

LAKESWOOD HOUSING AUTHORITY
REGULAR MEETING
December 10, 2007
5:30 p.m.
480 S Allison Parkway
Housing & Family Services Conference Room

Members Present: Bob Sandridge, Chair
Joan Smith, Vice-Chair
Michelle Bollig, Commissioner
Sandy Maben, Commissioner
Gari Westkott, Commissioner

Staff Present: Tami Fischer, Executive Director
Sabrina Pierre-Louis, Deputy Director
Bill Lunsford, Housing Development Manager
Carl Musso, Housing Accountant
Stephanie Littleton, Administrative Support Assistant
Theresa Folks, Assisted Housing Administrator
Tillie Wright, Assisted Housing Administrator

CALL TO ORDER

Bob Sandridge, Chair called the regular meeting of the Housing Authority for Monday, December 10, 2007, to order at 5:36 p.m. with roll being called by the Administrative Support Assistant. The Chair stated a quorum was present.

CHANGES AND MODIFICATIONS TO THE AGENDA

Sabrina requested to move up three agenda items before the Financial Reports so that the staff who were responsible for the agenda items could present their items and leave.

APPROVAL OF THE MINUTES

A motion was made by Gari, seconded by Michelle to approve the regular meeting minutes of Monday, September 24, 2007. The vote of the commissioners was as follows:

Bob Sandridge:	aye
Joan Smith:	aye
Michelle Bollig:	aye
Sandy Maben:	aye
Gari Westkott:	aye

Motion carried.

A motion was made by Sandy, seconded by Joan to approve the Special meeting minutes of Monday, November 13, 2007. The vote of the commissioners was as follows:

Bob Sandridge: aye
Joan Smith: aye
Michelle Bollig: aye
Sandy Maben: aye
Gari Westkott: aye

Motion carried.

FINANCIAL REPORTS

Carl reviewed the monthly financial reports for October 2007 with the Board and answered various questions.

Carl also reviewed the FY2008 Agency Budget with the Board. He explained that the Program Committee had reviewed the proposed budget in detail. Bill also gave a brief overview of the changes that would occur in the FY2008 Budget regarding the development portion due to the Tax Credit projects and new tracking features. Carl then requested a resolution to approve the FY2008 Agency Budget. Sandy made a motion to adopt the FY2008 Agency Budget, and Gari seconded the motion. The vote of the commissioners was as follows:

Bob Sandridge aye
Joan Smith aye
Michelle Bollig: aye
Sandy Maben: aye
Gari Westkott: aye

Motion carried. Tami thanked Carl and Sabrina for the hard work they put into the budget each year.

HOUSING MANAGER REPORT

Sabrina stated that the City has asked the Board to review the FY2008-2012 CDBG/HOME Consolidated Plan. Gari made a motion to support the FY2008-2012 CDBG/HOME Consolidated Plan, Michelle seconded the motion. The vote of the commissioners was as follows:

Bob Sandridge aye
Joan Smith aye
Michelle Bollig: aye
Sandy Maben: aye
Gari Westkott: aye

Motion carried.

Tillie reviewed this year's summary of revisions for the Section 8 Administrative Plan. Sandy then made a motion to adopt the revised Section 8 Administrative Plan, Gari seconded the motion. The vote of the commissioners was as follows:

Bob Sandridge aye
Joan Smith aye
Michelle Bollig: aye
Sandy Maben: aye

Gari Westkott: aye

Motion carried.

Theresa reviewed the revised Public Housing Admissions and Occupancy Policies explaining that the changes coincide with the changes made to the Section 8 Administrative Plan. Sandy made a motion to adopt the Revised Public Housing Admissions and Occupancy Policies, Michelle seconded the motion. The vote of the commissioners was as follows:

Bob Sandridge aye
Joan Smith aye
Michelle Bollig: aye
Sandy Maben: aye
Gari Westkott: aye

Motion carried.

Sabrina introduced the resolution to adopt the City of Lakewood's Pay Plan for the housing maintenance staff as required each year by HUD. Sandy then made a motion to adopt the City of Lakewood Pay Plan, Gari seconded the motion. The vote of the commissioners was as follows:

Bob Sandridge aye
Joan Smith aye
Michelle Bollig: aye
Sandy Maben: aye
Gari Westkott: aye

Motion carried.

Theresa briefed the Board on the request to Write-off Uncollectible Vacated Tenant Accounts. Gari then made a motion to write-off uncollected vacated tenant accounts and Michelle seconded the motion. The vote of the commissioners was as follows:

Bob Sandridge aye
Joan Smith aye
Michelle Bollig: aye
Sandy Maben: aye
Gari Westkott: aye

Motion carried.

Sabrina shared an article in the Community Planning & Development Director's Committee on Sustainability & Green Building, Volume 1, Issue 1 that featured the Residences at Creekside.

EXECUTIVE DIRECTOR REPORT

Tami shared articles in the Lakewood Sentinel and the North Denver Tribune regarding the Eagle Award that was presented to LHA for the Residences at Creekside.

Tami also shared with the board a press release regarding the Energy Outreach Grant that was awarded to LHA in the amount of \$105,000 to fund energy efficiency improvements for Maplewood Apartments.

Sandy shared with the Board some beneficial information she obtained at the symposium she attended before the regular 2007 NAHRO Conference in October 2007. Joan then shared with the Board that her official term as Senior Vice President for Commissioners for Mountain and Plain began in October, and that she has also been elected as the Chair of the Executive Board of the National Committee.

Tami stated that for the 2008 Retreat she would like to focus on the future of LHA and get everyone up to date on what the Executive committee has been working on. Dates and locations for the retreat were discussed and Tami stated that she will finalize the details and get back to the Board.

Tami reported that HUD has contacted LHA to schedule a Consolidated Review at the end of February.

Tami wanted to share with the Board the outcome of the Head Start Federal Review which took place in November 2007. She reported that the Federal Team Leader was very pleased with the program stating that it was a well run "top quality program".

Tami also wanted to share that HFS Self-Sufficiency staff has done a nice job reaching out to those in need for the Adopt-a-Family Program.

DEVELOPMENT MANAGER REPORT

No report.

SUB COMMITTEE REPORTS

Tami shared that the Executive Committee has met several times and that she will be sharing the outcome of those meeting with the Board at the 2008 Retreat.

Bill shared that the Development Committee has been focusing on the possibility of acquiring the 2 acres of land for sale next to Belmont Manor.

Sabrina stated the Program Committee had been focusing on the detail of the FY2008 Agency Budget. She also shared staff's anticipation for the new software (Yardi) to be converted in January or February 2008.

OTHER BUSINESS

None.

Meeting adjourned at 7:06 p.m.


Robert Sandridge, Chair


Sabrina Pierre-Louis, Deputy Director