



HOUSING CONNECT

MINUTES OF THE JULY 2023 (VIRTUAL) REGULAR MEETING OF THE BOARD OF COMMISSIONERS

August 16, 2023

PRESENT:

Spencer Moffat – Chair
Phil Bernal – Vice Chair
Kat Johnson – Commissioner
Wendy Leonelli – Commissioner (virtual)
Erin Litvack – Commissioner (virtual)
Christine Nguyen – Commissioner
Gwen White – Commissioner

GUESTS:

Kristi Kearl – Housing Opportunities, Inc. Board Trustee

STAFF PRESENT:

Janice Kimball – Chief Executive Officer
Andre Bartlome – Chief Financial Officer
Zach Bale – Chief Programs Officer
Marni Timmerman – Chief Administrative Officer
Kirk Moorhead – Real Estate Development Director
Jarin Blackham – Information Technology Director
Lori Pacheco – Public Housing Director
Ilez Brady – Housing Choice Voucher Section 8 Director
Dan Pincock – Executive Administrator

COMMENCE

The Housing Connect August 2023 Board of Commissioners Meeting was held virtually on Wednesday, August 16, 2023, and commenced at 11:54 a.m. Chair Spencer Moffat facilitated the meeting.

1. GUESTS/PUBLIC COMMENT

Kristi Kearl, Housing Opportunities, Inc. Board Trustee, attended the meeting.

2. CONSENT AGENDA

The Consent Agenda included the following items:

- Update to the Family-Self-Sufficiency (FSS) Action Plan: The update to the Plan brings it in line with Annual Plan and MTW Supplement and will be submitted as part of it.
- Training Summary: The summary informs the Board of the training activities of Housing Connect staff for the first 6 months of 2023.
- Staff update: Staff changes have started to trend slightly upwards, and management is monitoring this.

Commissioner Nguyen motioned to approve the Consent Agenda, while Vice Chair Bernal seconded the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) supported the motion, and the Consent Agenda was approved.

3. ACTION ITEMS

The Board voted on several items, as indicated below:

- July 2023 Housing Connect Board Meeting minutes: The Board did not have any questions or concerns, and Commissioner Litvack motioned to approve the minutes. Commissioner Johnson then seconded the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted in favor, and the July 2023 Board Meeting minutes were approved.

- Resolution #1087- HCV Section 8 admin plan changes: HCV Section 8 Director Ilez Brady summarized the proposed changes to the HCV section 8 plan by saying that they will allow more clients from the waiting list onto the program by removing restrictions on the background requirements such as misdemeanor drug activity which disproportionately affects clients and restricts them from having the opportunity to be housed. They will also allow current clients to stay on the program instead of being terminated for reasons such as minor lease violations. The changes will also match the background checks of Housing Connect's supportive housing properties. The other minor changes are the following: Setting a standard for income verifications and to align with Public Housing's policies; adding the option to use a third-party inspection company for HQS; and flexibility with length of leases to work with clients and landlords in matching the prevailing market.

Director Brady informed the Board that the Section 8 team just notified the last of those on the waitlist from before, and it then re-opened it in June, and that there are 5,200 on the waitlist. The Board further discussed and commented on the prevailing market, the waitlist, evictions, certain criminal offenses, risk assessment policies, and NED/Mainstream vouchers. Director Brady also remarked that someone being cleared for eligibility may still not be approved for housing, based on the landlord's requirements.

Commissioner Johnson motioned to approve the Plan changes, and Commissioner Nguyen seconded the motion, with all Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voting in support. The motion passed, and Resolution #1087 (Housing Choice Voucher Section 8 Admin Plan changes) was approved. Commissioner White stated that the Resident Advisory Board (RAB) voted to approve the changes in its meeting which was held the week prior.

