The regular meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 1:33 p.m.

**Commissioners in Attendance**
Palmer DePaulis, Chair
Dave Mansell, Vice Chair
Brenda Koga, Commissioner
David Litvack, Commissioner
Alfonsa Price, Commissioner

**Excused**
Cindy Gust-Jenson, Commissioner
Les Sparks, 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
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 SEPTEMBER 24, 2018

The Executive Director has provided each Commissioner with a copy of the written minutes of the September 24, 2018 Open Meeting. 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 September 24, 2018. Commissioner Litvack seconded the motion. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell, and Price voting in favor. There were no objections or abstentions.

NEW EMPLOYEE INTRODUCTIONS

Daniel Nackerman, Executive Director, introduced the following new employees:

Royal Fackrell, Property Manager at Jefferson School
Michelle Peets, Landlord Outreach Specialist
Eric Castillo, Landlord Outreach Specialist
Melissa Hargrave, Section 8 Specialist

CONTINUED ITEMS

A) PUBLIC HEARING for comments pertaining to the HASLC comprehensive annual budget for 2019

Chair DePaulis opened the Public Hearing. No one presented themselves for the public hearing. Chair DePaulis closed the Public Hearing.
B) RESOLUTION #621-2018 approving the HASLC Annual Budget for 2019

Finance Director and Executive Director

Approval of the 2019 Budget was deferred to allow for public comments. A summary of the draft annual budget was posted on the agency website and the Utah Public Notice website. It was noted that the Public Housing portion of the budget was approved at the September meeting. It was required to be submitted prior to October 1, 2018.

Mark Short, Finance Director, went through the annual budget and provided much detail. Agency wide, the FY2019 Budget is $43,382,639 with anticipated year end unrestricted cash reserves of $10,563,516 and a net surplus of $75,120. The agency wide 2019 budget includes the addition of the Capitol Inn revenue and expenses and anticipated changes to GPD properties.

Motion

Commissioner Mansell moved to approve Resolution #621-2018 approving the HASLC annual budget for 2019. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

NEW BUSINESS

A) PUBLIC HEARING for comments pertaining to PHA 2019 Agency Annual Plan

Chair DePaulis opened the Public Meeting. There were no members of the public present to give comments; therefore, the Public Hearing was closed.

B) RESOLUTION # 627-2018 approving the PHA Agency 2019 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 source 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 the PHA’s mission, goals and objectives.

The 2019 Plan has very few changes from the past iteration.

The draft plan was distributed 9/21/2018 to the public, resident leaders, staff and in common areas and to the Commissioners on 9/24/2018. Notice of the Draft Plan was
posted on the agency web site and an ad was published in the local newspaper over the
week-end of 9/22/2018 for Public Notice of an open Public Hearing, today, October 29,
2018. The public comment period ends November 5th. If we get any public comments,
we will bring it back to the board. This will not be submitted to HUD until after the
public comment period ends.

Motion

Commissioner Litvack made a motion to approve Resolution #627-2018 approving the
2019 Annual PHA Plan. Commissioner Koga seconded. The motion passed
unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in
favor. There were no objections or abstentions.

C) APPROVE RESOLUTION #628-2018 approving updates to the Tenant Selection
Plan policies governing occupancy requirements of Multi-family programs—Jefferson
Circle

Kim Wilford, Deputy Executive Director

This item pertains to one property that we have under the HUD Multi-family program.
That would be Jefferson Circle which is located very near the Housing Authority. We
received a program audit that pointed out quite a few deficiencies. We struggle a little
with the Multi-family program because the requirements are so much different.

As we convert our Public Housing to RAD, those properties will become Multi-family as
well.

The Tenant Selection Plan provides policies in the following areas: Fair Housing (non-
discrimination and accessibility), the application process, waiting list procedures,
eligibility, screening, unit transfers, the Violence Against Women Act, and Enterprise
Income Verification systems and security.

