

MINUTES

Longmont Housing Authority Advisory Board Regular Meeting Tuesday, January 19, 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
Lisa Gallinar – Regional Property Manager, LHA
Olivia DeVere – Administrative Coordinator, LHA

2. Election of Chair and Vice Chair for 2021

A motion was made to elect Cameron Grant as the Chair of the LHAAB.

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

A motion was made to elect Tom DeBie as the Vice-Chair of the LHAAB.

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

3. Meeting Date and Time – any changes

A motion was made to maintain the current regular meeting schedule - the third Tuesday of the month at 8 a.m.

Motion: Arlene Zortman **Second:** Lauren Cely **Approved**
Carried 5-0

4. Designate 2021 LHAAB meetings posting location

A motion was made to designate the City of Longmont’s PrimeGov site as the primary posting location for the LHAAB.

Motion: Jean Christopher **Second:** Tom DeBie **Approved**
Carried 5-0

5. Recommend LHA Board minutes from December 15th, 2020 meeting for approval

A motion was made to recommend the approval of these minutes with the correction of one spelling error.

Motion: Jean Christopher **Second:** Lauren Cely **Approved**

6. Public invited to be heard - None

7. Review/consider recommendations for the following policies:

- a. Reasonable Accommodation Policy**
- b. Tenant Selection Policy**
- c. Physical Alteration Policy**

Chairman Grant provided some background regarding the Voluntary Compliance Agreement (VCA); the agreement was entered into with HUD after their analysis of the LHA showed some areas of non-compliance. These policies have been edited and amended to comply with the specifics that are outlined in the VCA. These policies have been pre-approved by HUD.

Chairman Grant entertained a motion to recommend these policies for approval by the LHA Board of Commissioners.

Motion: Jean Christopher **Second:** Arlene Zortman

Review of Reasonable Accommodation Policy:

Board member Christopher identified a few errors in spelling and grammar. She also asked for clarification on a few items including some wording around Reasonable Accommodation requests and their subsequent approval. She discussed the Grievance Process. Kathy Fedler stated that HUD requires the submittal of a separate Grievance Policy which will go into more detail.

Board member Zortman asked how many denials have occurred that are related to structural infeasibility or significant financial burden on the organization. Kathy Fedler stated that none have occurred since she began processing the requests. Zortman asked if LHA’s policies are listed in other languages. Fedler stated that, for now, interpreters are utilized for non-English-speaking clients. There are plans to translate all policies into Spanish. Zortman also inquired about cases in which clients are unable to read these policies and, in response, Fedler discussed the process by which the Housing Specialists can

assist with these on a case-by-case basis. The review process for Assistive Animals is discussed.

A motion is made to recommend the Reasonable Accommodation Policy for approval with the minor modifications discussed in this meeting.

Motion: Lauren Cely **Second:** Jean Christopher **Approved**
Carried 5-0

Review of Tenant Selection Policy:

Kathy Fedler gave a brief overview of the policy; the version presented has been previously approved by HUD.

A motion is made to recommend the Tenant Selection Policy for approval with modifications discussed subsequently.

Motion: Jean Christopher **Second:** Tom DeBie **Approved**
Carried 5-0

Board member Christopher asked why only Briarwood is listed as having HOME units and not the other various properties which also have HOME units. Kathy Fedler responded by saying if the AMI's listed are accurate, there shouldn't be an issue; however, she will evaluate to see if an adjustment needs to be made. Accessible units and the transfer process are discussed; should an individual be living in an accessible unit that is not disabled, the individual will move to another unit in the building at their own expense if the accessible unit is needed for a disabled individual.

Board member Zortman asked if sexual orientation is included in the non-discrimination clause. Kathy Fedler stated that she will have to investigate this further. Specific qualifications are discussed.

Vice Chairman DeBie asked for some clarification about language around qualifications. He also asked if the 5-year policy for criminal background checks is standard in the industry. Lisa Gallinar agreed that 5 years is the standard with HUD regarding felonies and methamphetamine related crimes. Board member Cely chimed in that, because the cost to remediate units that have contained methamphetamine is so great, the 5-year policy reduces the organization's liability to these costs. A policy for repayment of damage charges related to methamphetamine was discussed.

