



BOARD MEETING

June 10, 2020

FRAMEWORK FOR DECISION MAKING

When evaluating decisions or determining what matters BHP should spend time on, in accordance with our fiduciary duties to always act in the best interest of the organization, we consider the following questions:

- 1.** Does this idea/action item further the goals of the organization?
- 2.** Is this relevant and helpful for our constituents/customers?
- 3.** What is the impact on staff?
- 4.** What is the impact on budgets?
- 5.** Is it strategic or operational?
- 6.** Is this within our span of control?

We are overcome with anger, sadness, and frustration at the senseless and unjust killings of George Floyd and so many other Black Americans in our country. At BHP, we believe that Black Lives Matter and that systemic racism must be uprooted wherever it exists.

We are committed to ending racial prejudice and injustice, including acknowledging the role that access to housing has played in perpetuating it. Our work at BHP is fundamental to equity in Boulder. We will work with our residents, partners and the community to work toward a more equitable and just future, together.

BOULDER HOUSING PARTNERS



Board of Commissioners Meeting

Location: **ZOOM LINK**
June 10, 2020 ▪ 9:00 a.m. - 11:30 a.m.

AGENDA

		Page #
9:00-9:30	Standing Agenda and Meeting Items	
	1. Call to Order and Determination of a Quorum	
	2. 8:46 of Silence in Memory of George Floyd and Other Unjustly Killed Black Americans	
	3. Announcements and Other Items from the Board	
	4. Public Participation	
	5. Approval of Minutes from May 13, 2020	2
	6. Finance and Operations Update	5
9:30-10:15	Meeting Agenda	
	1. Proposed Bylaw Amendment to Address Electronic Meetings	7
	2. Open Meetings Overview from BHP General Counsel	9
	3. Highlights from the 2019 Moving to Work Annual Report	18
10:15-10:30	Board Matters	
	1. Resident Representative Council Update	
	2. Additions to this Agenda	
	3. Future Board Items and Board Calendar	20
10:30-11:00	Executive Session	*
	1. Real Estate Matters Pursuant to C.R.S. 24-6-402(4)(a)	
11:00	Adjournment	

***Distributed Under Separate Cover**

BOULDER HOUSING PARTNERS
Meeting of the Board of Commissioners
May 13, 2020 9:00 a.m.
Location: <https://zoom.us/j/96864318407>

Commissioner Harris	Jeremy Durham	Others Present:
Commissioner Adams	Penny Hannegan	
Commissioner Bissonette	Jodi Bogen	
Commissioner Griffin	René Brodeur	
Commissioner Levy	Laura Sheinbaum	
Commissioner McCord	Tim Beal	
Commissioner Schoenfeld	Karen Kreutzberg	
Commissioner Walker	Karin Stayton	
Commissioner Wallach	Jason Acuña	

I. Call to order and Determination of a Quorum

Commissioner Harris called the meeting of the Board of Commissioners to order at 9:11 a.m. A quorum was declared.

Commissioner Levy noted that the Framework for Decision Making is included in every Board Packet. This is a helpful guide, especially for new commissioners, as it illustrates the scope of decision making for the Board of Commissioners.

II. Public Participation

There was no public participation. The Zoom Board Meeting information was posted on the main BHP website (boulderhousing.org).

III. Approval of the Meeting Minutes

Consent agenda items approved:

1. Minutes from April 8, 2020

COMMISSIONER WALLACH MOVED TO APPROVE THE MINUTES FROM APRIL 8, 2020.

COMMISSIONER GRIFFIN SECONDED THE MOTION. The motion to approve the minutes passed unanimously.

IV. Finance and Operations Update

Financial Report

Jodi Bogen gave an overview of the first quarter of the financials for the organization and answered questions from the Board.

V. Meeting Agenda

Jeremy and Jodi presented on BHP's financial position during the COVID-19 pandemic.

Rental Income from April/May

Jeremy explained that most BHP residents found a way to pay their rent for the months of April and May. Residents who have been directly impacted by the situation in terms of unemployment and loss of income, do have a credit for the month of May.

Jeremy explained that there are three main financial factors supporting residents: the stimulus fund, unemployment insurance, and the support of Boulder County and the Emergency Family Assistance Association (EFAA). With the uncertainty of the current situation, and to be well prepared, BHP has projected the worst-case financial scenario with 20% unemployment and not receiving federal aid.

Jodi broke down the different kinds of rent subsidies from BHP households: 47.4% have vouchers, 10.4% other subsidy (PH, PBC), and 42.4% no voucher or subsidy.

BHP has been reaching out to residents to inform them of the different resources available to people affected by COVID-19. So far, 193 households have reported financial loss. BHP created the Rent Relief Program as a quick implementation of support in case some people were not able to reach EFAA or Boulder County in time.

