

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, September 21, 2021

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
Kathy Fedler, HCI Manager
Kyndra Daniels, Accounting Supervisor, LHA
Lisa Gallinar, Regional Property Manager, LHA
Molly O'Donnell, Project Manager

2. Approve minutes from July 20, 2021 meeting

The advisory board members reviewed and unanimously approved the July 20 minutes as presented.

3. Public invited to be heard: None

4. New & Old Business

a. Follow-up discussion on LHA Goals-

Karen Roney and Harold Dominguez reviewed the latest draft of proposed LHA goals generated from the LHA Board of Commissioner and LHA Advisory Board discussion during the July City Council Retreat. Staff made the suggested modifications during the July advisory board meeting, and added a goal about enhancing

the resident culture throughout all LHA properties, which was also suggested by the advisory board.

Staff will include all of the LHA goals in the packet for the Board of Commissioners for the October 19, 2021 meeting so that they can move forward.

Board decided that the structure of the goals are set moving forward, however member Lauren Cely wanted to make sure that if the homeownership pathways is not being included in the LHA goals and being developed in that aspect, then it needs to go under the partnerships section.

Cameron Grant asked for a motion to approve the set of goals as presented with the one revision recommended by member Cely and a recommendation that these be presented to the Board of Commissioners for adoption. Tom DeBie moved the motion and Jean Christopher seconded. Approved unanimously.

b. Input on LHA's adoption of designated City policies and procedures-

Karen Roney and Harold Dominguez discussed their progress in examining policies and procedures that govern both the City and the LHA to determine which City policies/procedures could be adopted by the LHA, and which LHA policies need to remain in place. LHA staff will technically remain LHA staff members, primarily because they will remain in the PERA retirement system, rather than transition to the City's retirement plan. Most all other City personnel rules will apply to LHA staff members when we make that transition. LHA staff are now covered by the City's medical, dental and vision plans. LHA will also retain its current Workers' Compensation provider and policies. Staff is still working through this effort, and plan to complete the transition to designated City policies and procedures by the end of 2021. The LHA Advisory Board members did not have additional changes to suggest.

5. City Report –

a. Update on Operations

i. Vacancy/Aged Receivables Reports

Lisa Gallinar reviewed the Vacancy Report with the advisory board. Increase in some vacancies. The team has been working to fill those vacancies at the Suites (4), Aspen Meadows Neighborhood (3), Aspen Meadows Senior (3),

Village Place (4), however Briarwood, Fall River and Hearthstone are all occupied.

Kyndra Daniels reviewed the Aged Receivables Report with the Advisory Board. Focused on the Hearthstone and Lodge having the A/R reviewed, directed by HUD.

ii. Financial Reports

Kyndra Daniels reviewed the monthly financial reports with the Advisory Board. Generally, are seeing increased revenues and lower expenditures; staff is paying more attention to expenses. Both the Suites and Village Place have less than what was expected for Net Income, due to delay receipt of insurance proceeds.

Board member Arlene Zortman requested that Briarwood Financial Reports be included in future financial reports.

iii. Property Updates

Based on input from the advisory board, staff is now preparing a monthly update of activities from each of the properties. Lisa Gallinar reviewed the highlights of the report.

- At the Suites, working with the Crime Free Program, they had asked LHA to trim trees in the area, and LHA was able to get a CDBG grant to get the property back in compliance.
- The Suites cancelled their contract with Comcast and went to an antenna system, saving money to be able to put back into the property.
- Staff has re-started the Whole Foods food distributions on Saturday's to take the left-over food from the farmers market and distribute to the residents. This program had stopped due to COVID; however, it is back up and running.
- New exterior lighting was installed at Briarwood/Office building due to a grant with Efficiency Works; the total lighting installed was around \$9348.00.
- Had a few inspections redone due to electrical issues. Will be seeing an increase in electrical costs moving forward to get parts replaced, it is something that

maintenance is checking on a regular basis prior to the inspections.

- Four individuals tested positive for COVID at the Hearthstone. Staff decided to get rapid tests done for other residents at the location.

Board member Lauren Cely left meeting at 9:33am.

6. Other Business

Board member Jean Christopher stated her concern that the Longmont Housing Authority needs to come up with management standards as part of its procedures to ensure that residents at the properties are cared for at all times outside of business hours.

7. Adjourn – Meeting adjourned at 9:37am by Chair Cameron Grant.