HOUSING AUTHORITY OF SALT LAKE CITY
HASLC

BOARD MEETING MINUTES
Housing Authority of Salt Lake City
1776 South West Temple
Monday, September 24, 2018
11:00 a.m. – 1:45 p.m.

The regular meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 1:45 p.m.

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

Excused
Alfonsa Price, Commissioner

Guest
Phil Bernal, HAME and HDC Board Member

Staff in Attendance
Daniel Nackerman, Executive Director
Kim Wilford, Deputy Executive Director
Britnee Dabb, Deputy Director
Mark Short, Director of Finance
Tyson Montoya, Controller
Jackie Rojas, Director, Section 8
Zac Pau’u, Deputy Director
Leah Bryner, Senior Housing Analyst
Charlene Owen, Administrative Assistant

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

Roll Call of the Board Members present.

PUBLIC COMMENT

No Public Comment

MOTION FOR APPROVAL OF THE HASLC OPEN MEETING MINUTES OF AUGUST 27, 2018

The Executive Director has provided each Commissioner with a copy of the written minutes of the August 27, 2018 Open Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair DePaulis called for a motion.

Motion

Commissioner Sparks moved to approve the HASLC Open Meeting Minutes of August 27, 2018. Commissioner Litvack seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

NEW BUSINESS

Daniel Nackerman, Executive Director, requested putting an emergency Resolution #624-2018 on the agenda. Since this Resolution came up after the Public Notice posting, we are unable to take action. However, we can discuss it at this meeting.

There is a need for the Housing Authority of the County of Salt Lake to do business within the boundaries of the Housing Authority of Salt Lake City for a proposed 40-unit mixed-income Permanent Supportive housing project located at 426 South 500 East in Salt Lake City. Further discussion will be held at our next meeting.

A) APPROVE RESOLUTION #621-2018 approving all annual budgets for 2019

Daniel Nackerman, Executive Director and Mark Short, Finance Director

Dan gave a quick overview of all of our annual budgets with a Power Point Presentation.
In accordance with policy, on an annual basis, the comprehensive Annual Budget has been prepared for fiscal year 2019 which runs from January 1, 2019 to December 31, 2019. HASLC prepares a conservative budget that reflects projections of revenues and expenses for each activity and property. Previous year trends and analysis of current activity along with an evaluation of individual property needs are also incorporated. Consistent with accounting methods, overhead expenses are allocated to all properties based on a number of units or other method which in the determination of management best reflects costs for those properties or activities.

The FY2019 Operations Budget is $39,361,942 with anticipated year end unrestricted cash reserves of $10,563,516. Net revenues are increased by $967,373 while net expenses increased $1,057,310.

Major programs Public Housing and Housing Choice Voucher (HCV) are budgeted conservatively based on preliminary information from the current administration. We are reflecting the increase to the Administrative Fees in the HCV program to 80% as well as additional vouchers awarded.

We do have solid reserves in a lot of our program areas.

The 2019 budget includes the addition of the Capitol Inn revenue and expenses and anticipated changes to GPD properties. Other significant variances are outlined in the Letter to the Board contained in the packet distributed to Commissioners.

We'd like to focus on Public Housing today since that is the budget that needs to be submitted before October 1, 2018. There has been annual operating deficit in Public Housing. This is a national trend. We do have reserves in Public Housing. We think this conversion to RAD will help with the Public Housing budget.

*Mark Short, Finance Director*

Mark distributed the 2018 Consolidated Budget binders to the Commissioners. He walked us through the binder; how it’s organized and presented. This is very similar to what we’ve presented in past budgets. Mark showed us various breakouts of the budget and explained where the detail could be located.