Rent Relief Program

Jodi explained what the eligibility requirements were for households to qualify for this assistance:

- Have lost a significant amount of income due to COVID-19
- Unable to adjust their rent by recertifying in a voucher program or Public Housing
- Applied for unemployment insurance, if eligible

Housing Choice Voucher (HCV) Program Update

Karen Kreutzberg explained that the HCV Team's goal was for the response to participants to be quick and easy. The HCV Team created an affidavit to provide 60 days temporary relief by removing income lost due to COVID-19 from the rent calculation. Affidavits continue to be submitted to the HCV team – these will be processed for June and July

Organizational Risk Projections (Short Term, Medium Term, Long Term)

Jodi gave an explanation of the organization's risk projections based on BHP's operating reserves. Jodi stated that BHP's cost savings from curtailed discretionary expenses have been: \$255,000 or 2% of overall budget.

Jodi gave an update on the Ciclo lease up: there have been 16 approved applications, eight applications in process, and 14 available units. The Property Management Department is working closely with investors and consultants to make sure people will be able to easily move in.

BHP has also received an additional admin fee funding from HUD of \$190,834 which can be used for COVID-19 related expenses.

Jeremy and Jodi explained analysis done by BHP for the stress testing reduction in market rate rents – full rent vs. 10% reduction vs. 15% reduction.

VI. Board Matters

Resident Representative Council Update

Commissioner Griffin reported for the Resident Representative Council. The RRC will work on the bylaws when face to face meetings are possible. Meetings are continued to be done by email.

Board Announcements

Commissioner Levy said that the State of Division of Housing has opened their application to the advisory committee. The link to the application for anyone interested was sent to the commissioners via email:

<https://drive.google.com/file/d/1yigBI3rVCGbnT3CBmo6jNIVKJXOxzekH/view>

Additions to the Agenda

There were no additions to the agenda.

Future Board Items

The Commissioners discussed setting aside time to discuss the Framework for Decision Making. Commissioner Schoenfeld suggested that the Commissioners could meet separately to discuss the Framework for Decision Making to not take away staff time.

VII. Adjourn

COMMISSIONER WALKER MADE A MOTION TO ADJOURN THE MEETING OF THE BOARD OF COMMISSIONERS. COMMISSIONER GRIFFIN SECONDED THE MOTION. The motion passed unanimously.

The meeting of the Board of Commissioners adjourned at 11:52 a.m.

Seal
DATE: 5/13/2020

Dick Harris
Chairperson, Board of Commissioners
Boulder Housing Partners

Jeremy Durham
Executive Director

Jason Acuña
Recording Secretary

Boulder Housing Partners Benchmark Report as of April-2020

Net Income

	YTD Actual	YTD Budget	% Diff
Income	12,679,155	12,371,472	2%
Expense	(10,676,614)	(10,800,295)	1%
Net Income	2,002,541	1,571,177	

Debt Service Coverage Ratio

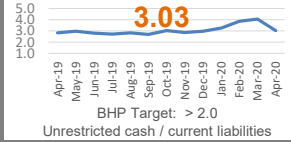
1.48

BHP Target 1.15

Balance Sheet Summary

	Actual Apr-20	Actual Dec-19	Net Change YTD
Assets	221,827,581	220,493,087	1,334,494
Liabilities	(92,863,224)	(93,531,384)	668,160
Equity	128,964,357	126,961,703	2,002,654

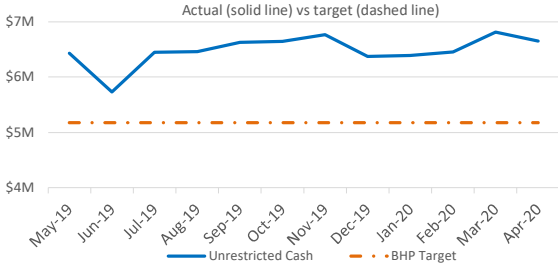
BHP Quick Ratio



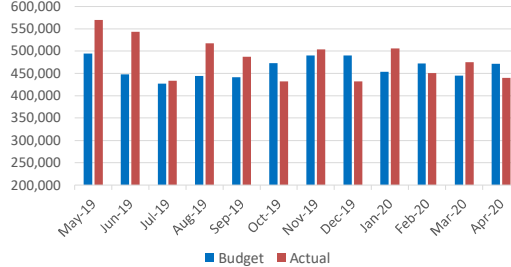
Maintenance

Unit Turns: 8.9 Average days to complete **99** turns YTD **Work Orders: 2.6** Average days to complete **4004** work orders YTD

BHP Unrestricted Cash, Last 12 Month

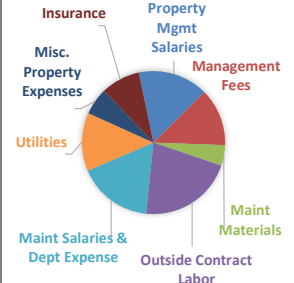


BHP Property Operational Income

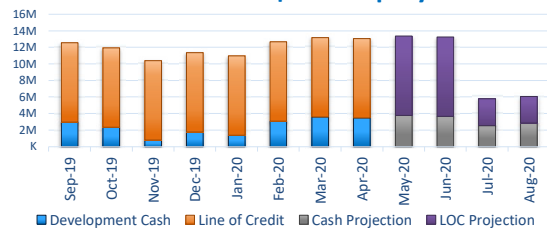


April '20 - Now excludes earned developer fees and other expenses not related to property operations that were previously included in these numbers.