- Resolution #1088 – Public Housing Admissions and Continued Occupancy Policy (ACOP) updates: Public Housing Director Lori Pacheco presented the ACOP updates to the Board, which included updating: the Violence Against Women Act (VAWA) language to include the definition of human trafficking; discrimination complaints to include the Equal Access Final Rule (requiring housing authorities to provide equal access regardless of marital status, gender identity, or sexual orientation); how those who feel they have been discriminated against can file a complaint; rules regarding over-income clients (they are not subject to HUD rules and do not have to comply with community service, and they are not subject to annual re-exams, and Housing Connect does not have to pro-rate their income); attendant care under disability expenses (how those expenses for attendant care will be verified – i.e., in writing and by a third-party); grievance procedures to include that tenants have a right to request a grievance hearing; tenant and resident organization definitions. The update detailed how many days (10) tenants are required to respond from the date of violations for them to request a hearing, how many days (10) Housing Connect is required to send a summary after the hearing has been held, as well as the number of days (30) in advance which Housing Connect must notify tenants regarding changes to the policy. Tenants have the rights to examine documents, present evidence, to be represented by council, to have a private hearing, and to Reasonable Accommodation. The Hearing Officer (someone who did not make or approve the decision to hold a hearing) will make a decision solely and exclusively based on the facts, and the decision is binding. If the agency is not satisfied with the hearing outcome, it needs to bring it to the Housing Connect Board of Commissioners within 10 days to have that request overturned. Flat rents have been updated as well as how Housing Connect can apply for exception flat rents. Terms that define domestic violence have been updated to include economic abuse and technological abuse. The selection process of those staff on the Hearing Committee was discussed briefly.

Commissioner Litvack motioned to approve the ACOP updates, while Commissioner White seconded the motion, and all Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted affirmatively, and the motion passed. Resolution #1088 (Public Housing ACOP updates) was approved. Commissioner White informed the Board that the Resident Advisory Board (RAB) voted to approve the ACOP updates in its recent meeting.

- Resolution #1089 – Granger Apartments borrowing resolution: Real Estate Development Director Kirk Moorhead explained that the purposes for this resolution (similar to the resolution approved by the Board of Trustees for Housing Opportunities, Inc. - HOI) are to ratify the HOI decisions as well as for Housing Connect to: 1) lease new land to the new ownership entity (in order to maintain the property tax exemption) and to provide necessary guarantees to the entity investor. These guarantees usually include a completion guarantee (that the project will be completed); an operating deficit guarantee (which goes away after about 3 months of stabilized occupancy); and a compliance guarantee (to ensure that Housing Connect follows the Low-Income Housing Tax Credit - LIHTC – rules).

Vice Chair Bernal motioned to approve the resolution, and Commissioner White provided a second to the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) supported the motion, which passed. Resolution #1089 (Granger Apartments borrowing resolution) was approved.

- Approval of expanded consulting for East 72: Chief Executive Officer Janice Kimball told the Board that in order to ensure that East 72 has the necessary support and is being constructed on-time and according to plans, Housing Connect allocated \$300,000 for Chelsea Investment Corporation for additional oversight. They insisted additional onsite presence is required, and Housing Connect, in turn, contracted with O.A.C. Consulting, specifically, Jeff Lonardo. Mr. Lonardo's role was expanded to include making decisions on behalf of the owner. Director Moorhead added that Mr. Lonardo prepares a field report every week, outlining all things that he has noticed which need to be corrected onsite, and presents his findings to the general contractor and persistently follows up until the items are completed. CEO Janice Kimball

also mentioned that he holds all parties equally accountable. Director Moorhead said that, currently, construction is 3 weeks behind schedule due to supply chain issues (electrical gear/housing panels). Chair Moffat confirmed that housing panels are basically 12 – 14 months behind. There is a 4-month lease-up schedule, and the project will start to take credits in January. CEO Kimball said that Housing Connect needs to have occupancy by the end of December. Director Moorhead said that the project is presently at about 70% complete. Chair Moffat commented that it sounds like the consulting has helped and recommended that, going forward, this should be a component when bidding out for owner’s representative services.

Commissioner Litvack made a motion to approve the expanded consulting for East 72, while Commissioner Nguyen seconded the motion. All Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) supported the motion, and the expanded consulting for East 72 was approved.

4. 2024 ANNUAL PLAN AND MTW SUPPLEMENT

Chief Administrative Officer Marni Timmerman gave a presentation to the Board on the Housing Connect 2024 Annual Public Housing Agency (PHA) Plan and Moving To Work (MTW) Supplement. Her presentation slides included:

- Annual Plan and MTW Supplement
- PHA Annual Plan Highlights
- Moving To Work Review
- 2023 MTW Activities
- 2024 Proposed MTW Activities
- Vacancy Payments (landlord initiative)
- Signing Bonus (landlord initiative)
- Unit Hold Incentive Payment (landlord initiative)

After concluding her presentation, she mentioned that as part of the public process, this was presented to the MTW advisory committee (made up of partners, staff, and residents), as well as the RAB and that there will be a public hearing on Wednesday, September 6. The Board would then be asked to approve the Plan in the September meeting. Commissioner White inquired about whether there was a list of landlords who take vouchers. She was told by Director Brady that there is a list which has been created, but the list is constantly changing.