He went into detail about the Public Housing portion of the budget. Our Public Housing portfolio consist of four complexes for the elderly: Romney Plaza (70 units), Phillips Plaza (99 units), City Plaza (150) units, and Rendon Terrace (70 units). A Budget Narrative and financial break-out for each of these properties is included in the budget book.
Commissioner Sparks stated that the two losers in all of this (budget) are Section 8 and Public Housing. He stated that in a year and a half we’ll be broke. He also stated that while conversion to RAD is a good thing it’s not going to help. He also requested that the Board should be provided on a monthly or quarterly basis, an analysis of the reserves.

Commissioner Gust-Jensen asked if we could schedule a Public Hearing and putting the annual budget on the Public Notice website and our website for public review before approving the annual budget in our board meeting.

**Motion**

Commissioner Gust-Jensen made a motion to set a Public Hearing date for our next board meeting and to have the annual budget available on our website and other means 10 days prior to that meeting. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

**B) APPROVE RESOLUTION #622-2018** approving the U.S. Housing and Urban Development (HUD) Public Housing Operating Budget for 2018 and authorizing submittal to HUD

We are separating out the Public Housing portion because it is required to be submitted prior to October 1, 2018.

**Motion**

Commissioner Gust-Jensen moved that we approve Resolution #622-2018, the Public Housing Budget for submittal to HUD and to adopt a practice in the future to set a public hearing on our overall budget on our website and other means and to have available 10 days prior to our next meeting. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

**C) APPROVE RESOLUTION #623-2018** approving Articles of Incorporation and Bylaws for New Non-profit Entity Foundation.

_Daniel Nackerman, Executive Director_

Commissioners may recall that as a part of our project close-out agreement with Zwick Construction on 9th East Lofts we decided a piece of that would be to fund a start up, joint non-profit entity between Zwick and the Housing Authority utilizing $150,000 of the released payments. The primary purpose of the non-profit would be to train and employ
low-income residents and including residents coming out of homelessness. We have prepared the Articles of Incorporation and Bylaws for this non-profit with our lawyer.

This non-profit 501 (c) entity will:

- Be operated primarily by HASLC although the majority will be controlled by Zwick
- Have set number of directors of 5 with terms of one-year, limited to five total
- Have Zwick Directors selected by Zwick (majority) and HASLC Directors selected by HASLC
- Require prior approval from HASLC for amendments to the Bylaws and Articles

This venture will likely start slowly then gain momentum as the planning and resource attainment are advances.

**Motion**

Commissioner Litvack moved that we approve Resolution #623-2018 and authorize the Executive Director to execute the Articles of Incorporation and Bylaws for the joint non-profit entity held with Zwick Construction for the purposes of providing economic opportunities for low income or previously homeless persons. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

**D) APPROVE New Non-profit Board Appointments for New Joint Non-Profit Entity with Zwick Construction**

One of the first actions after approving the Articles of Incorporation and Bylaws for this entity will be to name 2 of the 5 Board Members on behalf of HASLC.

We recommend naming Daniel Nackerman, Executive Director and Leah Bryner, Senior Housing Analyst as the initial HASLC Board Members.

**Motion**

Commissioner Litvack moved to approve the appointment of Daniel Nackerman and Leah Bryner as Board Members on behalf of HASLC for the new Non-profit Board Appointments for New Joint Non-Profit Entity with Zwick Construction. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.
E) REVIEW AND DISCUSS draft 2019 Agency Annual Plan

Kim Wilford, Deputy Executive Director

HUD requires all of the 3,200 Housing Authorities in the U.S. to prepare an Annual PHA Plan which serves as a ready resource for interested parties to locate basic Public Housing Authority (PHA) policies, rules, and requirements concerning the PHA’s operations, programs and services. It informs HUD, families served, and members of the public of the PHA’s mission, goals, and objectives.

This 2019 Plan has very few changes from the past iteration, yet highlights the following information:

Statements on Housing Needs and Strategy, Financial Resources, Rent Determination, Safety/Crime, Pet Policy, and any related amendments to above from past years. It also describes a relatively new “activity” at HASLC which is the intent to utilize more Project Based Vouchers, addition of preferences to waiting lists, and develop more properties.

