary expertise is brought to the organization if it is not available internally (e.g. tax credit development expertise if GJHA is in the middle of a development).

Additionally, the document explores possibilities in the event of longer term absence including re-assigning roles and responsibilities of staff. The document provides suggested strategies in the event the Board needs to embark on a search for a replacement CEO for GJHA. Attachments to the document include an organizational chart and a condensed Guide and Location of GJHA Corporate Documents.

With discussion complete, a motion by Chris Launer, a second by Ivan Geer, and a unanimous vote approved the *Succession and Business Continuity Plan* with the following changes: The document will contain verbiage that explicitly states the Board is not bound by the suggestions contained within the document, and that it be named a *Succession and Business Continuity Guideline*; 2) Specific names will be removed from the document and staff will be identified by position only; and 3) Interim CEO options will be included.

7. Other Business

Vouchers Year End

According to December numbers, GJHA has issued 1,102 Vouchers which equals 96.6% Voucher capacity for the year. GJHA has spent 101.7% of Housing Assistance Payment (HAP) eligibility, using \$104,000 of \$118,000 available HAP reserves. Jody pointed out that having spent 100% gives GJHA the best position for re-bench marking calculation for the new year.

HR/Operational Update

In addition to onboarding a new Human Resource Director, GJHA has signed contracts to implement a more robust HR information system that will encompass payroll, timekeeping, benefits, and other HR Management.

GJHA staff received 9 responses to an IT Managed Services RFP. We are considering 3 of those providers at this point and expect to select one by the end of the year.

Poster Contest

A youth in one of our GJHA properties submitted a poster that will be featured in the NAHRO “What Home Means to Me” calendar for May, 2018. These calendars will be available by the Annual Meeting.

Annual Meeting

GJHA’s annual meeting has been scheduled for January 29, 11:30 a.m. – 1:00 p.m. at Stocker Stadium hospitality suite. GJHA will highlight Supportive Services with client videos and remarks from leadership and will hand out some awards to partners as has been done in the past.

January Board Meeting

Scheduled for January 22, 2018. Election of Officers and Committee appointments will be part of the agenda.

Kris Franz

After 16 years as Executive Assistant with GJHA, Chris Franz has announced her retirement. Board members and staff expressed their appreciation for Kris’s work and dedication and wished her the very best.

8. Executive Compensation

At approximately 6:45 pm, the Board voted to move into *Executive Session to discuss personnel issues, specifically executive incentive compensation under C.R.S. Section 24-6-402(4)(f)(I).*

Minutes (contd.)

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At approximately 7:00 pm, the Board exited Executive Session to return to the regular meeting. By unanimous vote, the Board accepted the Compensation Committee's recommendation regarding CEO Jody Kole's Executive Compensation package.

9. Adjourn

By unanimous vote, the Board adjourned at approximately 7:15 pm.