



820 Black Bear Road, Unit G-17  
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## **SAN MIGUEL REGIONAL HOUSING AUTHORITY**

### **REGULAR MEETING**

**November 6, 2023 @ 1 PM**

<b>Via Zoom</b>	<b>ID#: 484.178.1222</b>	<b>PW: SMRHA2023</b>
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**I. CALL TO ORDER**

**II. PUBLIC DISCUSSION**

No more than five minutes per person.

**III. REVIEW OF AGENDA**

**IV. APPROVAL OF MINUTES**

October 2, 2023

**V. WORKSESSION ITEMS**

a) Mountain Village Housing Authority Update - Michelle Haynes

b) Housing Needs Assessment Cost Per Jurisdiction

Potential Executive Session: Discussion regarding Housing Needs Assessment negotiations with the Town of Mountain Village CRS 24-6-402 (4)(e).

**VI. ACTION ITEMS**

Approval of SMRHA Grievance Policy. Motion.

**VII. EXECUTIVE SESSION**

SMRHA Manager Annual Evaluation - For Discussion of a Personnel Matter Under C.R.S Section 24-6-402(4)(F).

**VIII. MANAGER REPORT**

**IX. ADJOURN**

**NEXT SCHEDULED MEETING**

**December 4, 2023**

**1 PM**

*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 SMRHA Manager know by calling 970-728-3034, ext. 4.*



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**SAN MIGUEL REGIONAL HOUSING AUTHORITY**  
**REGULAR MEETING MINUTES**  
**MONDAY, OCTOBER 2, 2023 @ 1 PM**

**The following Board Members were present via Zoom:**

- Lance Waring, San Miguel County Commissioner
- Scott Robson, Telluride Town Manager
- Adrienne Christy, Telluride Town Council Member
- Pamela Shifrin, At-Large Board Member

**The following Board Members were absent via Zoom:**

- Mike Bordogna, San Miguel County Manager

**The following were also in attendance via Zoom:**

- Courtney McEleney, SMRHA Manager

**I. CALL TO ORDER**

The Regular Meeting of the San Miguel Regional Housing Authority Board (SMRHA) was called to order by Lance Waring on October 2, 2023 at 1:01 p.m.

**II. PUBLIC DISCUSSION**

No public discussion was provided.

**III. REVIEW OF AGENDA ITEMS**

No changes or additions were made to the Agenda.

**IV. APPROVAL OF MINUTES**

Upon motion by Adrienne Christy and seconded by Scott Robson, the minutes of the September 5, 2023 Regular Meeting and September 18, 2023 Special Meeting were approved pending the reversal of title headers for the following Action Items: Housing Needs Assessment and Grievance Policy.

**V. WORKSESSION ITEMS**

No work session items were discussed.

**VI. ACTION ITEMS**

**Adoption of SMRHA Grievance Policy. Motion**

Upon motion by Adrienne Christy, and seconded by Pam Shifrin, the SMRHA Grievance Policy was adopted, pending any substantial changes by SMRHA legal counsel.

**VII. OTHER BUSINESS**

No other business was discussed.

**VIII. MANAGER REPORT**

SMRHA Manager reviewed the Manager Report. SMRHA Manager also discussed the Bedrock Rico development and deed restriction administration.

**IX. ADJOURN**

Upon motion by Scott Robson and seconded by Adrienne Christy, the Regular Meeting of the SMRHA Board was adjourned by Lance Waring on October 2, 2023 at 1:40 p.m.

## SMRHA Grievance Policy

Adopted \_\_\_\_\_, 2023

A grievance is any dispute that any client has with SMRHA personnel or an SMRHA board member (hereinafter, the "staff member") regarding action or failure to act in accordance with the individual's rights, duties, or welfare. A grievance may be presented directly to two (2) SMRHA Board members – the Town of Telluride Manager and San Miguel County Manager (the "Grievance Officers"). Grievances regarding deed restrictions shall be referred to the issuing authority of such ~~restrictions~~ restrictions (Telluride Housing Authority or San Miguel County Housing Authority) (THA or SMCHA).

Any grievance involving a staff member shall be presented, in writing, through email or hard copy, within one month of the aggrieved situation to the Grievance Officers within one month of the aggrieved situation. The grievance shall include:

1. The name, mailing and email address, and telephone number of the complainant(s) and similar information of the complainant's representative, if applicable;
  2. The particular ground(s) upon which the grievance is based, including the specific action, or non-action, taken by the staff member and the specific grounds why the staff member's decision was incorrect;
  - ~~2-3.~~ Copies of any written correspondence between the staff member and the client, if any;  
and
  - ~~3-4.~~ The action or remedy requested;
- ~~4. The recommendation made to the SMRHA board by the Grievance officers, along with the written correspondence submitted to the Grievance officers.~~

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~~After~~ After the staff member and complainant have presented their dispute in writing to the Grievance Officers, a hearing before the Grievance Officers may be held within a reasonable time. Then, the Grievance Officers shall make a recommendation to the SMRHA board. and heard their recommendations, the SMRHA Board Members may ask questions either party. The SMRHA board members will then make recommendations to the full SMRHA Board. Should the Board wish to discuss this further, an executive session may be scheduled at the next regular want to discuss the Grievance Officer's recommendation(s) further, including entering into executive session, they may schedule such discussion at the next SMRHA Board meeting. The SMRHA board shall then decide to uphold, modify, or strike the Grievance Officer's recommendation.

Grievance procedures shall be fair and provide for the basic safeguards of due process, including, but not limited to, ~~adequate~~ adequate notice of grounds upon which the grievance is based, an opportunity ~~to be~~ to be heard, meaning an opportunity to refute the evidence presented, and to present an equitable defense, in a timely and reasonable ~~manner;~~ manner, and a decision on the merits.

**The SMRHA Board's determination will be binding.** The decision of the SMRHA Board shall constitute final agency action subject to judicial review ~~in accordance with~~ per CRCP Rule 106(a)(4).

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2. The particular ground(s) upon which the grievance is based, including the specific action, or non-action, taken by the staff member and the specific grounds why the staff member’s decision was incorrect;
3. Copies of any written correspondence between the staff member and the client, if any; and
4. The action or remedy requested.

After the staff member and complainant have presented their dispute in writing to the Grievance Officers, a hearing before the Grievance Officers may be held within a reasonable time. Then, the Grievance Officers shall make a recommendation to the SMRHA board. Should the Board want to discuss the Grievance Officer’s recommendation(s) further, including entering into executive session, they may schedule such discussion at the next SMRHA Board meeting. The SMRHA board shall then decide to uphold, modify, or strike the Grievance Officer’s recommendation.

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## **MANAGER REPORT**

### **November 6, 2023**

- **SMC:**
  - 1 November Closing
  - SMC Compliance Update
  
- **TOT:**
  - 1 November Closing
  - 3 pending Notices of Violation
  - TOT Compliance set to begin November 29, 2023