HOUSING AUTHORITY OF SALT LAKE CITY  
(HASLC)  

REGULAR BOARD MEETING MINUTES  
Housing Authority of Salt Lake City  
1776 South West Temple  
Monday, February 25, 2019  
11:00 a.m. – 1:00 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. – 1:00 p.m.

Commissioners in Attendance  
Dave Mansell, Chair  
Brenda Koga, Vice Chair  
Palmer DePaulis, Commissioner  
Alfonsa Price, Commissioner (by telephone)  
Les Sparks, Commissioner

Excused  
Cindy Gust-Jenson, Commissioner  
David Litvack, Commissioner

Staff in Attendance  
Daniel Nackerman, Executive Director  
Britnee Dabb, Deputy Director  
Mark Short, Director of Finance  
Zac Pau’u, Deputy Director  
Ryan Webb, Human Resources Manager  
Leah Bryner, Senior Housing Analyst  
Charlene Owen, Administrative Assistant

Legal Counsel  
Caitlyn Benson, Gilmore & Bell
Chair Mansell 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 JANUARY 28, 2019

The Executive Director has provided each Commissioner with a copy of the written minutes of the January 28, 2019 Open Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Mansell called for a motion.

Motion

Commissioner DePaulis moved to approve the HASLC Open Meeting Minutes of January 28, 2019. Commissioner Koga seconded the motion. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

RECOGNITION

Daniel Nackerman, Executive Director and Britnee Dabb, Deputy Director

Dan asked Montenna Porter to come to the front of the room to receive the Most Valuable Award. Montenna is a Property Manager at HASLC who has dedicated years of her career in helping residents with a better quality of life and whereas; the professional attributes displayed include compassion, sensitivity, consistency and dedication; and whereas this manager has gone beyond the call in helping residents and colleagues.

Montenna thanked everyone and expressed that it is an honor to receive this award and that it is a pleasure to serve. She loves her job and she loves the people she serves.
CONTINUED ITEMS

A) APPROVE execution of a contract with Potomac Partners DC for federal consulting and advocacy on an hourly rate or monthly retainer not-to-exceed $8,000 per month for a maximum of two years.

Daniel Nackerman, Executive Director

To recap: staff has felt, for quite some time, that we need a Federal Consultant or Agency Advocate to represent our interests in Washington, D.C. More importantly, HASLC has immediate need of professional advocacy assistance in D.C. related to specific issues like the recent U.S. Department of Veterans Affairs lease matter and our on-going effort to join the federal Moving to Work (MTW) program. We also have local needs around homeless assistance, affordable housing development, crime reduction, medical reform, and poverty assistance which can be assisted through influence and resource gathering as well.

We issued an RFP to seek competitive bids from consultants/firms which provide federal consulting and agency advocacy services. We followed HUD protocols and compliance regulations in this procurement. We received five qualified responses. A panel of four staff members ranked these firms. The highest ranked firm was Potomac Partners. We’re asking today approval to negotiate with the highest ranked firm; or the second ranked firm.

Mark Short, Finance Director, checked on our budget and we do have sufficient budget for this item that was discussed at the January Annual Meeting. We will bring a budget revision for this item to the board.

Motion

Commissioner DePaulis moved that we approve execution of a contract with Potomac Partners. Chair Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

NEW BUSINESS

A) CONDUCT Public Hearing to consider revised 2019 Annual PHA Plan adding alternative of major rehabilitation for Public Housing properties converting to the Rental Assistance Demonstration (RAD) program.
Kim Wilford, Deputy Director

We have four public housing properties and we have been approved for conversion to Resident Assistance Demonstration (RAD) for all of our Public housing properties (4).

Staff has added the possibility of utilization of Section 18 in conjunction with RAD in the agency Annual Plan, requiring an amendment.

The Amended Plan was presented to the Resident Advisory Board on January 30, 2019 and available for public comment prior to the monthly Board Meeting, February 25, 2019. No significant comments have been received to date.