There is also information regarding the PHA progress towards past goals in reaching its mission (solid) and describing any Fiscal Year Audit findings (one). Finally, there are descriptions of capital plans and a summary of Resident Advisory Board (RAB) comments/plans regarding the PHA plan and more specifically the needs of the sites.

The draft plan was distributed 9/21/2018 to the public, resident leaders, staff and in common areas as well as the Housing Authority front desk and today, 9/24/2018 for the Commission. Notice of the draft plan was posted on our web site. An advertisement was published in the local newspaper over the weekend of 9/22/2018 for Public Notice of an open public hearing to be held at the Board Meeting, October 29, 2018. The public comment period ends 11/5/18.

This plan can be changed or updated throughout the year.

F) REVIEW HASLC eviction and termination policies and practices.

Kim Wilford, Deputy Executive Director

There was a request from the Board as to our eviction and termination policies and practices.

The Housing Authority manages a variety of programs and properties with focus from market to housing for chronic homelessness in addition to the Section 8 voucher program and Public Housing. While maintaining some consistency among all programs, there are specific requirements to each. The report in our board packet will provide a summary of
the eviction practices of the properties and program areas managed by the Housing Authority.

**Authority Owned** properties (includes the HAME, HDC, Public Housing and tax credit properties) with 977 units, have had 21 evictions over the previous 12 months. Common eviction causes include failure to pay, failure to meet tax credit program re-certification requirements, damage to the property, abusive treatment of staff, or continued lease violations such as unauthorized animals, noise and illegal activities.

**Homeless Programs** properties consist of 315 units including Sunrise, Valor House and Freedom Landing have had 15 evictions of the previous 12 months. Evictions in the Homeless Programs are most often due to lease house rule violations such as drug use, illegal activity or property damage.

**Federal Programs** of Housing Choice Vouchers and Mod Rehab include a total of 2,789 households. In the previous 12 months there have been 40 terminations of assistance. The most common causes include criminal activity, failure to provide documentation, eviction, unauthorized guests and breach of payback agreement.

Informal hearings are held upon request by the Head of the Household within 10 days of receipt of Housing Authority’s decision. The family is given an opportunity to examine documents. Hearings are conducted by approved and trained persons other than those making the original decision. The decision is issued in writing within 20 business days and is considered final.

More detailed information defining policies and procedures regarding evictions and terminations are included in the board packet.

**CLOSED SESSION**

**Motion**

Commissioner Sparks made a motion to go into Closed Session. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

_The Housing Authority of Salt Lake City Commission Meeting went into Closed Session at 1:08 p.m._

_The Housing Authority of Salt Lake City Commission Meeting re-convened at 1:25 p.m._
COMMUNICATIONS

EXECUTIVE DIRECTOR REPORT

Daniel Nackman, Executive Director

- We did have a successful grant application to the City RDA for $1,000,000 and a zero-interest loan for Book Cliffs Lodge
- We did have a successful funding application to the City HAND department which resulted in approximately a $300,000 zero interest loan for physical improvements at our homeless sites and related
- We did issue a RFP for an alternate user at Valor House
- We were selected formally with our partner, Brinshore, for a major project at 1500 West North Temple site (the Overniter). We submitted to the Salt Lake City RDA for the development application
- We are quietly negotiating for the acquisition of a medium-sized historic apartment property near our City Plaza complex. We’re not going to make any commitments without Board approval
- The Denver Street re-location has been completed some time ago.

OUTREACH REPORT

Britnee Dabb, Deputy Director

- The Public Housing Authorities Directors Association (PHADA) Legislative Forum was attended by Commissioner Price, the Executive Director, and the Deputy Director who met with Utah Representatives and key Housing Committee members in Washington, D.C. to educate each on HASLC, national issues and how the Moving to Work program is a proven solution
- Senior staff hosted HUD Regional Director, Eric Cobb from Denver, HUD Regional Public Affairs Specialist, Amy Short, and HUD Salt Lake Director, Kelly Jorgenson for discussions on innovative programs at HASLC to be emulated at other Housing Authorities. A short tour was conducted as well
- Staff gave a tour of 9th East Lofts to city and state officials from Maryland as coordinated by Lara Fritts, Director of the EDA for Salt Lake City.