PUPA \$6421 BHP & TC Units



BHP Development Equity



Development Equity Notes

Nov '19 - Purchase Frasier Meadow's share of Mt. Calvary \$2.1MM
 Mar '20 - \$550k received for final tranchon for Cedar/Casey
 Mar '20 - \$1.85K Inclusionary housing funds received for 2037 Walnut
 July '20 - \$6.3MM LOC used for Rally Closing, \$2MM Cash used for Rally
 July '20 - \$966k Dev Fee Rec'd West End

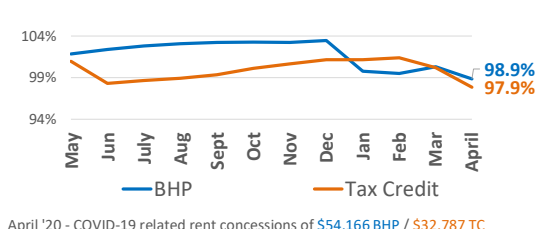
Operating Reserves

Current Operating Reserves
3,812,703

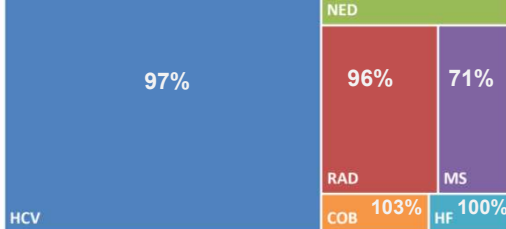
2020 Annualized Expenses
18,108,958

2.5 Months
of annual operating expenses are covered by the current operating reserves.
BHP Target is 2 Months

% of Budgeted Net Tenant Rental Income Received



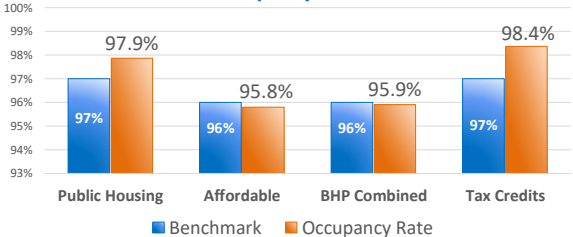
Housing Choice Voucher Occupancy by Program



Housing Choice Voucher Notes

HCV - 756 Housing Choice Vouchers
 RAD - 135 Rental Assistance Demonstration Vouchers
 NED - 181 Non-Elderly Disabled Vouchers
 MS - Mainstream 50 + 28 Vouchers
 HFP - 22 Housing First Vouchers
 COB - 30 City of Boulder Voucher Funding

BHP Occupancy Rates YTD



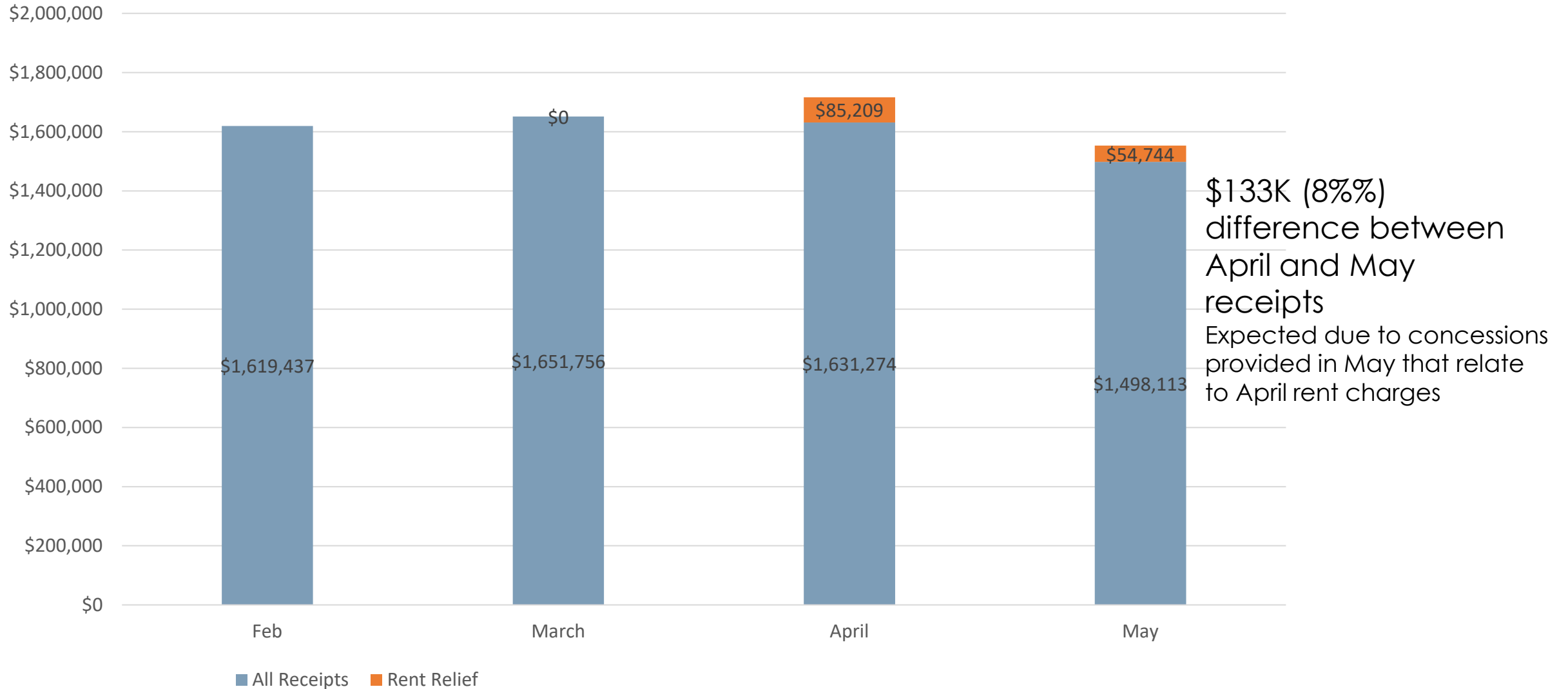
Tax Credit occupancy will not include West End until Construction Completion July '20