We ask the commissioners that they open and close the Public Hearing regarding the Amended Plan.

Motion

Commissioner DePaulis made a motion to open the Public Meeting to consider the revised 2019 Annual PHA Plan adding alternative of major rehabilitation for Public Housing properties converting to the Rental Assistance Demonstration (RAD). Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

There was no public present to comment.

Commissioner DePaulis made a motion to close the Public Meeting to consider the revised 2019 Annual PHA Plan adding alternative of major rehabilitation for Public Housing properties converting to the Rental Assistance Demonstration (RAD). Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

B) APPROVE RESOLUTION #704-2019 revising the 2019 Annual PHA Plan to include options for major rehabilitation and relocation for Public Housing properties under the proposed RAD conversions.

Since there was discussion about this item in preparation for the public meeting we moved to approve.
Motion

Commissioner Sparks made a motion to approve the revised 2019 Annual PHA Plan adding alternative of major rehabilitation and relocation for Public Housing properties under the proposed conversions to the Rental Assistance Demonstration (RAD). Commissioner DePaulis seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

C) APPROVE RESOLUTION #705-2019 adopting Finance Policy addition regarding chart of approvals for various financial approval thresholds for HASLC staff.

Mark Short, Finance Director

HASLC has had formal charts in the past guiding authority staff with regard to financial related approvals and actions. Several federal regulations and guidance documents provide that the Executive Director of a Housing Authority is designated as the “Contracting Officer” for all financial decisions and approvals and that he can delegate some of those to others in writing.

The chart of delegation of authority (in the board packet) provides comprehensive requirements for approvals of requisitions, check request limits, purchase order approvals, tenant ledger adjustment approval, and other related actions.

Motion

Commissioner Koga moved to approve Resolution #705-2019 revising finance policy for delegation of authority regarding financial approvals. Commissioner Price seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

D) APPROVE RESOLUTION #706-2019 adopting changes to the Admissions and Continued Occupancy Policy (ACOP) regarding HUD mandated updates or additions.

Dan Nackerman, Executive Director

Our Public Housing portfolio presently consists of 390 units designated for elderly/disabled residents. The rules and regulations of the Admissions and Continued Occupancy (ACOP) policies are outlined by HUD and modified locally by each Housing Authority. Kim Wilford, Deputy Executive Director, has been working hard to incorporate changes into the current policy.
The ACOP plan provides policies in the following categories:

Management of the waiting list, application acceptance/processing/verification, unit 
offers, applicant screening and placement, informal hearings, occupancy standards, 
lease policies, discrimination, annual rent determinations, and inspections.

Changes to the following HUD mandatory policies are proposed in this update as 
follows:

- Changes to account for the updated administrative guidance for effective 
mandated use of the Enterprise Income Verification (EIV) system.
- Modifications concerning updates to flat rent requirements; flat rents are designed 
to encourage self-sufficiency.
- Defines the notification requirement for perpetrators of domestic violence as “no 
more than 30 days” for termination of assistance.
- HOTMA signed into law in July 2016 a statutory amendment adding income limits 
in Public Housing. The over-income requirement states that’s after a family’s 
income has exceeded 120% of area median income for two consecutive years, the 
PHA must either terminate tenancy within six months or charge rent of the higher 
of area fair market rent or the amount of monthly subsidy of the unit. HASLC has 
included policy stating the PHA will not evict or terminate the tenancies but will 
notify the family of the increased rents. We currently have no residents over 
income.

This does not affect our budget, but it does bring us up to date for the first time in years. 
This was run by the Resident Advisory Board.

Motion

Commissioner DePaulis made a motion to approve Resolution #706-2019 adopting 
changes to the Admissions and Continued Occupancy Policy Agreement. Commissioner 
Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, 
Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

E) APPROVE RESOLUTION #707-2019 approving execution of a contract and sub-
lease with First Step House for full operations of The Valor House on the Veterans 
Affairs campus in Salt Lake City.

