

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING

June 9, 2016

Roger Ashton, Yampa Valley Housing Authority Board Vice-President, called the meeting of the Yampa Valley Housing Authority to order at 12:00 p.m.

Board members present included: Kathi Meyer, Catherine Carson, Cole Hewitt, John Spezia, John St. Pierre and Dillon Fulcher.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director; B Torres, Executive Assistant. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

There were no Board comments.

EN RE: REVIEW AND ADOPTION OF THE 2016 SALARY SCHEDULE

Jason reviewed that the salary schedule was developed in order to provide predictability for employees regarding their annual earnings and for the Board with regard to budgeting for payroll. He said that the step system was modeled on the system used by Routt County. He reviewed the process through which the salary ranges had been determined, using comparable positions in the community and the region. He noted that the amounts listed are based solely on wages and do not take benefits into account. Jason said that all full-time YVHA employees are provided with a stipend to offset the cost of health insurance and up to a 3% matching contribution toward a retirement account. In response to a question from John St. Pierre, Jason confirmed that the full cost to the organization also includes taxes. He added that the YVHA has money available within its budget to cover the suggested salary plan.

Catherine suggested that all employees should be able to take advantage of the retirement account benefit. Jason offered that this could be a topic for the budget discussion. He confirmed that the step schedule would eliminate annual bonuses and that staff would prefer to have predictability regarding their earnings.

Regarding the annual CPI increase, Cole noted that there are two different indices, one (CPIU) that applies to all urban workers and another (CPIW) that applies to wage earners and clerical employees. He suggested that which one was more appropriate for YVHA could be determined by the Executive Committee.

John St. Pierre asked whether the housing provided to the property manager was included in the salary levels. Jason said that it was not, but that housing was also provided for the City's property manager, which was used as one of the comparable positions. John St. Pierre asked how YVHA accounts for the housing benefit. Kathi said that USDA requires YVHA show the unit as a vacancy and as an expense on the Hillside books. Jason said he would review how Kate's compensation is accounted for with Sandy, and whether YVHA should be paying payroll taxes on the apartment rent.

In response to a question from Roger, Jason said that the recommended current step for each employee was based on years of service and the current wage earned, except for B who was hired with the agreement that an increase would be considered after six months. Jason said he is proposing to move her up a step at the six month mark.

Jason stated the importance of retaining quality employees and compensating them well. He noted that YVHA relies heavily on Kate, who does extremely well at a very difficult job. He said that he would like to retain the option that a step in the schedule could be skipped in order to reward outstanding performance. Roger suggested that the CPI increase should be automatic, but that the step increases should be based on performance. Catherine agreed that step increases should be merit-based, at the discretion of the executive director. Kathi offered that any increase of more than one step should be presented to the Board for discussion. Kathi noted that there have been issues with under-performing employees in the past, and there could be again.

MOTION

Cole moved to adopt the 2016 YVHA salary schedule and implementation plan with the amendment that the property manager would begin at a level 6, not level 7, as indicated in the staff report, and that the step increases should be based on merit at the Executive Director's discretion rather than on years of service alone. Catherine seconded the motion. **The motion carried unanimously.**

Jason said that he had provided the option for the Board to go into executive session to discuss the Executive Director's compensation, but that it was not necessary to do so. In response to a question from Cole, Roger said that he had not received any recommendation from Doug on the topic of Jason's compensation. Kathi noted that Jason had received a CPI adjustment this year, and that she had failed to conduct an annual review with him in 2015. She said she would be comfortable waiting to discuss this issue until Doug was present, with the understanding that any decision made would be retroactive. Catherine agreed.

MOTION

Catherine moved to table the discussion of the Executive Director's compensation until Doug can be present. Kathi seconded the motion. **The motion carried unanimously.**

EN RE: COMMUNITY HOUSING STEERING COMMITTEE

Jason stated that the Community Housing Steering Committee had met four times and had defined its problem statement and mission, as provided in the staff report. He reviewed the four working groups and noted that the "Specialty Group" had been incorporated into the "Low Income Group." He said that the task of each group is to look into the demographics, demand, supply, obstacles, consequences, solutions/opportunities and the definition of success as these issues relate to the particular market segment.

B reported that the 30 or so community members that had expressed interest in participating had been assigned to their requested working groups. She said that the groups are pretty well balanced. She said that the Steering Committee is planning to host a kick-off open house at the Community Center the week of July 18th in order to coordinate with those who have already volunteered and open the process up to anyone else that might be interested. Following the open house, the groups will split up and hold their first meeting. B said that the idea is for the working groups to meet for about eight weeks. By mid-September they would report back to the Steering Committee. In response to a question from Catherine, B said that YVHA staff would be assisting the groups with data collection. Jason added that staff has been gathering data regarding population, demographics, gaps in supply, etc. He offered that the working groups would be primarily tackling the issues related to the creation of new supply. He urged all YVHA members to sign up and participate in the working groups.

