



Arapahoe County Housing Authority

Annual Meeting Minutes

BOCC Study Session

October 15, 2024

Scheduled at 11:00AM

Board of County Commissioners, In Attendance:

Jeff Baker, Commissioner

Lelise Summey, Commissioner

Jessica Campbell, Commissioner

Carrie Warren-Gulley, Commissioner (Chair)

Bill Holen, Commissioner

Staff, In Attendance:

Cameron Shropshire, Homeless Program

Katherine Smith, Director Comm. Resources

Michelle Halstead, Comm. & Admin Services Dir.

Tiffanie Bleau, Sr. Assistant County Attorney

Eric Chatum, Civitas

Maggie Blake, Civitas

CALL TO ORDER

The Arapahoe County annual Housing Authority meeting was officially called to order at 11:00AM by Katherine Smith, who requested re-introduction of Commissioner Baker, Commissioner Summey, Commissioner Warren-Gulley, Commissioner Campbell, Commissioner Holen. Director Smith provided an overview of the annual meeting purpose, to provide updates from 2023-2024 and approval on the direction for 2024-2025.

Attendance was taken and noted for the minutes. There was a quorum present.

ADOPTION OF AGENDA

The motion to approve the agenda was made by Commissioner Campbell and duly seconded by Commissioner Baker. The motion passed unanimously.

APPROVAL OF MINUTES

The motion to approve the minutes from the May 2023 meeting was made by Commissioner Baker and duly seconded by Commissioner Campbell. The motion passed unanimously.

UPDATE ON THE DOMINION TAX DEFERRAL

Director Smith provided an update on the Dominion senior housing project tax deferral program. Arapahoe County Housing received a \$247,000 payment on their agreement from Dominion. In addition to the payment, Arapahoe County also has a small ownership interest. The project is a Low-Income Housing Tax Credit (LIHTC) project in Centennial. The payments on this program are used toward funding staff positions. Arapahoe County has yet to spend the funds, as ERA funds are currently being expended staff under the Community Development, Housing and Homeless Services division under Community Resources department.



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UPDATE ON THE POINT-IN-TIME SURVEY ACTIVITIES

Mr. Cameron Shropshire provided an update on the point-in-time survey activities for the Community Development, Housing and Homeless Services Division within Community Resources. This year staff conducted the survey in January. Full results will be available in June when Metro Denver Homeless Initiative (MDHI) complete processing the data from all of the metro counties. Staff outreach to various locations to conduct the Homeless Housing Point-in-Time count, including: areas at the end of town, multiple Libraries within Littleton, Centennial, Deer Trail, Englewood and Sheridan, Centennial Trails and Recreation Centers, Movement 5280, Café 180, Graceful Café, driving Broadway, and focusing on bridge underpasses. The survey that was conducted, documented 650 individuals (212 not including Aurora). Staff also works with its partner agencies to distribute kits to the homeless population, during the count.

UPDATE AND APPROVAL OF THE ARAPAHOE AND ArCHA AGREEMENT

Director Smith requested approval to update the agreement between Arapahoe County and ArCHA to lend County employees to ArCHA for administration of programs as the Housing Authority. Director Smith shared that the staff budget for the program administration is \$30k for the year. The motion was made by Commissioner Baker and duly seconded by Commissioner Holen. The motion passed unanimously.

APPOINTMENT OF THE ArCHA BOARD SECRETARY

Director Smith requested consideration of authorizing Ms. Katherine Smith, as Director of Community Resources, to serve in the role of the ArCHA Board Secretary for Arapahoe County. The motion was made by Commissioner Baker and duly by Commissioner Holen. The motion passed unanimously.

SIGNATURE AUTHORIZATION FOR THE ArCHA BOARD

Director Smith requested authorization for Ms. Katherine Smith, as Director of Community Resources, to sign regular business agreements and policies on behalf of the Housing Authority Board. The motion was made by Commissioner Campbell and duly by Commissioner Holen. The motion passed unanimously.

SIGNATURE AUTHORIZATION FOR ADMINISTRATIVE DOCUMENTS FOR THE ArCHA BOARD

Approval was also requested for authorization of Elizebeth Loomis, as the Director of ArCHA, to sign appropriate administrative documents such as Deeds of Trusts, Subordination Agreements, and Short Sales on behalf of the Housing Authority Board. The motion was made by Commissioner Campbell and Commissioner Holen. The motion passed unanimously.



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Eric Chatham and Maggie Blake entered the conversation to present future options for Arapahoe County Housing Authority.

OLD BUSINESS

There was no old business brought to the attention of the Board.

ADJOURNMENT

There being no further business to come before the Board of the Arapahoe County Housing Authority (ArCHA), Director Smith moved to adjourn the meeting at 12:22 p.m. The motion passed unanimously.