

## **Gunnison Valley Regional Housing Authority**

Regular Board Meeting Minutes

November 9, 2016

3:00 pm – Gunnison County Courthouse

### **MEMBERS PRESENT**

Kelly McKinnis; (President) Gunnison County, arrived at 3:04 pm  
Paula Swenson; Gunnison County  
Ellen Harriman, City of Gunnison;  
Richard Hagan, City of Gunnison;  
Margot Levy; Town of Crested Butte  
Jim Schmidt; Town of Crested Butte  
Carlos Velado, Town of Mount Crested Butte  
Todd Barnes, Town of Mount Crested Butte  
Matt Feier, County At-Large

### **STAFF PRESENT**

Karl Fulmer; GVHRA Executive Director  
Shannon Frias; GVRHA Housing Program Manager

### **GUEST**

John Messner

### **CALL TO ORDER**

Paula Swenson called the meeting to order at 3:00 pm

**MINUTES APPROVAL:** Paula Swenson asked for motion to approve the September 2016 minutes. Richard Hagan moved to approve. Jim Schmidt seconded. Margot Levy abstained.

### **ADMINISTRATIVE ITEMS**

**2016 Needs Assessment:** Karl Fulmer informed the board that a draft copy of the needs assessment was included in the board packet. He explained that it was informational only and was not for meeting discussion. Karl Fulmer explained to the board that will be presentations regarding the needs assessment at both ends of the valley. The south valley presentation will be November 16 at the Fred Field House in Gunnison from 5:30 – 7:00 pm. The north Valley presentation will be November 29 at the Center for the Arts in Crested Butte from 5:30 – 7:00 pm. Karl Fulmer informed the board that flyers have been made and distributed. Karl Fulmer also notified the newspapers and had a short interview with the newspapers. Kathy Pagano has sent out copies to all OVVP members. Paula Swenson asked if a flyer was sent to Russ Forrest. Karl Fulmer stated that he would make sure one was.

Kelly McKinnis, president, joined the meeting and took over the meeting at 3:04 pm.

**2015 Audit:** Karl Fulmer informed the board that the suitors have not completed the audit yet. It was due on October 31, 2016. Karl Fulmer explained to the board that he has talked with the state and was assured that if the audit is submitted by November 15, 2016 there will be no issues. Karl Fulmer talked to Pete Blair this am to see what the holdup was. Pete Blair needed more clarification on the loans between accounts. Karl Fulmer believes we should change auditors for next year. Karl Fulmer informed the board that he will change the 2017 budget to reflect a possible change in auditors.

## **PROGRAM UPDATES**

**Housing Choice Vouchers/Section 8:** Shannon Frias updated the board on the Housing Choice Voucher Program. Shannon Frias explained to the board that there is still a state-wide freeze on the vouchers though at this time we are able to reissue End of Participation voucher that took place after August 1, 2016. At this time, we have 37 vouchers that are active in Gunnison County.

**Mountain View:** Shannon Frias informed the board that there is one vacancy at Mountain View. She plans to have it filled by the end of November.

### **Anthracite Place Apartments:**

#### Leasing Update –

Karl Fulmer informed the board that the HA still has 4 units open at Anthracite. Karl Fulmer stated that there are 2 leases being signed tomorrow. Karl Fulmer informed the board that there are still ads running on Craigslist and the HA continues to get applications. Carlos Velado asked if the compliance company is getting any easier to work with. Karl Fulmer responded that not much has changed but it is what it is. Kelly McKinnis asked why we can't just send in application once they are complete. Karl Fulmer responded that once an application is put in the system a unit is assigned to them. If there is not an open unit an application cannot be submitted to compliance. Margot Levy questioned the deadline date for lease up. Karl Fulmer stated that we have passed the initial deadline date but the main date to remember is December 31, 2016. We cannot go passed that date without being leased up and in service or there will be a huge penalty. Jim Schmidt asked what percent of the building tenants are workers vs retired or? Karl Fulmer stated that 80% of the buildings tenant are workers. Karl Fulmer informed the board that he would have a break down at the December meeting. Carlos Velado asked if we should lift the provisions of the building if we are not leased up by December. Karl Fulmer assured the board that we would be leased up by the end of November and we would not need to change any provisions. Kelly McKinnis asked what the "deal" is right now to move into Anthracite. Karl Fulmer responded that we are giving one month free at this time.

#### Certificate of Occupancy/Bank Final Inspection-

Karl Fulmer informed the board that the HA received the CO and had the final bank inspection on 10/11/2016. A Richmond representative walked the property with Chris Peterson. There are a few items that still need to be done on the building, therefore \$3500 will be held from the final draw to cover the costs of those items.