Unit Mix

	AMI	BHP	LIHTC
PH/PB	47	395	
30%	12	48	
40%	38	65	
45%	0	17	
50%	158	142	
60%	149	21	
Market	311	0	
Total	715	688	
All Units	1403		



Comparing Tenant Receipts and Subsidies February Through May 2020



**Notice of Meeting
To
Consider Amendments to the Bylaws
of the Housing Authority of the City of Boulder, d/b/a Boulder Housing Partners
Wednesday, June 10, 2020 at 9:00 a.m.**

Pursuant to Article VI of the Bylaws of the Housing Authority of the City of Boulder, Colorado d/b/a Boulder Housing Partners (the "Bylaws"), notice is hereby given that at the regular meeting scheduled for June 10, 2020 at 9:00 a.m. the attached amendments to the Bylaws will be considered and a vote will be taken. The Bylaws will be amended only with the approval of at least six (6) members of the Boulder Housing Partners' Board of Commissioners. The proposed amendments are marked in red on the attached copy of the Bylaws.

BYLAWS OF THE HOUSING AUTHORITY
OF THE
CITY OF BOULDER, COLORADO

ARTICLE I
THE AUTHORITY

Section 1. NAME OF AUTHORITY

The Authority is the Housing Authority of the City of Boulder, Colorado. The Authority has elected to use a trade, or "doing business as" name, as Boulder Housing Partners, with the approval of the Directors.

Section 2. SEAL OF AUTHORITY

The seal of the Authority shall be and is in the form of a circle bearing the name of the Authority. Said seal's impression is contained in the margin hereof.

Section 3. OFFICE OF AUTHORITY

The office of the Authority shall be at 4800 N. Broadway, in the City of Boulder, Colorado.

ARTICLE II
COMMISSIONERS

Section 1. APPOINTMENT AND TERMS

The nine commissioners, one being an official of the City, and one being elected by the qualified resident body of the Authority in accordance with applicable law, shall constitute the policy making or legislative authority of the Housing Authority. All of the affairs, property and business of the Authority shall be vested in the said nine Commissioners who are appointed as provided by statute by the Mayor of the City of Boulder, Colorado. The term of a commissioner shall be five years. There shall be no limit on the number of terms that may be served by a commissioner. Commissioners shall hold office until their successors are properly appointed.

Section 2. BOARD VACANCIES

Any vacancy in the Board of Commissioners, however caused, shall be filled by the Mayor with confirmation of the City Council, as provided by statute. The

Commissioner appointed to fill a vacancy shall hold office for the up-expired term and until a successor has been appointed as provided by statute.

Section 3. REMOVAL OF COMMISSIONERS

A Commissioner may be removed by the Mayor following a recommendation adopted by majority vote of the Board of Commissioners present and voting at any meeting where such action is an announced item of business. Action for removal of a Commissioner must be in accordance with the standards and procedures established under applicable law.

ARTICLE III
MEETINGS

Section 1. ANNUAL MEETING

The annual meeting of the Authority shall be held at such place so designated by the Authority, in April each year.

Section 1 (a). Definition of Place. Throughout these Bylaws, the word "place" shall mean a physical location or an on-line conferencing platform or any other type of conferencing solution that satisfies the requirements of the Colorado Open Meetings Law, C.R.S. § 24-6-401 et. seq. and is approved by the Chairperson.

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Section 2. REGULAR MEETINGS

Regular meetings of the Authority shall generally be held each month at such place so designated by the Authority, on a schedule determined by the Chairperson and the Executive Director.

