

Estes Park Housing Authority, Special Board Meeting Minutes: March 23, 2020  
Phone conference call, EPHA office 363 E. Elkhorn Ave., Suite 101, Estes Park, CO 80517

Staff Present: Naomi Hawf, Scott Moulton, Nancy McLemore

Members Present: Phil Frank, Bill Pinkham, Pete Smith, Julie Abel

Members Absent: Eric Blackhurst

1. **Call to Order:** Phil Frank called the Estes Park Housing Board of Commissioners meeting to order at 2:33 am on March 23, 2020.
2. **Public Comments:** None
3. **EPHA Operations and Action re: COVID 19:** Hawf reporting. (Draft Included in Board Packet)
  - A. **Decision to adopt or modify Proposed COVID 19 Sick Leave** - Hawf proposed that 1) EPHA adopt the sick leave program from LHA, and include up to 3 days (24hrs) for staff to navigate their personal lives and feelings around COVID-19. 2) While most of staff can self-isolate, the 3 in the main office cannot. Therefore, Hawf suggested that 3 main office staff may opt move EPHA equipment to their home to allow them to work from home should they feel that offers a safer environment.
    1. Regarding the 15 days, Smith asked what happens if their leave has to extend beyond that point. Hawf answered that beyond the 15 days, the employee would have to rely on their personal time. Hawf added that even if the Governor prolongs the timeframe for offices to be closed, EPHA is considered among the critical workforce that falls outside of those restrictions.
    2. Frank called for a motion to approve the policy as proposed by Hawf. Smith made motion to approve; Pinkham seconded; motion was passed unanimously with one absence.
  - B. **Decision to adopt or modify Ability to Defer EPHA Payments**
    1. The proposal reflects the option to defer: 1) rent for April and May, 2) HOA fees for The Pines Home Owners and 3) loan payments from the Down Payment Assistance Program. Each requiring repayment by end of 2020. Additionally, all late fees be waived for March, April and May.
    2. Frank called for motion to approve; Pinkham made the motion, Smith seconded. Motion passed unanimously with one absence.
    3. Action item – Hawf to communicate the deferment regarding rent to tenants, HOA fees to owners, and DPA payments to borrowers.
    4. Action Item: Moulton to provide for the board at the April Board meeting, an analysis be done which reflects how many more delinquencies there are due to the COVID 19.
  - C. **Are any changes necessary with action on Peak View development**
    1. The Board suggested not to spend too much time on the Peak View project for right now; to hold off on any further action until next month's meeting at which point EPHA will have a better feel for what direction this COVID-19 situation will take.
  - D. **Changes to Board meeting regularity during this time of crisis:** The Board decided they will meet via conference call each Monday at 2:30pm due to the changes occurring with the COVID-19 Virus. This will occur each Monday until the April 8<sup>th</sup> board meeting. Meetings can be cancelled if not needed, but this allows the required notice to be met.
4. **Adjourn:** Meeting adjourned at 3:00pm.

Minutes submitted by Nancy McLemore on Monday, March 23, 2020.