HOUSING AUTHORITY OF SALT LAKE CITY
(HASLC)

ANNUAL BOARD MEETING MINUTES
Housing Authority of Salt Lake City
1776 South West Temple
Monday, January 29, 2018
11:00 p.m. – 12:50 p.m.

The annual meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 12:50 p.m.

**Board Members in Attendance**
Palmer DePaulis, Chair
Dave Mansell, Vice Chair
Cindy Gust-Jenson, Commissioner
Brenda Koga, Commissioner
Les Sparks, Commissioner

**Excused**
David Litvack, Commissioner
Alfonsa Price, Commissioner

**Staff in Attendance**
Daniel Nackerman, Executive Director
Britnee Dabb, Deputy Director
Kim Wilford, Deputy Executive Director
Mark Short, Director of Finance
Laryn Hill, Director of Property Management
Joe Post, Director of Real Estate Development
Zac Pau’u, Director of Homeless Programs
Charlene Owen, Administrative Assistant

**Guests – Calendar Contributors “What Home Means to Me”**
Maslah (age 7) Abdullahi (age 9)
Yussuf (age 11) Fatuma (age 12)
Maryam (age 10) Ethan (age 8)
Marcelino (age 8)

Parents: Hawa, Monica and Latisha

**Guests – New Employees of HASLC**

**Legal Counsel**
Ryan Warburton, Gilmore & Bell
Chair DePaulis convened the annual meeting of the Housing Authority of Salt Lake City (HASLC) at 11:00 a.m.

Roll Call of the Board Members present.

Daniel Nackerman, Executive Director and Britnee Dabb, Deputy Director started our meeting by having the new employees of the Housing Authorities introduce themselves and what they do:

Amy Dart – Accountant II
Ed Binkley – Accountant II
Devinie Griffin – Section 8 Specialist
Kevin MacGilvery – Section 8 Specialist
Zeljko Macura – Senior Maintenance Manager
Bina Maharjan – Section 8 Specialist

Chair DePaulis welcomed our guests today. They are the children who are the winners of our calendar contest “What Home Means to Me”.

Britnee Dabb explained that we asked our residents to draw pictures of what housing means to them. She introduced Mindy Holman and Amber Howells from the Family Self-Sufficiency program who led this project. The calendars were sent out to our community partners and calendars were distributed to the Board.

The children all held up their framed pictures to applause and appreciation by the group. One of the mothers expressed appreciation to the Housing Authority for our efforts in housing the homeless.

ELECTION OF OFFICERS FOR 2018

Executive Director Nackerman stated that in our bylaws, we are to have elections at the annual meeting in January for the Chair and Vice Chair positions. The Chairperson and the Vice-Chairperson shall hold office for a term of one year, or until their successors are elected and qualified. He distributed copies our bylaws with the section on Elections highlighted.

Chair DePaulis opened the floor for nominations for election of Chair and Vice Chair. Commissioner Gust-Jenson nominated Palmer DePaulis and Dave Mansell to continue as Chair and Vice Chair, respectively.
Motion

Commissioner Gust-Jenson made a motion to re-elect Palmer DePaulis as Chair and Dave Mansell as Vice Chair. Commissioner Sparks seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

MOTION FOR APPROVAL OF THE HASLC OPEN MEETING MINUTES OF NOVEMBER 27, 2017 AND THE JANUARY 10, 2018 SPECIAL MEETING MINUTES

The Executive Director has provided each Commissioner with a copy of the written minutes of the November 27, 2017 Open Meeting and the written minutes of the January 10, 2018 Special Meeting Minutes. The Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Mansell moved to approve the HASLC Open Meeting Minutes of November 27, 2017 and the Special Meeting Minutes of January 10, 2018. Commissioner Sparks seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

NEW BUSINESS

Daniel Nackerman, Executive Director

A) APPROVE RESOLUTION #604-2018 revising the HASLC Team Handbook (personnel policies) Section 4.9 Corrective Action policy to provide performance-related feedback and constructive discipline.

We did a re-vamping of our personnel policies in May 2017. We added a lot of new policies and procedures that were not there before. We continue to bring things to the board to revise. In this case, we had some old language regarding corrective action. Britnee Dabb who is our Deputy Director and is also over Human Resources worked with a consultant to change language. She suggested we make the new language more performance based. We added a blue lined copy of this policy in the packet so the Commissioners could see how we changed the language on Corrective Action.
Motion

Commissioner Sparks made a motion to approve Resolution #604-2018 revising the language of Corrective Action in the HASLC personnel policies. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

B) APPROVE RESOLUTION #605-2018 revising the HASLC Team Handbook (personnel policies) Section 2.4 Workplace Bullying policy to add more detail as to reporting.

