

March Special Board of Commissioners Meeting Minutes

Grand Junction Housing Authority ("GJHA")

8 Foresight Circle, Grand Junction, CO 81505

March 27, 2025, at 5:00 p.m.

1. Call to Order and Roll Call

GJHA's Special Board of Commissioners Meeting was called to order at 5:00 p.m. by Bernie Buescher, Board Chair. Attendance was taken by roll call with the following present:

Board of Commissioners:

Bernie Buescher, Chair (Virtually)
John Howe, Vice Chair
Rich Krohn
Ivan Geer (Virtually)
Randall Reitz
Leora Ruzin (Virtually)
Karen Massey

GJHA Staff:

Scott Aker, COO
Jill Norris, General Counsel
Sheila Brubacher, Controller
Krista Ubersox, Asset Manager
Ashleigh O'Leary, HR Director
Racquel Wertz, Voucher Supervisor
Brian Rusche, Development Director
Kate Schaneman, Business Operations Assistant

Randall Reitz left the meeting at 5:32 p.m.

Krista Ubersox left the meeting at 5:42 p.m.

Ivan Geer left the meeting at 5:59 p.m.

Jody Kole experienced a fall at the office earlier this week and sustained injuries. She is currently resting and recovering, and it has yet to be determined when she will return to work. Jody has family in town to be with her while she recovers, and she has been, and will continue to be, in communication with GJHA's executive team who will keep the Board informed.

2. Disclosure of Direct or Indirect Conflict of Interest

None mentioned.

3. Consent Agenda

The Consent Agenda consisted of the request for adoption of:

- The Minutes of the January 14, 2025, Regular Board of Commissioners Meeting
- The Minutes of the January 16, 2025, Special Board of Commissioners Meeting
- The Minutes of the January 24, 2025, Special Board of Commissioners Meeting
- The Minutes of the February 11, 2025, Regular Board of Commissioners Meeting

With a motion by Rich Krohn, a second by John Howe and a unanimous vote, the Consent Agenda was approved.

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4. Finance Committee Report

Sheila Brubacher highlighted that GJHA properties, programs and the General Fund ended the fourth quarter of 2024 with \$9,600,000 cash reserves, of which \$5,200,000 was unrestricted. The Tax Credit properties ended the fourth quarter with \$2,500,000. \$568,000 of that was assigned and \$1,900,000 was restricted. GJHA had many celebrations over the fourth quarter. The Finance and Audit Committee discussed bad debt write-offs and identified three categories for reporting purposes. Those categories are deceased tenants, evictions, and "other". Bernie Buescher suggested GJHA may benefit from breaking out the numbers that involve methamphetamine as a separate item. Sheila Brubacher said that her team does have this number listed on the financial statements and she will add it to future highlights for the Board. Krista Ubersox mentioned the difficulties of showing the bad debt write-offs associated with methamphetamine due to the timeline from start to finish. There are often delays in methamphetamine-related testing, cleanup and rebuilds, so just because there is a loss due to methamphetamine in one calendar year, does not mean that it will be written off in that same calendar year.

GJHA's overall past-due rent for the fourth quarter decreased \$29,489 and over the whole year of 2024 decreased \$56,604. The Tax Credit properties' occupancy ranged from 94.67% to 98.43% and the occupancy range for the GJHA owned portfolio was 94.08% to 98.25% during the fourth quarter. In turn, the total average occupancy for all properties was 96.58%. Krista Ubersox mentioned that there are only 19 vacant units out of 785 units at this time.

Leora Ruzin motioned to accept the fourth quarter financials. Karen Massey seconded the motion. Jill Norris called a roll-call vote, and the motion was unanimously approved.

The 2024 Tax Credit audits have been completed, and the finalized versions have been sent to the investors. The Tax Credit tax returns are almost complete.

The GJHA audit is almost completed. The auditors are finishing up some small things, but they have notified GJHA that the audit resulted in no findings. Due to the number of capital projects GJHA had going on in 2024, the auditors pulled significantly more files for this audit than in previous years.

5. Application for Colorado Division of Housing funding for The Current

The Current still has a sizable funding gap. Staff are continuing to search for sources to close that gap. Brian Rushe advised the Board that GJHA was awarded \$500,000 from the Energy Impact Service Fund. The money is specifically for building infrastructure for The Current. GJHA requested \$1,000,000 but gratefully accepted \$500,000. GJHA is working with the City of Grand Junction on the contracting process. Unfortunately, these funds are not enough to fill

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the gap completely. GJHA Staff has been working on a grant application for \$2,700,000 from the Colorado Division of Housing and is asking the Board for approval to apply for this grant. The grant application is due May 1, 2025. After the DOH receives the application, there will be a 15-day review period and then it will go into underwriting. By doing much of the work before the application goes into underwriting, GJHA's representative at the DOH stated that GJHA could be in front of the State Housing Board in summer of 2025. The Current is still on track for 2025.