Section 3. SPECIAL MEETINGS

A. Special meetings of the Board of Commissioners may be held at such place so designated by the Authority in Boulder, Colorado, at any time on call of the Chairperson, or the Secretary, or any three members of the Board of Commissioners, and may be held at any time and place. The Commissioners may waive notice to each of them by unanimous written consent of all the members of the Board of Commissioners, or with the presence and participation of all members of the Board of Commissioners. The record of any action recorded in minutes of any meeting and approved by the Board of Commissioners at a subsequent meeting shall be valid, and all actions so recorded shall be as valid and effectual.

B. In order to accommodate circumstances in which an agenda item has been discussed at a meeting, but additional information is necessary for a final decision of the Commissioners, the Commissioners may define two options and the additional information necessary for a Commissioner to select between the two options. Such information may be provided electronically after the meeting, and each Commissioner can confirm the preferable option by e-mail confirmation. The option receiving the most number of e-mail

confirmations from Commissioners shall be the final decision of the Board of Commissioners. The process shall be included in the minutes for the following Board meeting.

Section 4. NOTICES OF MEETINGS TO THE PUBLIC

Notice to the public shall be provided as required by Colorado law. For posting requirements, postings of the meetings shall be in the lobby of Boulder Housing Partners at 4800 N. Broadway, Boulder, CO. Notices of meetings may also be posted on the website or any other place.

Section 5. NOTICES TO COMMISSIONERS

Notices of special meetings, except when held by unanimous consent or participation, shall be emailed by the secretary to each member of the Board of commissioners not less than five (5) calendar days before any such meeting, and the Notice shall include the purposes of such meeting. The presence of the person entitled to notice of a meeting shall in all events be considered a waiver of notice and failure to vote shall not defeat the effectiveness of such waiver.

Section 6. QUORUM

A quorum at any meeting shall consist of five (5) members of the Board of Commissioners. A majority of those in attendance, in the presence of a quorum, shall decide any question that may come before the meeting, except as might otherwise be provided herein, or as might otherwise be required by law

Section 7. ATTENDANCE BY TELEPHONE

~~A. Any Commissioner may attend a meeting by telephone, under the following conditions: A. if there is a speaker phone operating at the business office of the Authority so that the Commissioner(s) attending by telephone can be heard by the public, staff and any Commissioners in attendance at the business office, and~~

~~A.B. B. any Commissioner(s) attending by telephone can hear all other Commissioners in attendance at the meeting, whether by phone or in person; or~~

Any Commissioner may attend a meeting in person or remotely if the meeting is held at a place, as defined in these Bylaws, that allows all Commissioners to be heard by each other, the public, and staff.

Section 8. EXECUTIVE SESSIONS

Executive sessions may be held by the Commissioners as provided by Colorado law. ~~The Commissioners may hold executive sessions by telephone without a speakerphone being available to the public only under the following circumstances:~~

- ~~A. The only matter on the agenda is an executive session; and~~
- ~~B. All Commissioners, staff and consultants necessary for the executive~~

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session can hear and speak to each other; and

~~C. The only action or votes that may be taken at the special meeting are to go into executive session for reason(s) allowed by Colorado law and the vote to close the~~

~~executive session as allowed by Colorado law. No other action may be taken by the Board at any executive session held by telephone; and~~

~~D. There are minutes of the executive session for approval of the Commissioners at the next regular or special meeting of the Authority. The minutes shall include the date of the meeting, the reason(s) and vote for the executive session, and the vote and any disclosures at the end of the executive session.~~

Section 9. ORDER OF BUSINESS

The order of business at any regular or special meeting of the Board of Commissioners, unless otherwise prescribed at any meeting by the Board of Commissioners, shall be established by the Executive Secretary in conjunction with the Chair of the Board. At a minimum, each regular agenda will include:

1. Review and Approval of Minutes
2. Resident Representative Council Report
3. Public Participation

Specific order of agenda items may vary from one meeting to the next so long as at least the above listed topics are included. The Authority may act by motion or resolution. The record of the vote on all motions and resolutions shall be included in the minutes of the meeting. All resolutions shall be in writing and executed copies maintained in an appropriate master file containing a record of the proceedings of the Authority.

Section 10. MINUTES OF MEETINGS

The record of any action recorded in minutes of any meeting and approved by the Board of Commissioners at a subsequent meeting shall be valid, and all actions so recorded shall be as valid and effectual.

Section 11. MANNER OF VOTING

The voting on all questions coming before the Authority shall be by oral vote, and the ayes and nays shall be entered upon the minutes of such meeting.

ARTICLE IV OFFICERS

Section 1. OFFICERS

The officers of the Authority shall be a Chairperson, a Vice Chairperson, and a Secretary who shall be the Executive Director. The Chairperson and Vice Chairperson

shall be Commissioners of the Authority. The Secretary shall not be a Commissioner of the Authority.

Section 2. CHAIRPERSON

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all deeds and contracts for buying or selling real property, provided however, the Executive Director may sign deeds and contracts for buying or selling real property as authorized by the Commissioners by resolution or as provided in these bylaws. At each meeting, the Chairperson shall submit such recommendations and information as s/he may consider proper concerning the business affairs and policies of the Authority.