5. QUARTERLY REPORTS

- Operations: Public Housing Director Pacheco provided the Operations Department report. For the Housing Choice Voucher program, 88% of the units are leased up. Since January 30, the HCV team has notified 5,421 clients from the waiting list (there is an average of a 5-year wait for vouchers). Public Housing has an average waitlist of 6 years and over 9,000 on the list, which has been closed. There are 1,800 people on the Valley Fair Village waitlist (anticipated time on the list is 3 years). The NCP waitlist which has been closed for several years will open on September 1. Waitlist updates were sent to those remaining on the list, and only 26 people responded. The multiple-housing portfolio (RAD, project-based voucher - PBV, tax credit, and Choice Property Solutions – CPS – properties) are 95% occupied. Public Housing is 98% occupied; RAD and PBV units are 95% and 89% full, respectively. Tax credit and owned units are both 95% full. CPS managed units are 94% full. Director Pacheco also noted that staffing levels are stabilizing. Management is excited about the property management and technician incentive program. Commissioner Litvack expressed her interest that Housing Connect work with Coordinated Entry around the homeless community to make sure that they know of the opportunities available to them. CEO Kimball responded that Housing Connect, in addition to standard public notification requirements, tries to notify all of its partners when the waiting lists open. Director Pacheco added that the agency has identified several partnering agencies that it will be certain to reach out to.

- Programs: Chief Programs Officer Zach Bale provided the Programs report. Continuum of Care was overutilized at 115%. He pointed out the amount of money received for rental assistance is based on the number of households served and does not factor in the client portion (the amount that they might pay). The BRIDGE Rental Assistance program is presently full (not as indicated in the table), and the Housing for Persons with HIV/AIDS (HOPWA) (City and State) programs are doing well. The Homeless Assistance Rental Program (HARP) (two sources of money) is full, and the RIO program is at budget (full), as is the State Hospital Diversion Program. Denver/City Center overlaps some subsidies with Operations. RESH continues to be underutilized. The Afghan Supplemental Appropriations received new funding, and there are 67 households on that program (it is an 18-month long grant). The Nurse Family Partnership is at 4 households (five is the capacity). KBA and other property case management services, as well as the sub-contracted case management, continue to go well. He asked for any recommendations for tracking data which the Board would like to see incorporated into the team’s strategic planning.

6. MONTHLY FINANCIAL REPORT

Chief Financial Officer Andre Bartlome gave the monthly financial report through the end of June 2023. There was a net cash surplus of \$729,000. He said that there are a number of programs that are doing well. He pointed out that Central Office and Central Maintenance showed less cashflow than budgeted, and he mentioned that the Housing Choice Voucher program has been spending down its reserve.

Frontier, Special Needs Housing, and Bud Bailey Apartments all have had more capital improvements than budgeted. Bodhi underperformed by \$10,000. Unrestricted reserves have not changed much from last month.

7. REAL ESTATE DEVELOPMENT UPDATE

Housing Connect is submitting a tax credit application to support 67 units of Permanent Supportive Housing, in partnership with First Step House.

8. CLOSED MEETING

At 1:06 p.m., Commissioner Litvack motioned for the Board to enter Closed Meeting to discuss real estate issues. Commissioner White seconded the motion, and all Board members present (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Leonelli, Litvack, and White) voted in support, and the Board entered Closed Meeting.

At 1:34 p.m., Commissioner Nguyen made a motion for the Board to return to regular (open) session, with Vice Chair Bernal seconding the motion. All Board members (Chair Moffat, Vice Chair Bernal, and Commissioners Johnson, Litvack, Nguyen, and White) voted favorably, and the Board returned to regular session.

ADJOURN

At 1:34 p.m., the Board meeting was adjourned without objection.

Respectfully submitted,

Dan Pincock
Executive Administrator