Changes within the following policy areas are included in this update:

- Response to reasonable accommodation will be sent in writing within 10 days
  following the request. This was reduced from 14 days.
- Request for informal hearing following notification of ineligibility is given 14
days now, increased from 10. Notification of ineligibility will be sent within 10
days following the date of application now, changed from 30.
- Language has been added to include accessibility for hearing or vision
  impairments.
Informal review opportunity was added for instances of removal from the waiting list for failure to respond to letters, if requested within 6 months from the date of removal, to be reinstated to the waiting list.

Updated criminal background checks in the Multifamily program to match that of the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy policies. Jefferson Circle will not admit an otherwise eligible family who was evicted from federally assisted housing within the past 3 years for drug related activity. This previously stated 5 years.

Updates from previous Violence against Women Reauthorization Act of 2005 (VAWA) to the VAWA of 2013 were included. The Housing Authority will post information regarding VAWA in its offices on its website. It will also make the information readily available to anyone who requests it. The revised policies provide Notice of Occupancy Rights Under the Violence Against Women Act, updated from HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, required documentation, and the addition of the required Housing Authority Emergency Transfer Plan.

Copies of the Tenant Selection Plan were provided for the Board.

**Motion**

Commissioner Price moved to approve Resolution #628-2018, approving updates to the Tenant Selection Plan. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

**D) APPROVE RESOLUTION #629-2018** approving Payment Standards for Federal Fiscal Year 2019 guiding rent structures within the Housing Choice Voucher program (Section 8)

*Daniel Nackerman, Executive Director and Kim Wilford, Deputy Executive Director*

Every year HUD sets new Fair Market Rents (FMR) which are used by Housing Authorities as a baseline to develop “payment standards” in the Housing Choice Voucher Program. Housing Authorities are required to establish payment standards between 90 and 110 percent of the HUD published FMR. The Housing Authority then pays these amounts to local landlords. HALSC staff therefore extensively analyzed market conditions and balanced those with the new FMRs. It is recommended that Payment Standards be increased slightly in studio and in one and two bedrooms as shown to keep up with the local market and to ensure choice for residents.
An increase to payment standards has the potential to significantly increase Housing Assistance Payment (HAP) (subsidy to landlords) expense, although several variables influence the outcome such as household income, trends for bedroom sizes, and rent increase requests from landlords.

All recertifications done after January 1, 2019 will be affected by these new program standards. If a rent increase is not requested by a landlord and the client stays in their current unit, the tenant portion would potentially reduce and the HASLC portion will increase.

Staff estimates a maximum annual HAP increase of $135,000 based on a normal year of rental increase requests. The 2019 approved budget includes this projection.

**Motion**

Commissioner Koga moved that we approve Resolution #629-2018 approving Payment Standards for Federal Fiscal Year 2019 guiding rent structures within the Housing Choice Voucher program (Section 8). Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

**E) APPROVE RESOLUTION #630-2018** approving the Execution of a Memorandum of Agreement (MOA) between HASLC and First Step House to lease space and operate programs for formally homeless Veterans at Valor House on the Veteran Administration campus in Salt Lake City.

*Daniel Nackerman, Executive Director and Zac Pau’u, Homeless Programs Director*

This is one of our potential solutions with the VA so we’re recommending that we proceed on this front.

We issued a RFP in September to replace ourselves and VA staff at Valor House and find a real expert on Veterans’ services. The VA was part of the conversation and liked this idea. One of the pieces that we like is that if we subcontract the work and the space, it’s likely that some of the Veterans that will be housed who have substance abuse disorders can be helped.

The subcontractors will bring funding and provide housing and services as “Clinical Treatment” for 24 units. They will assume all responsibilities of the existing HASLC/VA GPD program for 40 units. They will also assume all responsibilities of the existing HASLC/VA Bridge program for 8 units. They will help transition the property and programs over the next year or so to full intensive services for previously homeless Vets
experiencing substance abuse disorders and mental health issues, then helping place the Vets into more permanent housing at other locations.