Section 3. VICE-CHAIRPERSON

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Section 4. SECRETARY

The Secretary shall be the Executive Director of the Authority, and as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary shall be charged with the management of the Housing Projects of the Authority, The Secretary shall keep the records of the Authority, shall be responsible for the minutes of the meetings of the Authority and for keeping a record on all votes, and shall keep a record of the proceedings and resolutions of the Authority in a master file to be kept for such purpose, and shall perform all duties incident to this office. The Secretary shall keep, in safe custody, the seal of the Authority and shall have power to affix such seal to all contracts and other instruments authorized to be executed by the Authority. The Secretary may sign all contracts of the Authority not required by these bylaws to be signed by the Chairperson, including without limitation, contracts for grants, loans, financing of projects, acquisitions of property, or otherwise necessary for the efficient functioning of the Authority; provided however, the Secretary may not sign any contract that is not consistent with the annual budget approved by the Board of Commissioners.

The Secretary shall have the care and custody of all funds of the Authority. The Secretary shall pay out monies under the direction of the Authority and shall keep regular books of account showing receipts and expenditures and shall render to the Authority at each quarterly meeting, or more often when requested, an account of transactions and also financial condition of the Authority.

Compensation of the Secretary, or a temporary appointee shall be determined by the Authority .

Section 5. ADDITIONAL DUTIES

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or rules and regulations of the Authority.

Section 6. ELECTIONS AND APPOINTMENTS

The Chairperson and Vice Chairperson shall be elected at the annual meetings of the Authority from among the Commissioners of the Authority, and office shall be held until their successors are elected and qualify. The officers may serve for any number of terms, as determined by the Commissioners.

Section 7. OFFICER VACANCIES

Should the office of Chairperson or Vice Chairperson become vacant, the Authority shall elect a successor from its membership at the regular next meeting, and such election shall be for the un-expired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 8. ABSENCES AND LEAVES OF ABSENCE

Upon written request, the Board may grant a leave of absence of up to six months to one or more commissioners, provided, however, that such approval will not result in a loss of quorum. Each Commissioner may accumulate no more than six months leave in any five (5) year term.

Section 9. REMOVAL OF OFFICERS

Any officer may be removed at any time for neglect of duty or misconduct in office by a vote of the majority of the Board of Commissioners present and voting at any meeting of the Board of Commissioners called and held for that purpose; however, Notice of any motion to remove any officer shall be given to the officer no less than ten (10) days and no more than thirty (30) days prior to such meeting in writing.

Section 10. ADVISORY COMMITTEES

The Board of Commissioners may appoint such advisory committees as the Board determines appropriate. Such committees shall have the duties and responsibility set forth by the Board of Commissioners. The Advisory Committee shall not have any authority to make any final decisions which bind the Authority or approve any contracts, but shall serve in an advisory capacity to the Board. The appointees to such committees may be any combination of commissioners and individuals that are not commissioners of the Authority.

ARTICLE V
FINANCES

Section 1. MONIES

The monies of the Authority shall be deposited in the name of the Authority in such bank or banks or trust companies or with such agent or agencies as the Board of Commissioners shall designate. The Board of Commissioners shall designate by resolution the parties who are authorized to execute, collect, discount, negotiate, endorse and assign, in the name of the Authority, all checks, drafts, notes and all other paper, which are payable to this Authority, or in which this Authority has an interest, on behalf of the full Board those documents not requiring Board action prior to execution.

Section 2. FISCAL YEAR

The fiscal year shall be the calendar year.

ARTICLE VI
AMENDMENTS

The bylaws of the Authority shall be amended only with the approval of at least six (6) of the members of the Authority at any regular or special meeting, but no such amendment shall be adopted unless at least seven (7) days written Notice thereof has been previously given to all of the Commissioners. Such Notice shall include the proposed amendments to the bylaws to be considered at the meeting.

Adopted to be effective the 10th day of June, 2020.

Dick Harris, Chairperson

SEAL

Jeremy Durham, Executive Director

MEMO

To: Board of Commissioners
From: Ruth Becker
Date: June 10, 2020
Re: **Proposed Bylaw Amendment to Address Electronic Meetings**

Background

On March 27, 2020, the Office of the Colorado Attorney General issued written guidance concerning electronic meetings and compliance with the Colorado Open Meetings Law (COML).

<https://coag.gov/app/uploads/2020/03/FAQs-on-Open-Meetings-Law-and-Virtual-meetings-3.27.20.pdf>

The Attorney General's FAQ stated:

Q. May a public body conduct a "public meeting" entirely remotely by electronic means?

A. Yes. The COML recognizes that "meetings" of public bodies may be conducted by "by telephone, electronically, or by other means of communication." § 24-6-401(1)(b). The law provides that all "meetings" at which two or more members of a state public body, or three or more members (or a quorum) of a local public body, discuss "public business" must be "open to the public at all times." § 24-6-402(2)(a). A meeting accessible only electronically, such as by webinar, online video conference (e.g., Zoom), or telephone conference, complies with the COML so long as the means to access the meeting electronically are made available to the public.

