



820 Black Bear Road, Unit G-17
P.O. Box 840, Telluride, CO 81435
Tel: 970-728-3034 Fax: 970-728-5371
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AGENDA
SAN MIGUEL REGIONAL HOUSING AUTHORITY
REGULAR MEETING
MONDAY, AUGUST 2, 2021 @ 11:30 PM
MIRAMONTE BUILDING, 335 COLORADO AVE, TELLURIDE

- I. CALL TO ORDER**
- II. PUBLIC DISCUSSION**
No more than five minutes per person
- III. APPROVAL OF MINUTES**
July 12, 2021
- IV. ACTION ITEMS**
- V. EXECUTIVE DIRECTOR REPORT**
 - A. San Miguel County Compliance Check
 - B. Town of Mountain Village Compliance Check
 - C. Housing Voucher Program Update
- VI. WORKSESSION**
SMRHA Staffing
- VII. ADJOURN**

Next Scheduled Meeting
Monday, September 13, 2021
11:30 A.M.

This agenda is subject to change including the addition of items or the deletion of items at any time. The lengths of discussions may be shorter or longer, at the Board's discretion. If you are planning to come speak to a matter, let the Executive Director know by calling 728-3034, ext. 3.



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MEETING MINUTES
SAN MIGUEL REGIONAL HOUSING AUTHORITY
REGULAR MEETING
MONDAY, JULY 12, 2021 @ 1:30 PM

Board Members: Kim Montgomery: Chair, Town Manager, Mountain Village
Ross Herzog: Vice Chair, Town Manager, Telluride
Mike Bordogna: San Miguel County Administrator (joined @ 2:00 pm)

SMRHA Staff: Coreenna Howard, Executive Director/Secretary

Other: Doug Tooley

Kim Montgomery called the meeting to order at 1:31 p.m. Mike Bordogna was not available so it was agreed the meeting would be continued until 2:00 p.m. when Mike could join. Upon motion by Ross Herzog and seconded by Kim Montgomery, the meeting was continued until 2:00 p.m.

The meeting reconvened and Kim Montgomery called the meeting to order at 2:00 p.m.

I. Public Discussion

None

II. Approval of Minutes

Upon motion by Mike Bordogna and seconded by Ross Herzog, the minutes of June 7, 2021 were unanimously approved.

III. Action Items

None

IV. Executive Director Report

There was brief discussion on the San Miguel Compliance Check. The Compliance Check is to begin in August and should take a month to complete the majority of the review with anticipation that a few properties would require additional time for completion.

IV. Work Session

The focus of the session was on the withdrawal of the Town of Mountain Village from the IGA and the 2022 budget. Budget preparation is placed on hold until San Miguel County and the Town of Telluride finalize discussion on the relationship of the jurisdictions and SMRHA. Doug Tooley mentioned the Mountain Migration Study and the Telluride Foundation project deed restricted project in Norwood.

V. Motion to Adjourn

Upon motion by Mike Bordogna and seconded by Ross Herzog, the meeting was adjourned at 12:20 p.m.

Respectfully Submitted,
Coreenna Howard
Secretary



San Miguel Regional Housing Authority Executive Director

SALARY RANGE: TBD

Benefits: Vacation, sick, medical, dental & vision

DATE: 01/31/18

FLSA STATUS: Exempt

Reports to: SMRHA Board

General Description:

The Executive Director is the executive manager of the San Miguel Regional Housing Authority (RHA). As such, the Executive Director has the primary responsibility for accomplishing the mission of the RHA. The Executive Director is responsible for the day-to-day operations, the outreach and education programs, and the financial assistance programs. The Director is the principal spokesperson of the RHA and is responsible for building multi-jurisdictional relationships.

Reporting Relationship:

The Executive Director shall report to the Board of the RHA and serves at the pleasure of the Board. The Director shall be subject to annual performance review by the Board

Essential Job Functions: (All responsibilities may not be performed by all incumbents.)

Operations

- The Director is responsible for the operation of the RHA and for the accomplishment of the RHA mission; including maintaining all of the financials, human resource functions, and maintaining legal and fiscal compliance.
- To oversee and effectuate the goals and the objectives of the RHA as set forth by the Board and to allocate the resources of the RHA as necessary to accomplish such objectives.
- To prepare the RHA annual budget, providing for the appropriate allocation of the RHA's projected resources to implement the goals and objectives; and to manage the financial affairs of the RHA.
- To direct the staff of the RHA, to maximize productivity of individual staff members, and to be responsible to the Board for the performance of the staff. The E.D. is responsible for hiring, evaluating, disciplining, and terminating employees.
- Provide a detailed annual report to the jurisdictions and for the public.
- To serve as ex-officio member of the Board and all committees.
- To supervise and participate in the RHA contract negotiations and preparations.
- To manage any organizational transition that better supports the RHA mission and yet to be determined funding structure.