Review of Physical Alteration Policy:

A motion is made to recommend the Physical Alteration Policy for approval.

Motion: Tom DeBie **Second:** Arlene Zortman **Approved**
Carried 5-0

8. Discussion about potential Advisory Board work plan items for 2021

Karen Roney referred to Article 7 from the LHAAB Bylaws. She requested discussion about items that should be addressed in the coming year regarding the outlined duties in Article 7. Chairman Grant suggested that this new advisory board, in addition to items already listed in the bylaws, plan to refer to staff on what items they should need to evaluate and make recommendations on. Kathy Fedler stated that she anticipates an increase in involvement with development opportunities, specifically with inclusionary housing. Chairman Grant agreed.

Board member Cely discussed community involvement and resident relations. She stated that she envisions a role of the LHAAB being community engagement. Board member Christopher requested specific information from staff at the next meeting on development opportunities. Kathy Fedler agreed and discussed a few, specific items that can be discussed at the next meeting regarding housing needs in Boulder County.

9. Update on Operations

Karen Roney gave an update regarding hiring of new staff members including an Accounting Supervisor and two new Community Managers. Harold Dominguez discussed the possibility of moving LHA staff to the Civic Center where City of Longmont staff is located. He discussed the possibility of leasing out the current office building. The disbursement of current staff is discussed. Karen Roney added that, having the LHA staff located at the Civic Center, will allow for more administrative support functions.

10. Report out from Regional Property Manager – Lisa Gallinar

Lisa provided an update on newly hired Community Managers. She gave a brief report about policies and procedures that she has been working to update. She also discussed the relationship between the LHA and the City, specifically with Senior Center resources that have made an impact on the lives of residents. She gave an overview of the property vacancy report, providing additional updates that have occurred since the report was printed. Karen Roney reiterated that the relationship between the LHA and the City has proven to serve LHA's residents in a multitude of ways.

Harold Dominguez briefly discussed a potential new security system contract for Village Place and perhaps other LHA properties as well.

Board member Christopher inquired about communications regarding the new managers.

Vice Chairman DeBie requested an update regarding the Yardi consultant and Lisa confirmed that the consultant is contracted until the end of January. Housing Choice Vouchers were discussed. Kathy Fedler provided an update about the status of any

potential new vouchers being that staff is in the process of using HUD's "two-year tool" to determine if any vouchers can be made available.

11. Report on Aspen Meadows Senior Apartments Rehab

Kathy Fedler gave an update about the renovation that is occurring at AMSA including the upcoming elevator renovation. Exterior work is set to begin in March. Because there may be additional contingency funds remaining, options for additional work on the project are being evaluated and priced. She also provided an update regarding the vinyl flooring that is being used in the units reporting that its texture makes it mostly slip-resistant and, therefore, it is a safe option for the residents.

12. Report on Voluntary Compliance Agreement with HUD

Kathy Fedler provided an update on the status of the Voluntary Compliance Agreement (VCA). Extensions have been requested for matters that require unit accessibility due to Covid-19 restrictions. The LHA is in compliance with the Tenant Selection Plan, the Reasonable Accommodation policy, and the Physical Alteration policy, Assistive Animal policy, etc.

Board member Christopher asked about the current lease and if it is in the process of being revised. Lisa Gallinar stated that she is working on it.

Harold Dominguez discussed the relationship and some recent communications with HUD.

13. Other Business

Chairman Grant discussed the procedure by which meetings of the LHAAB will be held and suggested using "Robert's Rules of Order" as a general guideline for said procedure.

Board member Zortman asked if the 2020 LHA financial books have been closed and, if so, were the City employees properly compensated for their work with the LHA. Harold Dominguez responded by saying that it is still in progress; work still needs to be done to determine what funds are available from salary savings.

Board member Zortman also requested an update regarding a Spring Creek resident that reported her truck as stolen to the board in a "public invited to be heard" session. All agree that the matter will have to be looked into further before an update can be given about what resolution may have occurred.

14. Next Meeting – February 16th, 2021

15. Adjourn

Respectfully submitted,

Olivia DeVere

Cameron Grant, Chair

2/16/2021
Date Approved

Tom DeBie, Vice Chair

2/16/2021
Date Approved

