



Archuleta County  
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970-264-8300

Archuleta County Housing Authority

**March Board Meeting**

March 13, 2013

Meeting called to order at 1:00 p.m, adjourned at 2:50 p.m.

Meeting Location: Casa De Los Arcos

In attendance were Lynn Constan, Dorothy Brinton, Bill Delany, Kirsten Skeeahan, Dorothy Brinton, and Stanley Velarde. Also present were Archuleta County Deputy County Attorney Robert Kern and Director Jodi Halstead.

**1. Minutes Approval**

Dorothy Brinton moved to approve the January 9, 2013 meeting minutes, Stan seconded the motion and the Board approved. Bill noted that the February meeting was cancelled due to severe inclement weather. A brief discussion was held regarding the changing of the meeting time and day. The Board agreed to not change the date of the meetings. Lynn moved to keep the meetings at 1:00 p.m., Stan seconded the motion and the motion carried.

**2. Finance**

a. Jodi reported that Lynn and she met. A brief discussion was held regarding the delivery of the financials to the Board. The Board directed the treasurer, Lynn Constan, to deliver a treasurers report at each board meeting.

b. Lynn brought the overages in the Building and Grounds budget line items regarding the Cost Allocation and Management Fee to the attention of the Board. The Board directed Jodi to correct these items.

c. Lynn and Jodi presented recording invoices and expenses in Quick books for ease of reference and accountability. A brief discussion was held regarding this. Lynn made a motion to purchase quick books out of the supplies line item unless it could be obtained legally at no cost. Dorothy seconded the motion and the motion carried.

**3. Resident Forum**

No residents were present. The Board requested that this agenda item be moved next month to the second order of business.

**4. Director's Report Section**

a. Building and Grounds: #14 is in the process of rehab. Work requests are usual.

b. Casa Society: A brief discussion was held regarding the Resident meeting. Jim Mingee, #14 resident died. There will be a cupcake party in his honor. # 9 is filled. #6 is vacant again. Lynn asked if we had heard on the local preference and Jodi had not. Jodi will contact Eileen at HUD for the status.

c. Inspections/Audits: A HUD representative was here for the Quality Control Study February 4<sup>th</sup>. Jean Sickels, Independent Auditor was here February 28<sup>th</sup> to partially audit the Voucher program. Both the Voucher program audit and the Casa audit were discussed at length.

d. Vacancies: Unit #6 is filled, Unit 1 will be filled Feb. 1<sup>st</sup> and Unit will be filled the first week of Feb.

e. Training, CDBG grant and article: Jodi was not able to attend the training in March due to director absences in the Senior Center. She will attend 2 Chfa trainings in Durango in June. The CDBG grant reporting is up to date. The monitoring visit will be in July.

**4. New Business Items**