Dan Nackerman, Executive Director

As one of the many strategies developed to combat the issues at Valor House, we issued a 
RFP to replace ourselves and VA staff at Valor House. A full, open competition was 
warranted for this scope of work. A non-profit called First Step House (FSH) that
specializes in housing and services for those with substance abuse disorders responded bringing their own residents as well as additional funding to the project. This response included the relocation of FSH 18 clinical GPD beds to the Valor House location as well as a $300,000 special needs grant in order to provide funding for 66 of 72 beds. Therefore, a final contract and sublease have been formalized reflecting the services as well as sublease and is attached in the board packet for the Commissioner’s review.

This board action proposes approving a formalized contract and sublease between HASLC and FSH to assume to the complete operation of Valor House. The proposed contracts between HASLC and First Step House will allow the Housing Authority to cease the financial hemorrhaging as well as obtain the original intention of the site through a broader scope of allowable housing.

As required through the scope of work included in the RFP, First Step House will assume the case management staff currently providing services for Valor House. As the awardee of this contract, FSH would act as a sub-provider through the existing Service Intensive GPD and Bridge Housing GPD programs. HASLC would act as a pass through for these funds.

As part of this agreement, FSH would sublease the site at a rate of $154 per unit per month; $29 of which will be retained by HASLC in a replacement reserve account.

**Motion**

Commissioner Sparks made a motion to approve Resolution #707-2019 approving HASLC’s execution of a contract and sub-lease with First Step Housing for full operations of Valor House on the Veterans Affairs campus in Salt Lake City. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

**F) APPROVE** selection of and contracting with two Financial Advisory firms respectively for a wide scope of real estate development and financing services at a not-to-exceed cost of $45,000 each.

*Daniel Nackerman, Executive Director*

A couple of years ago we went out to bid with an RFP for financial advisory services. There was only one proposal response and in November 2017, HASLC contracted with Concourse Group of Annapolis, MD for financial advisory services. While the Concourse Group provided quality services, it was determined that completing the tax credit applications and more specific expertise in financial analysis was needed. It was
decided that HASLC would go out for proposals for additional financial advisory services related to tax credit attainment and management.

Our Procurement Team queried a search for agencies and individuals who specialize in financial consulting with a specific emphasis on housing and experience with LIHTC, RAD and multi-family development financing. Four (4) qualified responses were received by the deadline. A panel of four staff members scored the responses. The Concourse Group (of Annapolis, MD) scored the first-place ranking. InnoVative Capital and Municipal Bond Consulting (MBC) came in second and third, respectively.

The current Concourse Group contract is still in effect. It is recommended that Concourse Group continue to serve as the primary provider of financial consulting and services. Both the firms of InnoVative Capital and MBD are recommended as back-up since the needs of HASLC and strengths of each vary widely. Annual contracts not to exceed $45,000 each.

Motion

Commissioner DePaulis moved to approve selection of and contracting with two Financial Advisory firms respectively for a wide scope of real estate development and financing services at a not-to-exceed cost of $45,000 each. Commissioner Sparks seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

G) DISCUSSION and overview of existing adopted Procurement Policy and possible changes for the future.

Daniel Nackerman, Executive Director and Mark Short, Finance Director

The Board approved a completely revised Procurement Policy in May 2018. The federal requirements and related guidelines have been changing over the past few years and it was suggested at the last Board Meeting that we review what policy exists so that we might streamline such in the near future.

We realized that this is a large issue and difficult to tackle at one meeting. We will be talking more about it at future meetings. We attached a rough chart of comparison of how we do things now and also distributed the current procurement policy.

Dan explained the Code of Federal Regulations (CFR) and that we can get in a lot of trouble if we don't follow the regulations. The policies are intended to provide basic principles such as initial cost analysis, competitive processes, cost thresholds guiding different methods of procurement, and ethic protection of federal funds. More specific requirements include definitions of types of procurement, elements of cost analysis,
documentation requirements, and contracting requirements among related elements. The process does have to be public.