The winning vendor, First Step House, operates 18 Grant Per Diem units and has real good success with that.

They proposed to take our position; pay us lease rates for our units; and bring their own money to the table.

We thought to have something formal in place, we’d have this Memorandum of Agreement. The Executive Director went over some of the highlights of this MOA.

This move would stop most of our losses and would provide significant savings to HASLC. We would regain some of our losses over time.

Phil Bernal, as a member of the public, asked the question about responsibility for the building. If we still own the building, would the Housing Authority be responsible for repairs, etc. Dan responded that we will still stay as the building landlord since we are familiar with aspects of that responsibility. We have a 75-year lease, so we would be at risk if we did not act as landlord.

Motion

Commissioner Mansell moved to approve Resolution #630-2018 approving the Memorandum of Agreement (MOA) between HASLC and First Step House to lease space and operate programs for formally homeless Veterans at Valor House. Commissioner Litvack seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

F) APPROVE RESOLUTION #631-2018 approving the Housing Authority of the County of Salt Lake to assist in development of a project with Blueline Development and First Step House within the Housing Authority of Salt Lake City jurisdiction.

Daniel Nackerman, Executive Director

The County Housing Authority has provided vouchers for the first two phases of a project within the City developed by Blueline Development and First Step House over the past few years. A third phase is being planned and the County Housing Authority would like to be more involved in the actual development. This requires a Resolution from the Housing Authority of Salt Lake City. We recommend going forward adding 40 units of permanent supportive housing.
Motion

Commissioner Mansell moved to approve Resolution #631-2018 approving the Housing Authority of the County of Salt Lake to assist in development of a project with Blueline Development and First Step House within the Housing Authority of Salt Lake City jurisdiction. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

G) APPROVE RESOLUTION 632-2018 approving policy changes regarding Property and Case Management for most Homeless programs and properties.

Zac Pau’u, Director of Homeless Programs

The policies and procedures of the homeless programs have not received an update since 2013. HUD expects PHA’s to adopt local policies and procedures that are consistent with mandatory policies in areas where HUD or other regulators give the PHA discretion. These policies and procedures for Homeless Programs were created with the PHA’s existing policies in mind.

Some of the key changes to proposed changes for the homeless programs sites are:

- Specific policies created in response to recent HUD audit concerning calculation of rent and termination of assistance.
- Changes to all policies to streamline all homeless programs and property management of such.
- Updates that utilize new guidance from HUD surrounding background screening procedures.
- Clarification on how specific processes take place, i.e. when a client abandons the apartment.
- Utilization of one application and application process for all sites.
- Changes to include new guidance from HUD concerning fair housing laws.

Changes to the following HUD mandatory policies are:

- Specific changes to rent calculation for Continuum of Care program participants.
- Specific policy that outlines how a client is informed of their rights to appeal a corrective action prior to program termination.
- Change to lease terms to comply with HUD audit findings
- Updates on how services are recorded, tracked, and reviewed for program participants.
Motion

Commissioner Mansell moved to approve Resolution #632-2018 approving policy changes regarding Property and Case Management for most Homeless programs and properties. Commissioner Litvack seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

H) APPROVE account write-offs for the 3rd quarter of FY 2018

Mark Short, Finance Director

During the 3rd Quarter of Fiscal Year 2018, HASLC incurred $21,328 in bad debt. The debt is due to one or more of the following reasons:

- Tenant past due rents
- Maintenance back-charges or tenant related property damage
- Legal charges associated with tenant evictions
- Unreported income by tenants causing a retroactive increase in rents resulting in payback agreements
- Landlord overpayments often resulting from unreported tenant moves, tenant skips, or tenants that pass away
- Uncollected tenant repayment agreements

HASLC recommends the board approve the debt write-off amount of $21,328 under the provision that collection attempts will continue internally and through our external bad debt recovery agency.