One of the things that is happening all over the country is to put a bullying policy in Personnel Policies. Our consultant suggested revisions to provide more detail to this Policy. The workplace bullying policy is revised to add detail as to reporting of bullying behavior. The revised policy is included in the board packet.

Motion

Commissioner Gust-Jenson moved to approve Resolution #605-2018 revising the “Workplace Bullying” policy within the Employee Team Handbook. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

C) APPROVE RESOLUTION #606-2018 approving and ratifying a loan between HASLC and HAME along with prior actions related to the recent purchase of the Capital Motel and adjacent sites by HAME

After many months of predevelopment and financing activities the Housing Authority instrumentality HAME purchased the Capital Motel and adjacent parcels on January 19, 2018 utilizing proceeds from a loan with the City Redevelopment Agency (RDA) as well as cash reserves from HASLC in the amount of $1,192,783.

The Board action proposes to conceptually approve all related actions taken by HAME as well as approving a more formalized loan between HASLC and HAME in the amount of $1,500,000 to cover acquisition costs and provide a source for start-up interim costs and pre-development funds for the ultimate project.

Motion

Commissioner Sparks moved to approve Resolution #606-2018 approving and ratifying a loan between HASLC and HAME along with prior actions related to the recent purchase of the Capital Motel and adjacent sites by HAME. Commissioner Koga seconded. The
motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

D) REVIEW AND APPROVE quarterly financial reports

The Housing Authority of Salt Lake City provides housing opportunities through HUD subsidized programs such as “Public Housing” and Housing Choice Vouchers (Section 8) as well as through Tax Credit-funded and other properties that are owned by the Housing Authority.

This is the unaudited year-end report. A detailed report is included in the board packet but in summary:

We are doing well in our non-HUD projects – we report them as private sector housing.
We’re doing well in our voucher Section 8 which is the largest program.
We’re losing a little bit of money in Public Housing. We projected a loss.
Constant issue is still the homeless programs.

We had revenues of $37,392,184 and expenses of $36,628,953. Agency wide, the Housing Authority’s 4th Quarter net operating income is $763,231.

HASLC has maintained solid fiscal performance through the fiscal year of 2017 despite several programs not performing as well as expected. We will continue to monitor and carefully control administrative expenses in the Voucher Program as well as the occupancy rates and operating costs in the Homeless Programs.

Motion

Commissioner Sparks made a motion to approve the quarterly financial reports. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

E) REVIEW AND APPROVE 2017 4th Quarter account write-offs in the total amount of $28,231.

When tenants leave without paying rent; when there is unreported income or property damage, HASLC has to write off what we call “bad debt”. During the 4th quarter of Fiscal Year 2017, HASLC incurred $28,231 in bad debt. Detail of the instances which make up this bad debt is included in the board packet.

HASLC recommends the board approve the bad debt write off amount of $28,231 with the provision that collection attempts will continue.
Motion

Commissioner Mansell made a motion to approve the quarterly financial reports. Commissioner Sparks seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

COMMUNICATIONS

A) EXECUTIVE DIRECTOR REPORT

We did receive our new Family Self Sufficiency grant from HUD which funds two positions to assist residents with life skills and increases in household income.

After initial delays and reductions in promised funding by the City HAND Department, the full project loan of $500,000 at zero interest was approved. This will allow HASLC to begin spending funds on important relocation activities.

We settled a HUD Complaint from 2015 regarding discrimination due to a service animal at a VA site. We did negotiate the $6,500 payment to the resident down to $1,505.

We do have some conflict with the VA again. We had a death of a tenant at Valor House over New Year’s holiday week-end and another death a week later of a homeless veteran at Sunrise. The local VA management has ceased referring new tenants until they can be assured that the sites are safe. We are going to push back. These two deaths are unrelated – there’s no pattern. Zac is preparing a written response. If an agreement cannot be reached, HASLC will begin to move a generally less vulnerable population (yet still Homeless Veterans) into the empty units.