#### Construction Update-

The building is 100% complete. Some items that need to be fixed are being found as the tenant lives in the unit.

The final draw is being processed and Karl Fulmer informed the board that a copy of the final draw is attached to the board packet.

Karl Fulmer informed the board that Anthracite still needs to hire a maintenance person. Karl Fulmer stated that it has proven difficult finding someone to fill the position. Karl Fulmer informed the board that Anthracite is willing to pay \$30/hour for the position and if they have any ideas on how to get someone hired to please share. Jim Schmidt asked if there was any resident that would be interested in the position. Karl Fulmer responded that he will consider that and talk to Chris Peterson. Matt Feier asked if any existing management companies have been contacted. Karl Fulmer responded that he would contact some and see if they had a maintenance person that would be interested or any ideas. Carlos Velado suggested contacting Homestead Maintenance. Carlos Velado told Karl Fulmer that he would contact them.

#### **Executive Session.**

#### **The Board came out of executive session at 4:21 PM.**

Upon learning of Karl Fulmer's departure at the end of 2016, Margot Levy made a motion to set up a Transition and Hiring Subcommittee made up of Ellen Harriman, Paula Swenson, Jim Schmidt and Kelly McKinnis. Carlos Velado seconded the motion. The motion passed unanimously.

In order to assist with the transition and ensure that nothing is dropped in regards to development plans that Karl Fulmer has instigated for 2017, Margot Levy made a motion that the Board authorize Kelly McKinnis to negotiate on behalf of the Board with Paula Swenson for Paula to serve as a part-time interim director after Karl Fulmer leaves. Paula's compensation as a hired consultant would be \$35/hr. Todd Barnes seconded the motion. Motion passed unanimously.

Once the motion to accept Paula Swenson as an interim director was adopted, Ms. Swenson did state that she does not, officially, step down from the County Commission until January 10, 2017. She stated that she could stop in and check on staff prior to January 10, 2017, as an officer of the Board of the GVRHA, but she would not charge for this time, since she is still collecting a County Commissioner's salary. Margot Levy stated that as a Board officer this would be appropriate.

Paula Swenson proposed that the Transition and Hiring Subcommittee meet in the small 1<sup>st</sup> floor meeting room of the County Courthouse on Wednesday, November 16, 2016 at 4:00 PM. Jim Schmidt stated this would be good since it was right before the Needs Assessment presentation at Fred Field House. The Subcommittee members and Director Fulmer agreed to this meeting time.

Discussion ensued regarding the posting and sending of RFP's for hiring a new Executive Director. Karl Fulmer stated that the GVRHA could send RFP's directly to housing-specific recruiters. When asked if he knew of publications in which to advertise, he stated that the Authority had success with the Needs Assessment RFP by advertising on the PHADA website. He also stated that the NAHRO website might be an option, but he couldn't remember if NAHRO charges for publishing RFPs. PHADA does not.

Paula Swenson asked for each representative of the municipalities to supply search firms that had been used in the past couple of years. All stated that they would get firm contact information to the Transition and Hiring Subcommittee.

Margot Levy asked that the Board move on to discuss the 2017 Draft Budget. Director Fulmer stated that he had supplied a cost/expenditure accounting through August of 2016 and that the current year's budget is tracking nicely. He stated that the main budget increases from 2016 to 2017 were staff salaries, medical coverage and audit services. The remainder of line items were essentially the same as presented at the GVRHA September 2016 Bd meeting. Director Fulmer expressed concern over the potential cost for hiring a search firm, interim director and holding enough of the 90,000 budget to hire a competent director and pay for relocation/visiting. Paula Swenson stated that the County paid \$18,000 for the search firm that hired the new Community Development Director.

All on the Board agreed that additional funding should be sought by local governments to ensure that the recruitment and hiring process would be successful. Director Fulmer stated that Paula, as interim director, would be a great fit for the Strategic Planning process. Prior to adjourning, Director Fulmer was asked if his leaving might disqualify the remaining two GVRHA employees from the group plan. He stated that he did not think so, but he would speak to Gary Shondek about it to confirm prior to the next Bd meeting.

Motion to adjourn was made at 4:57 PM by Paula Swenson. Seconded by Margot Levy. Passed unanimously.

#### **ADJOURN**

Minutes Prepared By: Shannon Frias & Karl Fulmer

  
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Shannon Frias, Housing Program Manager

Approved on December 14, 2016

  
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Kelly McKinnis, Board President