BHP's current bylaws allow board members to participate by telephone. The bylaws, however, provide for a speaker phone to be located at 4800 Broadway and don't include online video conferencing as an option. The proposed amendments will define the "place" of a meeting as a physical location or an on-line conferencing platform that satisfies the requirements of the COML. This will allow for use of other technology that may be developed. The proposed changes to the executive session section are to simplify the bylaws and eliminate provisions that are included in the COML.



Colorado Open Meetings Act In the Zoom Era

Purpose of the COML

- Public Access
- Transparency
- “It is declared to be a matter of statewide concern and the policy of this state that the formation of public policy is public business and may not be conducted in secret.” C.R.S. § 24-6-401

What is a Meeting?

- "... [a]ny kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication." § 24-6-402(1)(b), C.R.S.
- Whenever three or more members of a local public body get together and **public business** is discussed or formal action may be taken, the gathering is a "meeting" and must be open and noticed to the public. § 24-6-402(1)(b), C.R.S.
- Email exchanges may be public meetings

What is Not a Meeting?

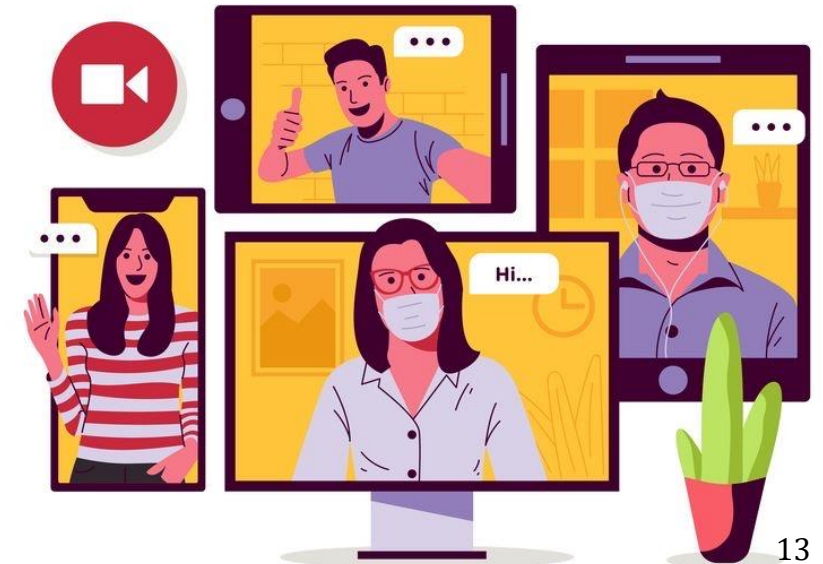
Chance meetings of public officials, or social gatherings at which discussion of public business is not the "central purpose," are not subject to the provisions of the COML. § 24-6-402(2)(e), C.R.S.

BHP committees are not local public bodies governed by the COML because they are not delegated governmental decision-making functions. CRS § 24-6-402(1)(a)(I)



Public Participation

- Full and timely notice
- “Public participation” is part of BHP Agenda under bylaws
 - Not required by COML



Executive Sessions: 24-6-402(4)C.R.S.

- Only permitted for statutorily identified discussions
- Announce specific citation and topic in detail without compromising the purpose of the executive session
- Need 2/3 vote to authorize
- No decisions in executive session
- Resume board meeting and then make motion
- Recorded except for attorney/client privileged matters

Zoom Procedures

- Recording of meetings for CORA
- Voting
- Public Participation
- Executive Sessions
- Use of Zoom Features?
 - No Chats
 - Q & A
 - Sidebars/offline conversations
- Preventing interruptions



Penalties for Violations

- Actions are Null and Void
- Injunctions
- Award of Costs and Attorney's Fees
- Executive Session Recordings may become public

THANK YOU

MEMO

To: Board of Commissioners
From: Karen Kreutzberg
Date: June 10, 2020
Re: **Highlights from the 2019 Moving to Work Annual Report**

Staff is pleased to present the 2019 Moving to Work (MTW) Annual Report. This will be submitted to HUD on June 11, 2020.

Background

Boulder Housing Partners has been participating in the U.S. Department of Housing and Urban Development's Moving to Work (MTW) Demonstration Program since 2012. Agencies that participate in this program have the authority and flexibility to change or adjust regulations under the 1937 U.S. Housing Act as it relates to the Housing Choice Voucher and Public Housing programs. Changes made must relate to the three statutory goals as set forth by Congress in 1996:

1. Use federal dollars more effectively
2. Move families with children towards self sufficiency
3. Increase housing choices for low-income families

Each year, BHP must prepare an Annual Plan outlining the changes that we are requesting. The plan is approved by our Board of Commissioners in October and then submitted to HUD for approval, with implementation of new activities starting in January. At the end of each year, BHP must prepare the Annual Report showing the results and progress we have made on the activities that we have implemented.

