



**LONGMONT HOUSING AUTHORITY
REGULAR MONTHLY MEETING**

December 18, 2018

HELD AT LONGMONT HOUSING AUTHORITY MAIN OFFICE, 1228 MAIN STREET, LONGMONT, CO
80501

1. Call to Order & Roll Call

The regular monthly meeting of the LHA Board of Commissioners was called to order at 8:31 AM by Chairman Bruce Robbins

Members Present: Bruce Robbins – Chair
Jean Christopher
Anne Kear
Tim Waters
Peter Linder

Others Present: Jillian Baldwin – Executive Director
Lori Mora – Comptroller (arrived at 8:47 AM)
Melissa Chatwell – Executive Assistant
Kathy Fedler – City of Longmont

Members Absent: Cameron Grant – Vice Chair
Gay Brown

2. Agenda Revisions & Submission of Documents

- Addition of Executive Director's Board Report

3. Approval of Agenda

A motion was made to approve the revised agenda as presented with the addition of budgets for Suites and Aspen Meadows smf discussion regarding insurance coverage and claims

Motion: Anne Kear **Second:** Peter Linder **Approved**

4. Approval of Minutes – November 20, 2018

A motion was made to approve the minutes of November 20, 2018

Motion: Jean Christopher **Second:** Anne Kear **Approved**

5. Public Invited to be Heard – None

6. Introduction of Christopher Gunlickson of Holland & Hart – (by phone at 9:22 AM)

Discussion by Mr. Gunlikson regarding the post year-15 decisions, transitions,& new audit rules.

7. Updates from Executive Director and Executive Team

- a. Executive Director
 - Conclusion of our community holiday meal schedule with ongoing good feedback from all properties.
 - Vacancy report of all properties
 - Discussion of monthly internal QC audit of all properties in 2019
 - Update on YARDI training for employees
 - Audit updates –
 - Open CHFA audits at Suites and Aspen Meadows submitted one day early; awaiting responses.
 - AMA audit is complete. SC LP Audit (file and physical) on 12/11/2018.
 - Auditor is working with us on our fixes prior to sending us the final report.
 - MOR deadline extended to 1/31.2019 by HUD in light of our other audits.

- LHA auditors were on site from 12/5 through 12/7 reviewing files from HCV, Hearthstone, and Lodge
- Suites audit scheduled for Friday, 12/14/2018.
- LHDC conferenced with Denver field office for update last week which went well.
- Discussion of insurance
- Discussion of meth testing, protocol, & remediation
- A few staff members leaving main office
- Interviews scheduled for all departments – all incoming staff will undergo a strongly-enforced 90-day probationary policy.
- Updated contact list provided to board
- b. Finance
 - Presentation of 2019 proposed budget
 - Crisman numbers not yet in budget in order to see true budget without development funds
 - Loss in 2018
 - Budgeted loss for 2019
 - Discussion of need to explain the budget to residents and rebuild trust
 - Discussion of monthly Finance meetings in 2019
- c. Fall River Report – Skipped

8. Presentation of LHA Budget for Review & Approval

Motion made to approve budget based on quarterly review

Motion: Tim Waters **Second:** Peter Linder **Approved**

9. New & Old Business

- Resignation of board member Anne Kear effective immediately with written resignation provided to City Counsel by Ms. Kear today
- Tim Waters will submit to City Counsel regarding interviewing replacements
- Discussion about updates to the board regarding mediation

10. Board Comments and Committee Reports

- Update from Bruce Robbins regarding followup materials received from Ken Schuetz to begin writing new statements and policies with possible draft for discussion at next months' board meeting
- Brief discussion regarding the possibility of public/private partnerships in the future

11. Next Meeting – Tuesday, January 15, 2019

12. Adjourn – Meeting was adjourned at 10:02 AM.

Motion: Jean Christopher **Second:** Tim Waters **Approved**

Respectfully Submitted,

Jillian Baldwin



 Bruce Robbins, Chair

 January 15, 2019
 Date Approved



 Cameron Grant, Vice-Chair

 January 15, 2019
 Date Approved

