

**BOULDER HOUSING PARTNERS**  
**Annual Meeting of the Board of Commissioners**  
**April 8, 2020 9:00 a.m.**  
**4800 Broadway, Boulder, CO 80304**

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	Julia Arencibia	
	Jason Acuña	

**I. Call to order and Determination of a Quorum**

Commissioner Harris called the meeting of the Board of Commissioners to order at 9:02 a.m. A quorum was declared.

**II. Oath of Office:** Julie Schoenfeld and Matt Bissonette

Julie Schoenfeld and Matt Bissonette were sworn into office. They gave a brief introduction of themselves and their professional backgrounds.

**III. Officer Elections and Committee Appointments**

Jeremy Durham opened the floor for nominations for the Chair and Vice Chair of the Board of Commissioners.

**COMMISSIONER GRIFFIN MADE A MOTION NOMINATING DICK HARRIS AS CHAIR OF THE BOARD OF COMMISSIONERS.**

**COMMISSIONER LEVY MADE A MOTION TO CLOSE THE NOMINATIONS FOR CHAIRPERSON. COMMISSIONER WALLACH SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**COMMISSIONER HARRIS WAS ELECTED AS CHAIR OF THE BOARD OF COMMISSIONERS UNANIMOUSLY.**

**COMMISSIONER ADAMS MADE A MOTION NOMINATING CLAIRE LEVY AS VICE CHAIR OF THE BOARD OF COMMISSIONERS.**

**COMMISSIONER WALKER MADE A MOTION TO CLOSE THE NOMINATIONS FOR VICECHAIR. COMMISSIONER GRIFFIN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**COMMISSIONER LEVY WAS ELECTED VICE CHAIR OF THE BOARD OF COMMISSIONERS WITH 8 APPROVALS AND 1 DISAPPROVAL.**

**IV. Committee Assignments**

Jeremy Durham gave a description of each Board Committee. According to the Board Bylaws, Board members are expected to be in at least one or more committees.

- Finance Committee:

- Dick Harris, Tony Adams, Julie Schoenfeld, Bob Walker, Claire Levy, Mark Wallach
- Development Committee:
  - Dick Harris, Tony Adams, Matt Bissonette, Julie Schoenfeld, Bob Walker, Claire Levy, Mark Wallach
- Nominating, Personnel, and Governance Committee:
  - Dick Harris, Matt Bissonette, Bob Walker, Claire Levy, Nikki McCord
- Liaison to City Council:
  - Mark Wallach
- Resident Representative Council:
  - Pam Griffin
- Boulder Housing Partners Foundation:
  - Bob Walker

## V. Public Participation

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

## VI. Approval of the Meeting Minutes

Consent agenda items approved:

1. Minutes from February 12, 2020

**COMMISSIONER LEVY MOVED TO APPROVE THE MINUTES FROM FEBRUARY 12, 2020.**

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

## VII. Finance and Operations Update

### Financial Report

Jodi Bogen, the Chief Financial Officer, introduced herself to the Board and gave an overview of the February 2020 financial dashboard and answered questions from the Board.

Jeremy clarified that we have two properties that BHP is in the process of renovating: Canyon Pointe and Glen Willow. We are keeping some units vacant in these properties for temporary relocations.

Commissioner Wallach asked when BHP could anticipate seeing the impact of COVID-19 in the financial dashboard. Jodi stated that we would be able to see financial impacts, especially in Maintenance, in the March and April 2020 financials.

Jeremy explained that BHP's approach to this crisis from the beginning has been to not expect a bailout. The BHP leadership staff is counting on our own financial resiliency and problem-solving skills to stabilize BHP. Staff is holding off on capital expenses and the Finance Team has identified budget savings areas. We are also in continued communication with EFAA (the Emergency Family Assistance Association) and Boulder County to develop strategies in order to stabilize residents broadly. The Finance Team is analyzing the potential of more targeted relief for residents that do not qualify to other resources because of their documentation status.

Jeremy mentioned that even though over half of folks we've heard from have experienced hardships, the majority provided a rent check for the month of April. We developed an analysis of

the current rent payment situation to see how rent relief to residents would provide stabilization not only to residents but to BHP as well.

### VIII. Meeting Agenda

#### **Line of Credit with First Bank – Resolution #2020-1**

Jodi Bogen discussed Resolution #2020-1 to authorize a new Line of Credit with First Bank.

**COMMISSIONER WALLACH MOVED TO APPROVE RESOLUTION #2020-1. COMMISSIONER WALKER SECONDED THE MOTION.** The motion to approve the minutes passed unanimously.

#### **Moving to Work Agreement – Resolution #2020-2**

Karen Kreutzberg, the Moving to Work (MTW) and Federal Policy Director, introduced herself to the Board and discussed Resolution #2020-2, which allows the Executive Director to execute the Fourth Amendment to the Standard MTW Agreement.

**COMMISSIONER LEVY MOVED TO APPROVE RESOLUTION #2020-2. COMMISSIONER WALLACH SECONDED THE MOTION.** The motion to approve the resolution passed unanimously.

#### **Housing Choice Voucher Administrative Plan Updates Resolution #2020-3**

Karen Kreutzberg discussed Resolution #2020-3, which adopts changes made to the Administrative Plan. Karen said that there were no public comments on the Administrative Plan Updates that were brought to the Board in February 2020.

**COMMISSIONER LEVY MOVED TO APPROVE RESOLUTION #2020-3. COMMISSIONER WALLACH SECONDED THE MOTION.** The motion to approve the resolution passed unanimously.

### VI. Board Matters

#### Resident Representative Council Update

Commissioner Griffin reported for the Resident Representative Council, which was done entirely through email correspondence. The council elected a new treasurer, Chuck Gaylord.

#### Board Announcements

Commissioner Wallach said that he was very impressed with Jeremy and BHP staff on their quick response to the COVID-19 crisis.

#### Additions to the Agenda

The Commissioners gave a brief introduction of themselves and the work they do.

#### Future Board Items

Commissioner McCord recommended for the Board to have a training on diversity, equity, and inclusion in the near future.

### VII. Adjourn

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

The meeting of the Board of Commissioners adjourned at 11:35 a.m.

Seal  
DATE: 4/8/2020

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*Richard E. Harris*  
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Dick Harris  
Chairperson, Board of Commissioners  
Boulder Housing Partners

DocuSigned by:  
*JD*  
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Jeremy Durham  
Executive Director

DocuSigned by:  
*Jason Acuña*  
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Jason Acuña  
Recording Secretary