Motion

Commissioner Litvack made a motion to approve account write-offs for the 3rd quarter of FY 2018. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

I) ACCEPT quarterly financial reports for the 3rd quarter of FY 2018

Mark Short, Finance Director

Agency-wide, the Housing Authority’s 3rd Quarter Net Operating Income is $749,775. We had revenues of $28,995,556 and expenses of $28,245,781. Mark distributed detailed reports for the Voucher Program, Public Housing, Homeless, and Authority Owned Properties.
J) **APPROVE** policy changes regarding Parking Wait List and Grievance Appeals for all non-federal, non-homeless housing properties and programs.

*Kim Wilford, Deputy Executive Director*

The Housing Authority is updating and streamlining policies and procedures for non-federal and non-homeless program properties. The Parking and Grievance policies are the first of a range of policy updates that will be presented to the Board for approval. These policies have been updated to enhance our customer service and meet current Fair Housing requirements.

**Policy Updates:**

**Parking** – HASLC is updating our Parking Policy to comply with Fair Housing requirements: *Any disabled resident may request a reserved parking space as a reasonable accommodation, and any such approved request is placed as highest priority in all instances.*

**Grievance** – Residents are made aware of the grievance policy and procedure and their right to a hearing when they report a desire to contest a lease violation notice. A hearing is scheduled within 7 business days, a HASLC supervisor conducts the hearing reviewing all information, and a decision is provided to the resident within 5 business days.

There is more detailed information regarding these two policies in the board packet.

**Motion**

Commissioner Mansell moved to approve policy changes regarding Parking Wait List and Grievance Appeals for all non-federal, non-homeless housing properties and programs. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

**COMMUNICATIONS**

**EXECUTIVE DIRECTOR REPORT**

*Daniel Nackerman, Executive Director*

- We were very successful this month in receiving some extended funding through some city entities; RDA and HAND.
• We completed three tax credit applications by the deadline.
• We did receive some negative program audits in the areas of Shelter Plus Care housing program, a multi-family program housing site, and HUD general compliance. Copies of the audits are available, and staff are working diligently to close any findings.
• We did get very good scores for physical inspections for all Public Housing properties through a third-party assessment conducted by HUD.

Dan added that per the Board’s request, we have now included a report in the board packet regarding Reserves. He encourages the Board to read this report. We will report regularly on Reserves.

OUTREACH REPORT

Dan encouraged everyone to read this report that is prepared by Britnee Dabb, Deputy Director.

RESOURCE MANAGEMENT SUMMARY REPORT

This report is also prepared by Britnee Dabb, Deputy Director. We’re very proud of the volume of training that staff receives which is detailed in this report.

There is also a report which is the Monthly Update on Homeless Veteran Housing which details updates of our relationship with the VA which we want to bring to the attention of the board.

CHAIR REPORT

*Palmer DePaulis, Chair*

There are detailed trainings listed on the report which we encourage the Commissioners to consider attending. The Commissioners Conference that PHADA is holding in January 2019 is highly recommended.

The regularly scheduled November 26 Board Meeting is re-scheduled for Monday, December 3, 2018.

RAB REPORT

The last RAB meeting was held on September 26, 2018 and the minutes are attached in the packet. The next RAB meeting will be held January 30, 2019.
Motion

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

The Housing Authority Meeting adjourned at 1:33 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 1:30 p.m. – 1:44 p.m.