In partnership with the City Economic Development Department, the State Workforce Development Department, Catholic Community Services, Salt Lake Community College, Volunteers of America, 6 construction companies, and several others, HASLC provided most of the needs for 8-12 homeless persons to enter a 6-month pilot job training program with full needs being met such as housing, transportation, food, counseling, academic training and skills training (wood framing). The hands-on program has been life changing for a few and the lessons learned will set a path for future training programs. HASLC staff has gone above and beyond in providing leadership and direct assistance with this pilot. There are about six contractors that are anxious to hire the graduates of this program.
City Plaza is a 300 unit senior high rise that is deteriorating. We own half of the property; the County Housing owns the other half. We have been working with the County to redevelop this property. The concept is to place half the units into HUD RAD status (turning them into a Section 8 like program) and to take the other half out of HUD Public Housing and gain new Section 8 vouchers or tax credit rents for those. Substantial rehab would be completed and the new “owner” would likely be a new LLC consisting of both Housing Authorities and another partner.

After a Commissioner met with several staff confidentially and without the knowledge of the Management staff, the Chair followed up on concerns and also met confidentially with staff, again without the knowledge of Management. A handful of employees lodged a variety of complaints directed at Management Staff. Under the leadership of the Chair, Vice Chair and Executive Director, an experienced HR Consultant completed a review of potential issues forwarded by the 3-4 staff members and found the wide variety of allegations “unsubstantiated, without merit, and inaccurate”. However, the consultant noted areas of suggested improvement in HR practices. The consultant also made specific recommendations in changing at least five policies and procedures within the Employee Team Handbook. Most of these excellent changes are already underway and will be completed by the end of February.

Chair DePaulis noted that Staff Reports are included in the packet for Commissioners to review.

**CHAIR REPORT**

*Palmer DePaulis, Board Chair*

Chair DePaulis wanted to thank Commissioner Phil Bernal for his years of leadership that helped transform this agency into one of the most innovative Housing Authorities in the United States.

The 2018 PHADA Commissioners Conference held January 4 – 6 was attended by two of our Commissioners who described it as very valuable. This particular PHADA conference is held once per year and is aimed towards Commissioners and their role at Housing Authorities.

He also listed some upcoming conferences and trainings for 2018 on a report that is in the board packet.

**Motion**

Commissioner Mansell made a motion to adjourn the Housing Authority Meeting and convene the HAME meeting. Commissioner Gust-Jensen seconded. The motion passed.
unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Mansell, and Sparks voting in favor. There were no objections or abstentions.

The Housing Authority Board Meeting adjourned at 12:50 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director
**HOUSING ASSISTANCE MANAGEMENT ENTERPRISE**  
(HAME)

**BOARD MEETING MINUTES**  
Housing Authority of Salt Lake City  
1776 South West Temple  
Monday, January 29, 2018  
12:50 p.m. – 1:05 p.m.

A meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 12:50 p.m. – 1:05 p.m.

**Board Members in Attendance**  
Palmer DePaulis, Board Chair  
Dave Mansell, Vice Chair  
Philip Bernal, Board Member  
Cindy Gust-Jenson, Board Member  
Brenda Koga, Board Member  
Les Sparks, Board Member

**Excused**  
David Litvack, Board Member  
Alfonsa Price, Board Member

**Staff in Attendance**  
Daniel Nackerman, Executive Director  
Britnee Dabb, Deputy Director  
Kim Wilford, Deputy Executive Director  
Mark Short, Director of Finance  
Laryn Hill, Director of Property Management  
Joe Post, Director of Real Estate Development  
Zac Pau’u, Director of Homeless Programs  
Charlene Owen, Administrative Assistant

**Legal Counsel in Attendance**  
Ryan Warburton, Gilmore & Bell
Chair DePaulis convened the meeting of the Housing Assistance Management Enterprise (HAME) of Salt Lake City.

**MOTION FOR APPROVAL OF BOARD HAME MEETING MINUTES OF November 27, 2017 and THE SPECIAL HAME MEETING OF January 10, 2018**

The Executive Director has provided each Board Member with a copy of the written HAME Open Meeting minutes of November 27, 2017 and the Special Meeting HAME Meeting Minutes of January 10, 2018 and the Board acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

**PUBLIC COMMENT**

None

**Motion**

Board Member Gust-Jenson moved to approve the HAME Meeting Minutes of November 27, 2017 and the Special Meeting Minutes of January 10, 2018. Board Member Koga seconded the motion. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Mansell and Sparks voting in favor. There were no objections or abstentions.

**CONFIRMATION OF OFFICERS**

Chair DePaulis confirmed the officers elected at the Housing Authority meeting will remain the same for HAME with the Executive Director serving as President of HAME.