Rich Krohn made a motion to approve Resolution 2025-03-01 Approving and Authorizing an Application for Grant Funding from the Colorado Division of Housing for The Current. Leora Ruzin seconded the motion and there was no further discussion. A roll call vote was taken, and the motion was unanimously approved.

6. Discuss Potential HUD Staffing and Funding Cuts and How They May Affect GJHA

GJHA has been monitoring trade associations, the media, and conversations with peers across the state to monitor what is going on at HUD. GJHA has not received any signal that funding or administrative fees for the voucher program will be cut. Brian Rushe stated that GHJA is working with the City as they are working on GJHA's environmental connection with HUD. The staff members at HUD that have been assisting the City and GHJA with their environmental reviews have been placed on leave. Staff believe that this leave may be temporary, but nothing is concrete.

HUD has terminated the Affirmatively Furthering Fair Housing rule. This should not have any funding impact on GJHA, it will only reduce some of GJHA's reporting requirements.

Staff has been informed by their partners at Enterprise that significant sources of funding that they utilize are being impacted by these funding cuts, but GJHA does not participate in any of those programs and are thus not affected. Racquel Wertz shared her team's strategies in preparation for funding/administrative funding to be reduced. GJHA is reviewing the budget once again and limiting their travel and training. They are also looking for efficiencies and ways to streamline some duties that could potentially save money on things such as paper or office supplies. Staff are also doing what they need to do to not allow GJHA's General Fund to backfill. If there is a cut in funding and GHJA needs to cut families from the program, the administrative policy for Housing Choice Voucher does require GJHA to delineate who will be cut, in what order the cuts would be made, and how would GJHA bring those households back on when the funding is restored.

7. Other business, if any

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Scott Aker updated the Board that during the meeting, Jody Kole texted Scott and extended her gratitude for the thoughts and prayers and would like to let the Board and Staff know that she is doing well.

Scott Aker also updated the Board that Staff are active in the recruitment of a CFO as well as a concurrent process, which is a solicitation for firms that provide contract CFO services with a specific focus in the affordable housing industry. GJHA has received many CFO resumes as well as significant interest in the contract CFO service solicitation.

The GJHA team began interviewing the group of selected proposers as development partners for the Salt Flats. There were many applicants with respectable proposals. Staff have narrowed their selection down to 6 firms.

The contractors are nearing the completion of the interior renovations at Walnut Park Apartments.

GJHA has selected a vendor and are in the contract process to begin the asphalt work for the parking lots at Walnut Park Apartments.

Scott Aker asked Sheila Brubacher and John Howe if there would be a need for a Finance and Audit Committee Meeting on April 1, 2025. Sheila Brubacher stated that she would be presenting the First Quarter Financials to the Committee and to the Board in May and does not have anything for the Committee or the Board in April. There was a consensus to remove the April 1, 2025, Finance and Audit Committee Meeting from the calendar.

Scott Aker and Jill Norris left the meeting at 6:09 p.m.

8. Discussion Regarding the Replacement and Recruitment of the Chief Executive Officer

Ashleigh O'Leary met with Bernie Buescher, Board Chair, John Howe, Vice Chair and Jody Kole, CEO, to review their recruitment timeline and to figure out what their plan looked like. Ashleigh O'Leary and Jody Kole drafted a job description and sent it to Bernie Buescher, John Howe, and Rich Krohn, who are the members who make up the ad hoc Search Committee. Ashleigh is waiting for the reviews and feedback on the draft job description from the ad hoc Committee. Ashleigh is also awaiting the results from the Compensation Consultant to get a recommended pay range. The goal is to be competitive, but the compensation range will likely not change much. The Committee discussed the budget for posting and the location for posting. They discussed briefly who would be on the interview committee and noted that there would need to be more conversation on that topic. Staff would like to schedule another Search Committee Meeting. Ashleigh would like to have all changes to the job description completed by July 1, 2025. Leora Ruzin asked what a reasonable amount of time for shadowing and training for the

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new CEO would be. Jody Kole previously advised that she thinks that a month would be sufficient. Since Jody is just retiring and staying here in Grand Junction, she has indicated that she will be available to GJHA and has stated her willingness to continue to be a resource. There will be a salary range on the job posting, rather than a minimum/maximum. There will be ongoing discussions over the next several months regarding this topic.

9. Adjourn

With no further business or discussion, Rich Krohn made a motion to adjourn. With seconds by both John Howe and Leora Ruzin, and a unanimous roll call vote, the meeting was adjourned at 6:17 p.m.

All Board packet documents and documents distributed
during the Board Meeting are retained at GJHA.