**Board Members in Attendance**
Palmer DePaulis, Board Chair  
Dave Mansell, Vice Chair  
Philip Bernal, Board Member  
Brenda Koga, Board Member  
David Litvack, Board Member  
Alfonsa Price, Board Member

**Excused**
Cindy Gust-Jenson, Board Member  
Les Sparks, Board Member

**Staff in Attendance**
Daniel Nackerman, President, HAME  
Kim Wilford, Deputy Executive Director  
Britnee Dabb, Deputy Director  
Mark Short, Director of Finance  
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 SEPTEMBER 24, 2018 AND THE SPECIAL ELECTRONIC MEETING MINUTES OF SEPTEMBER 27, 2018

The Executive Director has provided each Board Member with a copy of the written HAME Open Meeting minutes of September 24, 2018 and Special Electronic Meeting Minutes of September 27, 2018. The Board acknowledged they had sufficient time to review these minutes. Board Chair DePaulis called for a motion.

Motion

Board Member Mansell moved to approve the HAME Meeting Minutes of September 24, 2018 and the Special Electronic Meeting Minutes of September 27, 2018. Board Member Bernal seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Koga, Litvack, Mansell, and Price voting in favor. There were no objections or abstentions.

NEW BUSINESS

A) ADOPT RESOLUTION #625-2018 approving annual budgets for 2019.

We have separated out the HAME portion of the budgets you’ve already approved. If you have any questions, we’ll be glad to answer them.

Motion

Board Member Mansell moved to approve Resolution #625-2018 approving annual budgets for 2019. Board Member Koga seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

B) REVIEW AND ACCEPT Development Update

Daniel Nackerman, President, HAME
We did apply for three tax credit applications which are for the Book Cliffs Lodge, Capitol Homes and SPARK (which is the name of the Overniter Project). Even as we applied, we have been successful with obtaining some other funding for these projects. We are competing with 18 other applicants from all over the state of Utah. Allocation limits restrict our potential allocation to only one project. We should know in the next few weeks whether our self-score, that we have to submit with these, has been confirmed by Utah Housing Corps. If it is confirmed, we will be fairly confident that at least one of our projects will get funded. The Tax Credit funding will be announced in December.

Dan gave updates on our ongoing Real Estate Development Activity for the following properties: Pamela’s Place, Denver Street Apartments, Book Cliffs Lodge, Capitol Homes, and SPARK! (Overniter)

C) APPROVE policy changes regarding Parking Wait List and Grievance for all non-federal, non-homeless properties and programs.

This was already discussed in the HASLC Meeting.

Motion

Board Member Mansell approved the policy changes regarding the Parking Wait List and Grievance for all non-federal, non-homeless properties and programs. Board Member Bernal seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Motion

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

The HAME Meeting adjourned at 1:44 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, October 29, 2018
1:45 p.m. – 1:47 p.m.

A meeting of the Board Members of the Housing Development Corporation of Salt Lake City was held on October 29, 2018 from 1:45 p.m. – 1:47 p.m.

Board Members in Attendance
Palmer DePaulis, Chair
Dave Mansell, Vice Chair
Phil Bernal, Board Member
Brenda Koga, Board Member
David Litvack, Board Member
Alfonsa Price, Board Member

Excused
Cindy Gust-Jenson, Board Member
Les Sparks, Board Member

Staff in Attendance
Daniel Nackerman, Executive Director
Kim Wilford, Deputy Executive Director
Britnee Dabb, Deputy Director
Mark Short, Director of Finance
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

MOTION FOR APPROVAL OF BOARD HDC MEETING MINUTES OF September 24, 2018

The Executive Director has provided each Board Member with a copy of the written HDC Open Meeting minutes of September 24, 2018. The Board acknowledged they had sufficient time to review these minutes. Board Chair DePaulis called for a motion.

Motion

Board Member Mansell moved to approve the HDC Meeting Minutes of September 24, 2018. Board Member Koga seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Koga, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

NEW BUSINESS

ADOPT RESOLUTION #626-2018 approving annual budgets for 2019

Motion

Board Member Mansell moved to approve Resolution #626-2018 approving annual budgets for 2019. Board Member Koga seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Koga, Litvack, Mansell, and Price voting in favor. There were no objections or abstentions.

Motion

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

The HDC Meeting adjourned at 1:47 p.m.
Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director