A requirement under the MTW program is to continue to serve the same demographic of people as we would if we were not participating in the demonstration program. This prohibits agencies from changing the population they serve to save money, serve more families, or prioritize one group over another. BHP continues to serve the same demographic of households, which has historically been a 60/40 split, 60% of our households being elderly or persons with disabilities and 40% classified as work-able families. (This percentage increases to 66/34 split when we include all our vouchers. Some vouchers are not subject to MTW flexibility based on voucher type per HUD regulations.)

Since our introduction into the program, we have created, and HUD has approved, 24 activities. Fifteen of these activities are still active today and progress is reported on them in the 2019 MTW Annual Report. Two of the activities were never implemented and seven have been consolidated into existing activities. The full list of current activities includes:

- 2018 – 1: Project-Based Voucher Waivers
- 2016 – 1: Flat Tiered Rent for Housing Choice Work-Able Families
- 2016 – 2: Rent Simplification for Elderly and Disabled Households
- 2016 – 3: Landing Landlords
- 2016 – 4: Bringing School Home Referral Process
- 2015 – 1: Affordable Housing Acquisition and Development Fund
- 2014 – 4: Removed the flat rent option for all Public Housing households
- 2014 – 5: Changes in Mobility Options for Woodlands Community Family Self-Sufficiency Program

- 2013 – 1: Housing Quality Standard (HQS) Inspections Schedule
- 2013 – 2: Eliminate Utility Reimbursement Payments
- 2013 – 3: Local Voucher Program in Partnership with Safehouse Progressive Alliance for Non-Violence (SPAN)
- 2013 – 4: Use of Replacement Housing Factor Funds for other Affordable Housing
- 2012 – 4: Rent simplification for all Households
- 2012 – 5: Elimination of 40% cap on Income Towards Rent
- 2012 – 6: Flat Utility Allowance

Highlights from the 2019 MTW Annual Report are included in the presentation.

Attachments

The 2019 MTW Annual Report will be emailed to the Board.

FUTURE BOARD ITEMS

We've gathered the requested informational items the Board has asked to either learn more about or discuss. This is our current list and approximate timeline.

	<u>Anticipated Date</u>
• Strategic Priorities Update	July 2020
• Real Estate Matters Executive Session	July 2020
• Ponderosa Partnership with the City	July 2020
• BHP Audit	July 2020
• Madison and Woodlands Tax Credit Closing Resolutions	September 2020
• Moving to Work Annual Plan Draft	September 2020
• Family Sites Services and Bringing School Home Presentation	September 2020
• Solar Garden	3 rd Quarter 2020
• Strategic Priorities Update	October 2020
• Moving to Work Annual Plan Final Approval	October 2020
• 2021 Budget Draft	November 2020
• 2021 Budget Approval	December 2020
• LIHTC Income Averaging and Middle-Income Housing	As Time Allows
• LIHTC Overview Presentation	As Time Allows
• ManagerPlus Presentation	As Time Allows
• Partnership Awards	(When in-person meetings resume)

2020 Boulder Housing Partners Commissioner's Calendar

Date	Group	Time
JANUARY	BOARD RECESS	N/A
Mon. February 10	Development Committee (as needed)	4:00-5:00
Wed. February 12	Board Meeting	9:00-11:30
Mon. March 16	Finance Committee – 2019 Review	3:00-4:00
Mon. March 16	Development Committee (as needed)	4:00-5:00
Wed. March 18	Board Meeting	9:00-11:30
Thurs. April 2	NPG Committee	3:30-5:00
Mon. April 6	Development Committee (as needed)	4:00-5:00
Wed. April 8	Annual Board Meeting	9:00-11:30
Thurs. May 7	NPG Committee	3:30-5:00
Mon. May 11	Development Committee (as needed)	4:00-5:00
Wed. May 13	Board Meeting	9:00-11:30
Tues. June 8	Development Committee (as needed)	4:00-5:00
Wed. June 10	Board Meeting	9:00-11:30
Mon. June 29	Finance Committee – Audit Review	3:00-4:00
Thurs. July 2	NPG Committee	3:30-5:00
Mon. July 6	Development Committee (as needed)	4:00-5:00
Wed. July 8	Board Meeting	9:00-11:30
AUGUST	BOARD RECESS	N/A
Tues. September 8	Finance Committee	3:00-4:00
Tues. September 8	Development Committee (as needed)	4:00-5:00
Wed. September 9	Board Meeting	9:00-11:30
Mon. October 12	NPG Committee	3:00-4:00
Mon. October 12	Development Committee (as needed)	4:00-5:00
Wed. October 14	Board Meeting	9:00-11:30
Tues. November 16	Finance Committee – Draft and Budget	3:00-4:00
Tues. November 16	Development Committee (as needed)	4:00-5:00
Wed. November 18	Board Meeting	9:00-11:30
Mon. November 30	Finance Committee – Final Budget	3:00-4:00
Mon. November 30	Development Committee (as needed)	4:00-5:00
Wed. December 9	Board Meeting	9:00-11:30