Administration

- Reviews applications for rental or purchase of affordable housing.
- Qualifies applicants for the specific deed restriction.
- Receives inquiries and answers questions concerning all programs.
- Prepares new forms and applications for the Deed Restriction programs; coordinates with title companies to prepare the required closing paperwork.
- Prepares Deed Restricted owner's leave requests.
- Prepares and presents exceptions to Boards and Town Councils.
- Monitors compliance checks conducted by staff for all of the Deed Restricted programs in the region, investigating complaints of non-compliance and reporting findings to local governments and their legal departments.
- Monitors fees collected from property sales and applications.
- Prepares and presents to the BOCC applications for Project Developer Contracts.

- Provides customer service to the public for all SMRHA programs.
- Provides input to the web for outreach and education and updating information and documents.
- Administers the DPCC program, working with lenders and providing information to the public.
- Reviews DPCC applications and prepares closing paperwork for title companies.
- Oversees the Housing Choice Voucher (HCV) Program. Attends trainings and works with staff to remain informed of program changes.
- Works with state agencies, such as the Colorado Division of Housing, on program administration, available funding resources for new and unit rehabilitation programs, and on-going requirements for units already constructed.
- Updates data bases and hard files on all deed restricted properties as time allows.

Outreach and Education

- To cultivate relationships with local, state, and federal governmental administrative and legislative officials, particularly in relation to the continuation and enhancement of financial support to the RHA; on a regular and continuing basis to educate and inform such officials as to the activities, goals, and concerns of the RHA; and generally to solicit the support of such officials for the programs of the RHA.
- To direct and oversee public relations activities of the RHA, and to be the principal advocate of the RHA with the general public, the business community, relevant interest groups and regional jurisdictions.
- To provide homebuyer education, foreclosure intervention, and develop local lending relationships.
- To educate deed-restricted renters, buyers, and sellers.
- To effectively utilize the web for efficient outreach and education.

Financial Programs

- To provide financial counseling and marketing and mortgage loan services for affordable housing clients.
- To help procure grants as requested by a jurisdiction.
- To maintain the Down Payment & Closing Cost program as a community second lenders can approve.

Qualifications: Experience, Knowledge, Skills, and Abilities:

Experience

- Five years of work experience in housing related organizations in a management level position.
- Prefer a Bachelor's Degree in Business Administration or Management. Significant related work experience, in addition to supervisory responsibilities, may be substituted for degree requirements.
- Experience assessing organizational operations and the ability to provide improvements in operations, program management, customer service, and funding.
- Experience from a position of responsibility to communicate, both orally and in writing, in a positive, diplomatic and friendly manner to co-workers, subordinates, funders, and partners in a team environment.
- Housing counseling and home buyer education training experience, with certification preferred.

Knowledge

- Knowledge of current practices, procedures, and regulations/laws related to the housing industry, including the mortgage loan industry.
- Knowledge of the loan process cycle (origination to post closing).
- Knowledge of tax-exempt financing eligibility and secondary market preferred.
- Knowledge of mortgages, Section 8 Housing Choice Voucher program, local or national housing programs, and basic finance a plus.

Skill, Abilities, Character, & Attitude

- Must have ability to promote RHA programs and build sustainable relationships within the community.
- Proven ability to work effectively with lenders, community organizations, clients, and public officials.
- Ability to present effective, formal and informational presentations to internal and external customers in both group and one-on-one settings.
- Innovative and creative thinking skills to develop customer centric solutions based on internal and external feedback.
- Good organizational skills and priority management skills to ensure the deadlines established for tasks, projects, and schedules are met.
- Ability to complete tasks efficiently, with accuracy and timeliness.
- Ability to collect and analyze data from a variety of sources.
- Proficiency in Microsoft Programs, Adobe Acrobat, and the ability to learn other programs as needed to manage programs.
- Demonstrated strong customer service skills.
- Demonstrated commitment to the goals of an organization and to its service philosophy.
- Proficient with confidential matters and following confidentiality guidelines.
- Flexible; able to deal with a constantly changing workload.
- Must have or be able to obtain a Colorado driver's license.

Environmental Factors:

Work is performed in a standard office environment. Frequent to constant use of a designated computer. Work may involve competing demands, performing multiple tasks, working to deadlines.

Physical Factors:

While performing the duties of this job, the employee may occasionally be required to lift items weighing up to 50 pounds.