There is a chart of Methods of Procurement in the board packet which shows the various methods we use in procurement. There is more detail on these methods which we can provide upon request.

A discussion ensued about purchasing policy and limits. We will be advising the board in future meetings on potential changes in procurement. Chair Mansell asked that if we do present copies of changes to procurement, to please show the proposed changes in “red-line”.

**Motion**

Commissioner Koga moved to go into Closed Session. Commissioner Sparks seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

**CLOSED SESSION**

**Motion**

Commissioner DePaulis moved to come out of Closed Session and reconvene HASLC. Commissioner Koga seconded. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.

**OPEN SESSION**

**COMMUNICATIONS**

Dan encouraged the Board to read the reports in the packet. They have some real good information.

**Motion**

Commissioner DePaulis made a motion to adjourn from the Housing Authority to go into HAME. Commissioner Sparks seconded the motion. The motion passed unanimously with Commissioners DePaulis, Koga, Mansell, Price and Sparks voting in favor. There were no objections or abstentions.
The Housing Authority Meeting adjourned at 1:00 p.m.

Dave Mansell, Board Chair

Daniel Nackerman, Executive Director
The annual meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 1:00 p.m. – 1:10 p.m.

**Board Members in Attendance**
Dave Mansell, Board Chair  
Brenda Koga, Board Vice Chair  
Palmer DePaulis, Board Member  
Alfonsa Price, Board Member (by telephone)  
Les Sparks, Board Member

**Excused**
Phil Bernal, Board Member  
Cindy Gust-Jenson, Board Member  
David Litvack, Board Member

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

**Legal Counsel in Attendance**
Caitlyn Benson, Gilmore & Bell
Board Chair Mansell convened the annual meeting of the Housing Assistance Management Enterprise (HAME) of Salt Lake City.

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF BOARD HAME OPEN MEETING MINUTES OF JANUARY 28, 2019

The Executive Director has provided each Board Member with a copy of the written HAME Open Meeting minutes of January 28, 2019. The Board acknowledged they had sufficient time to review these minutes. Board Chair Mansell called for a motion.

Motion

Board Member Koga moved to approve the HAME Meeting Minutes of January 28, 2019. Board Member Sparks seconded the motion. The motion passed unanimously with Board Members DePaulis, Koga, Mansell, Price and Sparks. The motion passed.

NEW BUSINESS

A) REPORT on development activities

Director of Real Estate Development and HAME President

Pamela’s Place is 100 units of permanent supportive housing for which we have full funding. The financing is about to close. We will be holding a groundbreaking ceremony sometime in April. We anticipate a 10-month construction period.

Denver Street. HAME has sold this 12-unit community in Central City to Denver Partners. A reminder that Volunteers of America (VOA) is our partner. VOA is technically the lead in many ways. We are rehabbing this property to 22 units.

Capitol Homes. Formerly the Capitol Motel. We acquired this property on March 13, 2018. This 93-unit multi-family housing mixed affordable/market/commercial development was awarded LIHTCs in December of 2018. Demolition and construction will begin this summer. The project will be completed in the fall of 2020.

Bookcliffs Lodge. This project has competed in 3 separate LIHTC allocation competitions, just missing the funding by relatively small margins in 2 of the competitions. We do own the land and are leasing the office building. Development and
procurement staff have prepared a comprehensive bidding packet that we hope to have published for response in time for demolition in the spring.

SPARK! Spark is the old Overnighter Motel. It is a proposed development located at 1500 West North Temple. HAME is partnering with Brinshore, a procured affordable housing developer from Chicago, to develop this project. They elected not to focus on this year because of another major project.

**Motion**

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

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

Dave Mansell, Board Chair  
Daniel Nackerman, Executive Director