**NEW BUSINESS**

*Daniel Nackerman, Executive Director*

A) Review the restructuring documents of the Housing Assistance Management Enterprise (HAME) as approved at the Special Meeting held on January 10, 2018.

Board Member Litvack requested a red-lined version of the restructuring documents so all could see what had been changed.

B) **Adopt Resolution #607-2018** ratifying and approving execution of loan documents, purchase documents and all other actions related to the recent purchase of the Capitol Motel and adjacent sites by HAME including a loan from HASLC to HAME in the amount of $1,500,000 and a loan commitment between the Redevelopment Agency of Salt Lake City to HAME of $3,200,000 with the first loan of $2,750,000.
This is very similar to the Housing Authority Resolution that was adopted. Copies of the loan document are available in the board room for review.

**Motion**

Board Member Sparks moved to adopt Resolution #607-2018 ratifying and approving execution of loan documents related to the recent purchase of the Capitol Motel. Board Member Bernal seconded. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Mansell and Sparks voting in favor. There were no objections or abstentions.

**COMMUNICATIONS**

A) Tax Credit Projects: Application Update

*Joe Post, Director of Real Estate*

Joe gave an update on the Tax Credit applications for our proposed new properties. The detail of this report is included in the board packet.

**Motion**

Board Member Gust-Jenson moved to adjourn HAME and convene HDC. Board Member Koga seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Mansell and Sparks voting in favor. There were no objections or abstentions.

The HAME Meeting adjourned at 1:05 p.m.

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Palmer DePaulis, Board Chair  
Daniel Nackerman, Executive Director
HOUSING DEVELOPMENT CORPORATION OF SALT LAKE CITY
BOARD MEETING MINUTES
Housing Authority of Salt Lake City
1776 South West Temple
Monday, January 29, 2018
1:05 p.m. – 1:10 p.m.

A meeting of the Board Members of the Housing Development Corporation of Salt Lake City was held on January 29, 2018 from 1:05 p.m. – 1:10 p.m.

Board Members in Attendance
Palmer DePaulis, Chair
Dave Mansell, Vice Chair
Philip Bernal, Board Member
Cindy Gust-Jenson, Board Member
Brenda Koga, Board Member
Les Sparks, Board Member

Excused
David Litvack, Board Member
Alfonsa Price, Board Member

Staff in Attendance
Daniel Nackerman, Executive Director
Laryn Hill, Director of Property Management
Britnee Dabb, Deputy Director
Joe Post, Director of Real Estate Development
Zac Pau’u, Director of Homeless Programs
Tyson, Montoya, Controller
Charlene Owen, Administrative Assistant

Legal Counsel in Attendance
Ryan Warburton, Gilmore & Bell
Chair DePaulis convened the open meeting of the Housing Development Corporation of Salt Lake City (HDC)

**Roll Call**

**CONFIRMATION OF OFFICERS**

Chair DePaulis confirmed the officers elected at the Housing Authority meeting will remain the same for HDC with the Executive Director serving as President of HDC.

**Motion for Approval of HDC Open Meeting Minutes of November 27, 2017 and the Special Open Meeting Minutes of January 10, 2018**

The Executive Director has provided each Board Member with a copy of the written minutes of the November 27, 2017 HDC Open Meeting and the Special Open Meeting Minutes of January 10, 2018. The Board Members acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

**Motion**

Board Member Koga moved to approve the HDC Open Meeting Minutes of October 30, 2017. Board Member Sparks seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Mansell and Sparks voting in favor. There were no objections or abstentions.

**Public Comment**

None

**New Business**

A) **Review** the restructuring documents of HDC as approved at the Special Meeting held January 10, 2018.

B) ** Adopt Resolution #608-2018** further revising the Articles of Incorporation and Bylaws to change Housing Development Corporation to Housing Development Corporation of Salt Lake City in all documents.

**Motion**

Board Member Gust-Jenson made a motion to adopt Resolution #608-2018 further revising the Articles of Incorporation and Bylaws to change Housing Development Corporation to Housing Development Corporation of Salt Lake City in all documents.
Board Member Mansell seconded. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Mansell and Sparks voting in favor. There were no objections or abstentions.

**Motion**

Board Member Mansell moved to adjourn the HDC Open Meeting. Board Member Sparks seconded the motion. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Mansell and Sparks voting in favor. There were no objections or abstentions.

The HDC Meeting adjourned at 1:10 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director