San Miguel Regional Housing Authority

Housing Programs Manager

STATUS: Non-Exempt

REPORTS TO: Executive Director

General Description

This position provides administration of the Regional Housing Choice Voucher Program and deed restricted rentals in the region. The position involves reviewing applications, applying guidelines, completing compliance checks, reports, record keeping, file maintenance, completing backlog work, and implementation of the rental programs

Essential Deed Restricted Rental Job Functions

- Reviews applications for persons interested in rental affordable housing
- Qualifies applicants for the specific rental deed restriction
- Receives inquiries and answers questions concerning deed restricted rentals
- Maintains data bases and hard files on all deed restricted rental properties
- Prepares Deed Restricted owner's leave requests and request to rent deed restricted property
- Prepares and presents exceptions to Boards and Town Councils
- Monitors compliance with applicable Deed Restriction, investigating complaints of non-compliance and reporting findings to local governments
- Monitors fees collected from rental applications
- Provides customer service to the public for all SMRHA programs
- Completes special projects as assigned by the E.D.

Essential Section 8 Housing Choice Voucher Program Functions

- Understands State and Federal Program Administration and follows all protocols for administering the program with clients, including enrollment and termination
- Utilizes the Elite program to administer the program and maintains files for all participants.
- Prepares for annual audit and to repair findings
- Maintains waiting list, conducts interviews, and verifies eligibility of applicants for the HCV program
- Holds briefing sessions with qualified candidates
- Reviews leases with landlords and residents
- Educates prospective program participants and landlords about the HCV program
- Arranges for or conducts inspections to qualify units under HUD's Housing Quality Standards (HQS)
- Informs clients or landlords of violations and appropriate corrections under HQS standards
- Conducts annual re-certifications for each participant
- Works with CO Division of Housing (CDOH) staff
- Reviews and implements various regulatory changes from HUD and the CDOH Administrative Plan
- Accepts inquiries and gives information regarding programs and procedures
- Investigates and mediates landlord/tenant disputes on HCV program
- Prepares educational materials for public distribution as needed

Qualifications: Experience, Knowledge, Skills, and Abilities

Experience:

- High School diploma supplemented with three years' experience in a responsible position, including implementing and administering programs, or any equivalent combination of training and experience.
- Experience with or knowledge of non-profit affordable housing programs
- Experience with mortgage lending or residential real estate transactions documentation and procedures and/or experience in a human services organization or public agency demonstrating experience in program administration and working directly with the public

- Demonstrated experience working effectively with community organizations, clients, and public officials

Knowledge:

- Knowledge of property management, basic accounting procedures, and business English
- Strong written and verbal communication skills. Proficiency with computers, with an emphasis on Microsoft Office, Excel, Publisher, and Adobe Acrobat
- Knowledge of mortgages, Section 8 Housing Choice Voucher program, local or national housing programs, and basic finance a plus

Skill, Abilities, Character, & Attitude:

- Ability to complete tasks efficiently, with accuracy and timeliness
- Ability to work independently and with little supervision using independent judgment, initiative, and tact
- Establishes priorities for completion of work efficiency and accuracy and ability to multi-task
- Excellent verbal and written communication, listening skills and problems solving skills
- Proficient with confidential matters and following confidentiality guidelines
- Possesses the aptitude to follow verbal and written instructions of a highly technical nature
- Ability to deal with the public in general and difficult work situations
- Ability to communicate well with people of all ages, demographics, ethnic backgrounds and ability levels
- Flexible; able to deal with a constantly changing workload
- Demonstrated verbal and written math skills
- Ability to interpret complicated rules and regulations, strong organizational skills
- Demonstration of a strong customer service ethic, integrity, and commitment to public service
- Proven ability to work effectively with lenders, community organizations, clients, and public officials
- Demonstrated commitment to the goals of the organization and to its service philosophy

Environmental Factors

Work is performed in a standard office environment. Frequent to constant use of a designated computer. Work may involve competing demands, performing multiple tasks, working to deadlines

Physical Factors

While performing the duties of this job, the employee may occasionally be required to lift items weighing up to 50 pounds

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Other duties may be assigned at the discretion of the Executive Director.

Date: _____

Employee Signature: _____



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San Miguel Regional Housing Authority Board Meetings 2021

**Miramonte Conference Room
333 Colorado Ave.
11:30 A.M.**

January 4, 2021

February 1, 2021

March 1, 2021

April 5 2021

May 3, 2021

June 7, 2021

July 12, 2021

August 2, 2021

September 13, 2021

October 4, 2021

November 1, 2021

December 6, 2021

The Meeting Dates and Times are subject to change as are the Agendas, including the addition of items or the deletion of items at any time. If you are planning to come speak to a specific matter, let the SMRHA Executive Director know by calling 728-3034, ext. 3.

Packet materials are available from the San Miguel Regional Housing Authority by contacting the Executive Director and in the SMRHA Office no later than 24 hours prior to the meeting.