

Yampa Valley Housing Authority Application Packet for Board Membership

The Yampa Valley Housing Authority (YVHA) was established in 2003 through an Intergovernmental Agreement (IGA) between the City of Steamboat Springs, Colorado and Routt County, Colorado. The purpose of YVHA is to effect the planning, financing, acquisition, construction, reconstruction or repair, maintenance, management, and operation of housing projects or programs pursuant to a multi-jurisdictional plan in order to provide dwelling accommodations at rental prices or purchase prices within the means of families of low or moderate income living within the jurisdiction of the Authority, and to provide affordable housing projects or programs for employees of employers located within the jurisdiction of the Authority. In November 2017, the voters of the YVHA service area passed a one-mil property tax with a ten year sunset. This property tax provides YVHA a dedicated funding source to build housing for locals. The YVHA ten-year development plan includes 350 low-income rental units, 350 seasonal beds and a mix of 150 permanently affordable homes for rent or ownership.

To help execute on the YVHA development plan, applicants for open seats on the YVHA Board will be screened using the following criteria:

1. Applicants should believe in the YVHA purpose and have sufficient time resources available to provide a positive and meaningful impact to the organization.
2. Board members must live and/or work (i.e., derive at least 80% of their income) within the jurisdictional boundaries of the Authority (map attached).
3. Each Board member is required to attend 2/3 of the regular monthly Board Meetings, participate in one Board committee and be prepared and engaged at all meetings. It is anticipated that this level of commitment requires a minimum of at least ten hours per month (see Board expectations attached).
4. The YVHA Board has identified a need for the following skill sets when considering new appointments:
 - a. Property management
 - b. Real estate development
 - c. Financial analysis
 - d. Legal
 - e. Human resource management
 - f. Real estate due diligence (e.g., surveyor, engineer)
 - g. Connection to our client base or a client of YVHA

Please see the attached *****DRAFT**** of Board Member Expectations for further details.

EXPECTATIONS OF THE MEMBERS OF THE YVHA BOARD OF DIRECTORS

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the organization has adequate resources to advance its mission.

By definition, a director can't be passive.

You cannot direct anything if you're just sitting there waiting for someone to tell you what to do.

QUALIFICATIONS

- Unbridled enthusiasm and contagious passion for the Statement of Purpose of the Yampa Valley Housing Authority
- Familiarity with the organizational Intergovernmental Agreement (IGA) and Bylaws
- Ability to fulfill these expectations; sign the Conflict of Interest form; and honor and maintain organizational confidentiality when necessary
- A reputation for integrity; the ability to keep commitments; and willingness to learn
- Emotional maturity with ability to build team spirit and lead by example without micro-managing
- Represent a diverse part of the community and possess the ability to influence that community
- Sufficient time to work with a committee, and to encourage other, non Board members to do the same
- Ability to interpret a financial report and to make long-range plans for growth
- Good communication skills, flexibility, and a sense of humor

MAKE INFORMED DECISIONS

- **Attend** a minimum of 2/3 of all board meetings
- **Read, review, and understand** the monthly board packet and direct any needed clarifying questions to staff prior to board discussion at the monthly meeting
- **Attend** training workshops and board retreats, when scheduled
- **Take note** of other similar Housing Authorities, and **read** applicable articles and publications to stay well-educated about the organization, as well as the **current** state of the affordable housing market
- **Determine** the strategic direction and long-range plans of the organization, **actively** set appropriate policies, and monitor their success

MAINTAIN ACCOUNTABILITY

- **Act** in the best interests of the organization (not your own) to ensure that its affairs are conducted legally and responsibly, in confidentiality, with no conflict of interest--financial *or* personal
- **Maintain** the property of the organization in a reasonable state of repair
- **Encourage** staff development to ensure effective stewardship of abundant community resources
- **Employ and nurture** the Executive Director, who employs and evaluates other staff
- **Ensure** the Executive Director has the moral and professional support needed to further the goals of the organization
- **Provide** direct foresight, oversight, insight and direction for the executive director, who is responsible for managing the day-to-day operations of the organization and be responsible for evaluating his/her performance
- Periodically **evaluate** its own effectiveness as a governing body, as a group of volunteers, and as representatives of the community in upholding the public interest served by the organization