RESOURCE MANAGEMENT SUMMARY

Britnee Dabb, Deputy Director

- Several staff from the Maintenance Department attended the OSHC Lockout/Tagout procedure training
• The Deputy Director of Property Management and the Deputy Director of Homeless Programs provided a TheoPro Low Income Housing Tax Credit webinar group training, “Rents, Utilities and General Public Use” for property managers in both departments currently managing such sites.
• We have 8 employees who have successfully completed the language proficiency testing. Certified interpreters are available to interpret Spanish and Nepali agency wide.

CHAIR REPORT

Palmer DePaulis, Chair

It was proposed to change our November Board Meeting date from November 26, 2018 to the first Monday in December – December 3, 2018 due to the long Thanksgiving holiday. Everyone agreed that this was a good date and Dan will move ahead with the notifications.

There was a Board Retreat proposed for early October that did not work for everyone. We are looking at potential dates in late January or early February 2019.

RAB REPORT

There was no RAB meeting held last month. The next RAB meeting will be held September 26, 2018.

Motion

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

The Housing Authority Meeting adjourned at 1:45 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director
A meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 1:45 p.m. – 2:31 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
David Litvack, Board Member
Les Sparks, Board Member

**Excused**
Alfonso Price, Board Member

**Staff in Attendance**
Daniel Nackerman, President, HAME
Kim Wilford, Deputy Executive Director
Britnee Dabb, Deputy Director
Mark Short, Director of Finance
Joe Post, Director of Real Estate Development
Jackie Rojas, Director, Section 8
Zac Pau’u, Deputy Director
Leah Bryner, Housing Analyst
Charlene Owen, Administrative Assistant

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

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF BOARD HAME MEETING MINUTES OF August 27, 2018

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

Motion

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

NEW BUSINESS

A) ADOPT RESOLUTION #621-2018 approving annual budgets for 2019.

Because of the action we took in the HASLC meeting delaying approval until after the annual budgets were posted on our website and on the public notice website, we will not be adopting this Resolution until our October Board Meeting.

Motion

Board Member Sparks moved to table approval of Resolution #621-2018 approving annual budgets for 2019 until our next meeting. Board Member Bernal seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

CLOSED SESSION

Board Member Sparks moved to go into Closed Session. Board Member Koga seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.
**Motion**

Board Member Mansell moved to go out of Closed Session. Board Member Sparks seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Litvack, Mansell and Sparks voting in favor. There were no objections or abstentions.

**Motion**

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

The HAME Meeting adjourned at 2:31 p.m.

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, September 24, 2018
2:32 p.m. – 2:34 p.m.

A meeting of the Board Members of the Housing Development Corporation of Salt Lake City was held on September 24, 2018 from 2:32 p.m. – 2:34 p.m.

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

Excused
Alfonsa Price, Board Member

Staff in Attendance
Daniel Nackerman, Executive Director
Kim Wilford, Deputy Executive Director
Britnee Dabb, Deputy Director
Mark Short, Director of Finance
Joe Post, Director of Real Estate Development
Zac Pau’u, Deputy Director
Jackie Rojas, Director of Section 8
Leah Bryner, Sr. Housing Analyst
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

Public Comment
None

NEW BUSINESS

ADOPT RESOLUTION #626-2018 approving annual budgets for 2019

Motion
Board Member Sparks moved to approve to table approval of Resolution #626-2018 approving annual budgets for 2019 until our next meeting. Board Member Mansell seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Litvack, Mansell, and Sparks voting in favor. There were no objections or abstentions.

Motion

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

The HDC Meeting adjourned at 2:34 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director