

MINUTES

Longmont Housing Authority Advisory Board Regular Meeting Tuesday, February 16, 2021 Virtual Meeting

1. Call to order and roll call

The regular meeting was called to order at 8:00 a.m. by Cameron Grant

Members Present: Cameron Grant
Jean Christopher
Tom DeBie
Arlene Zortman
Lauren Cely

Others Present: Harold Dominguez – Interim Executive Director, LHA
Karen Roney – Director of Community Services, City of Longmont
Kathy Fedler – HCI Division Manager, City of Longmont
Polly Christensen – Longmont City Council liaison
Kyndra Daniels – Accounting Supervisor, LHA
Lisa Gallinar – Regional Property Manager, LHA
Olivia DeVere – Administrative Coordinator, LHA
Molly O’Donnell – Project Manager, City of Longmont

2. Review and approval of January 19, 2021 Minutes

A motion was made by Jean Christopher to approve the minutes.

Motion: Jean Christopher **Second:** Arlene Zortman **Approved**
Carried 5-0

3. Public invited to be heard: None

4. New and Old Business

a. Review and adopt Electronic Participation Policy for City of Longmont Board and Commission Meetings

A motion was made by Jean Christopher to approve and adopt the policy.

Motion: Jean Christopher **Second:** Arlene Zortman **Approved**
Carried 5-0

b. Discussion about ideas for resident engagement with the LHAAB

Arlene spoke about her desire to create a way for residents to meet with Advisory Board members; she is unsure if residents will participate if the meetings had to be virtual. She asked if the residential facilities have computer labs for resident use. Karen discussed a new “check out” system where Chromebooks will be provided for residents to use when needed.

Harold provided an update on Covid-19 restrictions and discussed what effect these restrictions have on LHA communities. Lisa explained the process by which she held meetings in small groups for the residents at the Lodge and Hearthstone to meet their new Community Manager. Arlene expressed an interest in participating in these types of meetings for residents to meet and talk with LHAAB members.

Lauren suggested holding meetings outdoors to allow more residents to attend. She also announced that Boulder County Area Agency on Aging (AAA) is launching a program called “Connect with Tech” to match Chromebooks and hotspots for 6 months of internet for older adults. Karen commented that Michele Waite, Senior Services Manager, has been working with Boulder County AAA to offer these services to residents of LHA communities.

Cameron stated that he is in favor of the LHAAB being available to meet with residents whenever and however Lisa and her team decide it is appropriate. Karen added that engagement with residents is a top priority for the organization; opportunities for communication are being evaluated.

c. Update on Voluntary Compliance Agreement

Kathy updated the advisory board about the status of the compliance items included in the agreement including staff training, policies, unit accessibility, etc. Most of the required items have been completed or are almost complete. Inspections are still needed and Kathy hopes those can be completed sometime in the summer of 2021 when Covid-19 protocols may be less restrictive. Plans are being discussed for how best to roll out the new, updated policies to the residents. Accessible units were discussed. Arlene asked about these units and percentage of which are required in the residential properties. Kathy clarified that all LHA communities are in compliance with ADA standards; however, HUD requires compliance with Uniform Federal Accessibility Standards (UFAS), which are slightly different from ADA. LHA communities are not yet totally UFAS-compliant.

Arlene asked another question about ADA units and how waiting lists are handled in that regard. Kathy clarified that if an ADA unit becomes available, the first person on the waiting list that requires an ADA unit would be pulled to the top of the list. If no one on the current list requires an ADA unit, another individual will be placed in the unit and must sign a lease addendum with the understanding that they will move if someone who is disabled needs

the unit.

d. Update on Sunset Heights and Other Development Opportunities

Kathy provided the advisory board an update about a development opportunity on the land where the Suites Apartments is located. Element resubmitted an application for tax credit funding. Harold presented the building and parking lot plans for the new development. The management agreement was briefly discussed.

Kathy also discussed a lease agreement with Crisman Apartments. There is potential for a new development project within that agreement. Jean asked for clarification stating that, at one time, the board was informed that LHA would take over the management of the existing Crisman development. She concluded by requesting an update. Harold acknowledged the agreement and suggested that prep work begin a year before the management take-over.

5. Update on Operations

b. Hearthstone/Lodge budget update for emergency call system

Lisa gave an update about a new pendant system for emergencies that will be in place at the Lodge and Hearthstone. This will replace the current “pull cord” system. Funds already included in the 2021 budget were reallocated for this new system. Harold added that the new system will eliminate the need for “on-call” residents and will allow for the resident experiencing an issue to connect with the Fire Department more quickly and efficiently. Jean inquired about the instance of a resident accidentally pressing the button. Lisa advised that, when the button is pushed, an emergency responder will first call the resident’s phone before dispatching to prevent accidental dispatching. She also noted that the pendant should work directly outside the building as well in case a resident were to fall or have another emergency while walking in or near the building.

c. Report from Regional Property Manager – Lisa Gallinar

Lisa gave a brief update on newly hired personnel, Aspen Meadows Senior Apartments (AMSA) rehab, and the Gross Potential Rent Report. Arlene asked a question regarding Lisa’s note about a temporary rent reduction. Lisa explained that, because a particular unit has remained vacant for an extended period, she decided to reduce the rent for a 6 month leasing “special” to attract potential residents.

d. Report on Aspen Meadows Senior Apartments Rehab

Molly gave an update on the rehabilitation project at AMSA. She announced that the interior work is 80% complete. She reported that, overall, residents are very happy with how all the work has turned out and how smoothly their move-ins are being conducted by on-site staff. Elevator and window replacements are not yet scheduled. The entire parking lot will be repaved and a furnishing package has been added for common areas. Some

safety improvements will also be made in the manager’s office. Additional options are being evaluated for cost and feasibility.

e. Progress on LHA/LHDC structure/reorganization

Harold updated the advisory board about the work being done alongside two contracted attorneys to understand what is necessary when restructuring the organization and what liability components are associated with the different structural options. He hopes to have a recommendation report within the next month. Cameron asked if the LHDC board is meeting regularly and Harold told him they are only meeting on an “as needed” basis.

f. Other operational updates

Harold made the advisory board aware of a small flood that occurred at the Suites due to a frozen pipe that burst. He commended LHA staff that was involved in the response for their great work.

Karen discussed the vaccination clinics that occurred at three of the LHA communities the previous week. 76 total vaccinations were administered. There is another clinic scheduled the last week of February. She reported that these clinics have been a great success and that residents have expressed their gratitude. Jean echoed Karen’s point about the success of the clinics.

Karen announced the hiring of a new Housing Specialist, Rhonda Hill. Harold gave a shout out to new staff and acknowledged the cultural difference he has seen at the LHA. Tom asked for an update on the transition of the status of LHA employees to City employees. Harold explained the different components of the transition that are being coordinated including employee benefits and office location. Plans will be taken to the LHA Board for approval.

6. Other business

Arlene asked about the building security systems; specifically, she wanted to know if the doors at all of the properties lock down after a certain time in the evening. Lisa answered this question by stating that all LHA properties are locked at all times. Residents must have the building code or their individual key fob to enter at any time of the day.

7. Next Meeting – March 16th, 2021

8. Adjourn

A motion was made by Jean Christopher to adjourn the meeting.

Motion: Jean Christopher

Second: Lauren Cely

Approved

Carried 5-0

Respectfully submitted,

Olivia DeVere

Cameron Grant, Chair

___ March 16th, 2021 ___
Date Approved

Tom DeBie, Vice Chair

___ March 16th, 2021 ___
Date Approved