ASSURE ORGANIZATIONAL HEALTH AND GROWTH

- **Actively participate** on a committee to ensure the board policies and procedures are implemented. Committee expertise is a critical factor in being able to provide good governance.
- **Be responsible** to the Board of Directors President and the Executive Director (as the elected and assigned representatives of the board), once the Board meeting adjourns.
- When Board consensus is reached on actions or policies, **be openly supportive**, even if you disagreed during the approval process. If you cannot morally support Board actions or policies once approved, you should resign: ongoing contention is contrary to the public trust. (Resignation should be in writing to the president and the board of directors).

RESULTS

- An efficient, accountable, transparent, and sustainable organization based on mutual trust and consensus that can make an important contribution to the affordable housing crisis in Routt County

While these expectations are intended to be thorough, there will be situations and questions that arise that are not answered above. Please contact the Board President and/or any of the Executive Committee on the Board for clarification.

YVHA agrees to provide each member of the board with:

- An introduction to other board members and staff members
- Current board of director roster and term dates
- An orientation to the institution, its mission, organizational structure and culture
- Relevant and current information about YVHA operations
- A copy of the current, Board-approved budget
- Regular reports that provide useful analysis of relevant financial data
- Ample notice of all meetings with agendas and necessary support materials
- Timely minutes of all board and committee meetings
- Respect for his/her time and the use of his/her talent effectively
- Calendar for the current year meeting schedule (subject to change upon Board discussion and approval)
- Directors and Officers liability coverage as part of the organizational insurance policies
- Guidelines regarding special responsibilities the board has due to the IGA status of YVHA

In accepting the position as a Board Member of the Yampa Valley Housing Authority, I recognize that with this position comes a commitment to support the organization, its programs and policies and to assist in meeting the mission and vision of the organization. I acknowledge that if I do not fulfill these expectations to the best of my ability, I may be removed from the Board through the process outlined in the IGA and the by-laws.

Printed Name: _____
Board Member

Signature: _____
Board Member

Date: _____

DRAFT



Yampa Valley Housing Authority
Or
Yampa Valley Airport Commission

APPLICATION FOR APPOINTMENT

DEADLINE TO SUBMIT APPLICATION TO THE STEAMBOAT SPRINGS CITY CLERK'S OFFICE OR ROUNT COUNTY BOARD OF COUNTY COMMISSIONERS OFFICES:

March 9, 2018

Please type or print with black ink. If you have questions or need more information, contact Julie Franklin, City Clerk at 871-8248 or the County Commissioners Office at 879-0108.

Return completed application to:

- City Clerk's Office, City Hall, 137 10th Street, Post Office Box 775088, Steamboat Springs, CO 80477, or
- Board of County Commissioners, 136 6th Street, Post Office Box 773598, Steamboat Springs, CO 80477.

NAME: _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: _____

HOME PHONE: _____ **WORK PHONE:** _____

FAX: _____ **E-MAIL ADDRESS:** _____

HOW LONG HAVE YOU BEEN A RESIDENT OF STEAMBOAT SPRINGS OR A RESIDENT OF ROUNT COUNTY? _____

ARE YOU A FULL-TIME STEAMBOAT SPRINGS/ROUTT COUNTY RESIDENT? _____

CURRENT OCCUPATION/EMPLOYER: _____

PREVIOUS WORK EXPERIENCE: _____

APPLICABLE COMMUNITY ACTIVITIES/VOLUNTEER WORK: _____

SPECIAL QUALIFICATIONS APPLICABLE TO THE AUTHORITY OR COMMISSION: _____

WHY DO YOU WANT TO SERVE ON THE _____?
(Authority or commission applying for)

WHAT, IN YOUR OPINION, ARE THE THREE MOST PRESSING ISSUES FACING THE CITY OF STEAMBOAT SPRINGS AND ROUTT COUNTY RELATIVE TO THE AUTHORITY/COMMISSION FOR WHICH YOU ARE APPLYING?

OTHER COMMENTS: _____

Please attach any documentation that would enhance your application.

Signature

Date