



Wellington Community Housing - June 9 2022 Agenda

DATE: Thu June 9th, 2022
TIME: 6:00pm - 7:00pm MDT
LOCATION: Virtual Meeting via Zoom: <https://us06web.zoom.us/j/87281021824?pwd=aityNk4yZTUvMDFKR0xhMXNlNkRpZz09>
GROUPS: Wellington Housing Authority Board

Julie Francis is inviting you to a scheduled Zoom meeting.

Topic: Wellington Community Housing - June 9 2022
Time: Jun 9, 2022 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87281021824?pwd=aityNk4yZTUvMDFKR0xhMXNlNkRpZz09>

Meeting ID: 872 8102 1824

Passcode: 441934

One tap mobile

+17207072699,,87281021824# US (Denver)

+12532158782,,87281021824# US (Tacoma)

Dial by your location

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 872 8102 1824

Find your local number: <https://us06web.zoom.us/u/kr0CfLakk>

I. Attendees

II. **Mindful Moment**

MICHELE CHRISTENSEN

III. **Call to Order**

MISHIE DAKNIS

5 mins

- a. **Welcome New Board Member - Mayor Calar Chaussee**

IV. **Citizen Input**

V. **Approval of Minutes from March 3, 2022**

MISHIE DAKNIS

5 mins

[WHA WCH Board minutes 3 3 2022.pdf](#)

VI. **Action Items**

- a. **Approval of First Quarter Financials**

TONYA FRAMMOLINO

10 mins

- b. **WCH Audit**

TONYA FRAMMOLINO

5 mins

VII. **Staff Updates**

- a. **Update on Waitlist Preference**

TRACI MCGRAW

10 mins

- b. **Property Operations Update**

JUSTIN COREY

15 mins

VIII. **Discussion Items**

IX. **Adjournment- Next Meeting Date: September 1, 2022**



Wellington Housing Authority/Wellington Community Housing

Minutes – March 3, 2022

I. Attendees

Directors: Mishie Daknis-Chair, Bob Novascone-Vice Chair, Amy Comstock, John Evans

Staff: Julie Brewen, Michele Christensen, Justin Corey, Julie Francis, Rachel Gaisford, Brian Heckart

II. Call to Order - Wellington Housing Authority

Chair Mishie Daknis called to order the meeting of Wellington Housing Authority at 6:05pm.

III. Mindful Moment

Chief Executive Officer Julie Brewen led the group in a Mindful Moment.

IV. Citizen Input

There was no citizen input.

V. Action Items

a. Election of Officers - Wellington Housing Authority

There was discussion on recruiting of new Commissioners and term limits. It was agreed that there is a need to begin recruiting for citizens who may be interested in serving on this Board. Ms. Brewen will look into the correct method for recruiting and appointments in the future. The by-laws allows for 5-7 members on the Board; there are currently five official members.

Current officers are Mishie Daknis, Chair; Bob Novascone, Vice-Chair; Amy Comstock, Secretary/Treasurer; John Evans, Member; Troy Hamman, Member.

Commissioner Bob Novascone moved to reappoint the current officers, Commissioner Amy Comstock seconded, and the motion was passed unanimously.

b. Conflict of Interest

Ms. Brewen reminded Commissioners that everyone needs to complete a Conflict of Interest form; this is an annual requirement. She stressed that it is important to note anything on the form that could potentially be perceived as a conflict of interest. If an issue comes up in the future, the Attorney can review the forms to determine if any action needs to be taken (i.e., recusing from a vote, etc.).

Executive Coordinator Julie Francis will resend the Conflict of Interest forms to Commissioners for completion.

VI. Adjournment - Wellington Housing Authority

Chair Daknis adjourned the meeting at 6:18 pm.

VII. Call to Order - Wellington Community Housing

Chair Daknis called to order the meeting of Wellington Community Housing at 6:18pm.

VIII. Approval of Minutes from November 4, 2021

Commissioner Novascone moved to accept the minutes of the November 4, 2021 meeting. Commissioner Comstock seconded, and the motion was passed unanimously.

IX. Action Items

a. Election of Officers - Wellington Community Housing

The slate of officers for Wellington Community Housing will be the same as the officers for Wellington Housing Authority.

Commissioner Novascone moved to accept the proposed slate of officers as presented; Commissioner Evans seconded, and the motion was passed unanimously.

X. Staff Updates

Ms. Brewen noted the meeting schedule for 2022. The Board will meet quarterly, plus a special meeting in October to review the proposed 2023 budget.

Director of Asset Management and Property Operations Justin Corey reported that a capital needs assessment will be undertaken to determine short and long term physical property needs. This assessment will be done in the third quarter of this year. A third party company will be hired to conduct this assessment. Once the assessment is completed in the fourth quarter, a plan will then be drawn up to address the issues.

This will also help to determine if there are redevelopment and renovation opportunities on the properties.

It was noted that Director of Accounting Brian Heckart will bring information to the next meeting of this Board on a Line of Credit.

Mr. Corey reported that a services plan is being developed, which will help to increase community engagement. There will be a kickoff event in the spring or summer of 2022 to bring community members together, and to discuss and get input from residents on existing and potential services. It was also noted that the Jumpstart program will be presented to residents at the kickoff event. The desire is to hear what residents need and want so more programming and services can be planned, as well as to connect people to resources (i.e., activities, classes, etc.). The kickoff event will also be an important opportunity for residents and staff to meet.

Mr. Corey noted that the wi-fi is now fully operational with few issues. The maintenance department has been restructured, so that there are now two people specifically assigned to the care of the properties, specifically for curb appeal. Maintenance is scheduled to take care of many projects over the next 60 days.

In answer to a Board member's inquiry, Mr. Corey said that he will look into getting a new, updated sign for the front of the property.

Ms. Brewen noted that the existing Management Agreement is currently being updated and will be brought to this Board for review at the next meeting.

Ms. Brewen reported that she will take a three-month sabbatical over the summer. The purpose of the sabbatical will primarily be for rest and relaxation, however this will also be a good test of the leadership team put into place over the past two years. Chief Operating Officer Michele Christensen will be designated as Acting Chief Executive Officer during those three months.

XI. Financials

a. Review of 2021 Year-end Financials

Mr. Heckart reviewed the year end 2021 financial results, noting that these include both Wellington Housing Authority and Wellington Community Housing activity. At year-end, total assets are just under \$600,000. Liabilities have decreased, mainly due to reimbursement to Housing Catalyst for closing costs. The year ended over budget in income, mainly due to Project-Based Subsidy Funding; however, was under budget in Public Housing Operating Subsidy. Expenses were over budget, due to Public Housing disposition costs, utilities (as a result of higher than anticipated water costs), maintenance grounds, and non-operating depreciation for CAPEX (roofs & wi-fi). The year ended with a net income of \$575,000, a net operating income of \$60,000, and a cash flow of \$166,000. Mr. Heckart described the change in Federal Subsidy funding from Public Housing Subsidies to Project-Based Vouchers, noting the resulting increase in funding.

Commissioner Novascone made a motion to accept the year-end financials, Commissioner Evans seconded, and the motion was passed unanimously.

XII. Adjournment- Next Meeting Date: June 2, 2022

Chair Daknis adjourned the meeting at 6:50 pm.