Kathi reviewed that the working groups would be communicating their activities to the community through social media, a facebook page, the YVHA website where the minutes will be posted, the newspaper, etc.

Catherine asked about the Brynn-Gray group which will be proposing an annexation to City Council soon. Jason offered that the Steering Committee work needs to remain separate from this proposal to avoid the

appearance that the Community Housing project is acting as a front for a developer. There was also a discussion of the Overlook property.

Jason said that the goal is for the Steering Committee to have something to present to the Board of County Commissioners and City Council by year-end. Kathi said that she would be sending regular written reports to City Council on the Steering Committee meetings and activities. These reports will also be made available to the YVHA Board. Regarding the moratorium on the inclusionary zoning ordinance that is set to expire in August, Kathi said that she anticipates that the moratorium will be extended another six months to allow the Steering Committee to do its work.

John St. Pierre discussed a land acquisition that the Summit County Housing Authority had recently completed through the Forest Service. Jason said he would look into this.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the April 7, 2016 minutes
- b. Review and approval of balance write-offs for March 2016
- c. Review and approval of March 2016 financial statements
- d. Review and approval of balance write-offs for April 2016
- e. Review and approval of April 2016 financial statements

Kathi requested that item b. be pulled from the consent agenda.

Jason explained that staff had made a late certification for Unit 123, which resulted in the USDA withholding some of the subsidy. He explained that the tenants in Unit 421 had had to move out of their apartment temporarily due to an extreme moth ball incident in the unit below. He offered that the loss from this situation could have been much greater. Jason explained that the tenant in Unit 426 had vacated the unit quickly after having caused damage, but prior to having paid his full security deposit. This case has been sent to collections.

MOTION

Cole moved to approve items a – e of the consent agenda, as presented. Kathi seconded the motion. **The motion carried unanimously.**

EN RE: STAFF REPORT

Jason reviewed the dates and topics of discussion for the upcoming Fish Creek and Hillside Village Committee meetings. He noted that YVHA has the opportunity to place a new unit on the empty lot at Fish Creek. Regarding the potential loss of snow storage, Jason said that the cost to haul away snow would be offset by the additional rent, and an extra unit would allow YVHA to help one more family in need of housing.

Regarding the Reserves project, Jason said that Duckels is prepping the site for foundation and utilities. He said that he gets updates on the progress every Thursday.

Jason said that he is working with the Department of Revenue to get the sales tax exemption based on the ownership structure. Kathi reported that a House Bill had come up that would ensure that the state would approve the tax exemption provided that a housing authority was involved. She said that this bill was not passed until after the tax status of the Reserves project had been questioned and Overland had paid the sales taxes. She said that Jason is trying to get those tax payments reimbursed. He noted that the tax exemption was one of the benefits that YVHA brought to the project.

EN RE: FUTURE STRATEGIC TOPICS

Jason said that the CIRSA auditors have recommended that the YVHA Board go through a board training session. He suggested that another future topic should be the 2017 budget, noting that YVHA will probably be in a position to request smaller subsidies from the City and County next year. Catherine suggested that developing educational programs and future partnerships should also be discussed. John St. Pierre added that a decision needs to be made regarding the Sierra View lots. John Spezia offered that in addition to the regular meetings, it would be nice for the Board to meet socially and get to know each other better.


Kathi suggested that next meeting's agenda should include the 2017 budget, the working groups update and the tabled discussion of the Executive Director's compensation. Catherine added that the board training should also be scheduled.

EN RE: ADJOURNMENT

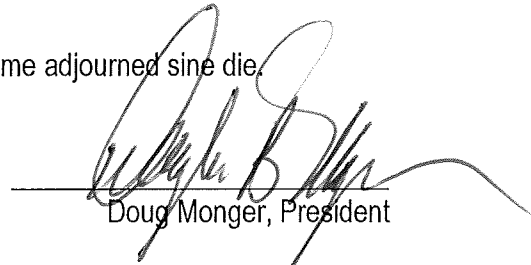
MOTION

Cole moved to adjourn the regular meeting of the Housing Authority. Kathi seconded; the motion carried unanimously. The meeting was adjourned at 1:30 p.m.

No further business coming before the Board, same adjourned sine die.



Sarah Katherman, Minute Taker



Doug Monger, President