

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, January 18, 2022

Virtual Meeting

1. Call to order & Roll Call

The regular meeting was called to order at 8:00am by Chair Cameron Grant.

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

Others Present: Harold Dominguez, Interim Executive Director, LHA
 Karen Roney, Community Services Director
 Molly O'Donnell, HCI Project Manager
 Kyndra Daniels, Accounting Supervisor, LHA
 Lisa Gallinar, Regional Property Manager, LHA
 Kathy Fedler, HCI Manager
 Michele Waite, Senior Services Manager

2. Approve minutes from December 21, 2021 meeting -

Motion to approve made by Arlene Zortman; seconded by Jean Christopher.
Approved unanimously.

3. Public invited to be heard: None

4. Organizational Updates

- a. Designated official posting location for LHA Advisory Board agendas -
Cameron Grant proposed a motion to have the official posting location for the LHA Advisory Board agendas to be on the City of Longmont website, the Longmont Housing Authority website, the west side entrance of the Civic Center, and adopt the practice to post at all the LHA properties. Motion to approve made by Lauren Cely; seconded by Jean Christopher. Passed unanimously.

- b. Elect Chair for 2022 –
Cameron Grant made a motion to elect Tom DeBie as Chair for 2022. Jean Christopher seconded. Passed unanimously.

- c. Consider any updates to By-laws-
Cameron Grant proposed to amend the By-laws and add a Vice Chair to serve as back up to the Chair. Jean Christopher seconded the motion. Passed unanimously.

Jean Christopher made a motion to elect Arlene Zortman as the Vice Chair for 2022. Cameron Grant seconded. Passed unanimously.

Lauren Cely announced that she is no longer a Longmont resident and inquired about her eligibility to continue serving on the LHA Advisory Board as a result. Harold Dominguez will consult with Longmont City Attorney staff about options (e.g. can Lauren serve as a non-voting member).

5. Development and/or Project Updates and Alignment with Goals
 - a. Review and provide input on proposed next steps in the Community Engagement process at LHA properties –
Michele Waite and Karen Roney brought back an updated resident interview process, given current COVID protocols. The suggested approach would be for a staff/board member to meet with a small group of residents (2-3 people) at a time and have briefer conversations. This format will be supplemented with charts set up at each property where residents can post their comments without being part of a conversation. The purpose of these meetings is to follow up on three common themes that emerged from individual interviews with residents: community engagement, personal engagement, and safety and security.
 - The conversation about community engagement is to gather input regarding the LHA's role in supporting resident activities at the properties, as well as learning about activities residents most desire at their properties.
 - Regarding personal engagement, the conversation will focus on important attributes and behaviors from LHA staff when interacting with residents.
 - There will also be an opportunity for residents to weigh in on their priorities around safety and security. Residents will also be able to prioritize amenities desired at their properties that staff can consider adding in future property budgets.

Board members Arlene Zortman, Lauren Cely and Cameron Grant volunteered to participate in these resident interviews along with staff members.

Michele Waite will follow up with the three advisory board members to start scheduling these resident interviews.

6. Items for input to LHA Board of Commissioners – None.

7. Items not part of LHA Work Plan/Goals – None.

8. LHA Report –

a. Update on Operations

- i. Occupancy Report – Lisa Gallinar reviewed the occupancy report. She stated that units are 96% occupied, and hoping to achieve a higher percentage in January. Currently reserving units at Spring Creek and Village Place Apartments for Marshall Fire victims. The Hearthstone and Lodge are all leased. The Suites has all of its MHP units leased; the only vacant unit is the one affected by meth. Still trying to find a contractor that will perform the construction work within the budget that is available.
- ii. Property Updates – Lisa Gallinar reviewed the property updates report. There is a new Maintenance Technician for the Hearthstone and Lodge, and an Assistant Community Manager that will be assisting several LHA properties. Posted positions include a Custodian, Housing Compliance Manager, and HCV Specialist.

- The Suites had an eviction last Friday (meth unit). Staff will have to do an in-house test, if it comes back positive, staff will hire professionals for further testing.
- The current vendor providing security services at The Suites has not been able to cover required shifts due to staffing shortages. The vendor has been non-responsive in addressing this issue. LHA is exploring different avenues for security coverage, including hiring in-house staff.
- Staff held an official kick-off meeting for the Village Place resyndication project. Molly O'Donnell, Lisa Gallinar, and the Property Manager, Adam Sanderson, have held three separate meetings with the residents to give them a clear expectation of what is coming with this process and how this will impact them. Molly O'Donnell stated that they had the capital needs assessment walk-through on January 11, 2022. Staff will be receiving the report on this walk-through in the

next few weeks. One contractor is doing the Capital Needs Assessment, and at the same time, a consultant is doing a survey on ADA accessibility for HUD voluntary compliance agreement. Consultants are working together to make sure they use the information efficiently/share information from the two reports.

- Fall River Apartments had an eviction last Friday, after several previous attempts to resolve issues with this resident. Staff left the eviction open for charges through the court.
 - Staff has started installing the firestops within units on designating LHA properties this weekend. Will complete the installation at all the properties in the near future.
- iii. Aged Receivables – No report available at this time due to audit schedule.
 - iv. Monthly Property Financials – No report available at this time due to audit schedule.
9. Other Business –
- Board members asked if LHA is providing assistance with the Marshall Fire victims. Currently LHA has received authorization to lease three units to Marshall Fire victims: two at Spring Creek Apartments and one at Village Place Apartments. Those units are available for up to a 12-month lease, and cannot renew unless they income qualify.
 - Kathy Fedler is retiring at the end of the month. This will be her last LHA Advisory Board meeting. Board members shared their appreciation for Kathy’s hard work, dedication and invaluable contributions to the LHA over the years.
10. Adjourn – Arlene Zortman adjourned the meeting at 9:02 a.m.