HOUSING AUTHORITY OF SALT LAKE CITY
(HASLC)

ELECTRONIC BOARD MEETING MINUTES
Housing Authority of Salt Lake City
Monday, March 30, 2020
11:05 a.m. – 12:48 p.m.

A telephonic meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:05 a.m. – 12:48 p.m.

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

Staff in Attendance
Daniel Nackerman, Executive Director
Britnee Dabb, Deputy Director
Kim Wilford, Deputy Executive Director
Zac Pau’u, Deputy Director
Andrew Miller, COO, HAME and HDC
Ryan Webb, Acting Finance Director
Charlene Owen, Administrative Assistant

Legal Counsel
Caitlin Benson, Gilmore & Bell
Chair Koga convened the telephonic meeting of the Housing Authority of Salt Lake City (HASLC) at 11:05 a.m.

Roll Call of the Board Members present.

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF THE ANNUAL HASLC COMMISSION MEETING MINUTES OF FEBRUARY 24, 2020

The Executive Director has provided each Commissioner with a copy of the written minutes of the February 24, 2020 Commission Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Koga called for a motion.

Motion

Commissioner DePaulis moved to approve the HASLC Commission Meeting Minutes of February 24, 2020. Commissioner Sparks 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.

RECOGNITION OF EMPLOYEES

The Housing Authority of Salt Lake City has had many challenges this past month with the COVID-19 pandemic affecting our staff and residents. All staff have worked diligently during this time, but we’d like to highlight a few staff who have gone above and beyond:

A) Maintenance
   Zeljko Macura
B) Customer Service
   Curtis Dorsey-Maestas
C) Services
   Maday Santos
D) Property Management
   Kim Wilford
E) Homeless Programs
   Bekke Robb
F) Finance
   Ryan Webb
G) Temporary Employees
   Dennis Lee
H) Social Services
   Kelly Walsh
I) Wait List
   Delia Vasquez
J) Section 8
   Mindy Holman
K) Family Self-Sufficiency
   Amber Howells
L) Consultant Monty Van Valkenburgh

These staff will be informed of this honor and presented with a gift card later today.

NEW BUSINESS

A) APPROVE RESOLUTION #731-2020 revising the HASLC Administrative Plan amending all policies and by reference procedures regarding unit inspections utilizing Housing Quality Standards (HQS) so as to be conducted bi-annually vs. annually as in past policies.

Kim Wilford, Deputy Executive Director

The Housing Choice Voucher (HCV) program regulations and other HUD programs set basic Housing Quality Standards (HQS) for which all units must meet before assistance can be paid on behalf of a family. HQS defines the minimum physical criteria for the health and safety of program participants. Previously these were required annually throughout the term of the assisted tenancy.

In March 2016, HUD issued the final streamlining rule with provisions to decrease administrative burdens for programs administered by Housing Authorities. One of the sixteen provisions included was the discretion of the Housing Authority to conduct unit inspections biannually rather than annually for both Housing Choice Vouchers and Project Based Vouchers.

HASLC had previously considered biannual inspections but chose not to with concerns of landlord regress from a high standard of health and quality standards. Since our inspections for initial occupancy have become more stringent, we are therefore proposing this immediate change to the HUD approved biannual inspections. This revision may have a long term savings impact on costs as fewer staff will be needed. Changes are intended to streamline the administrative burden on the PHA and within the current environment, reduce inspection requirements in order to assist in navigating the pandemic health crisis with reduced staff.

Motion

Commissioner Sparks made a motion to approve Resolution #731-2020 revising the Administrative Plan to incorporate Biennial Housing Quality Standard Inspections. Commissioner Mansell 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.
B) APPROVE RESOLUTION #732-2020 Amending Section 6.2 of the “Time Off and Leave of Absence Policy” within the HASLC Employee Handbook to allow Emergency and Disaster Leave

Daniel Nackerman, Executive Director and Britnee Dabb, Deputy Director

The Housing Authority of Salt Lake City has a fairly standard sick leave policy as part of basic benefits. Management would like to add some flexibility for emergency or disaster situations that may occur. We are proposing to add 10 additional sick leave days during the recent pandemic for all existing staff retroactive to March 15, 2020. Sick leave is proposed to be amended to include additional leave time or benefits to be authorized by the Executive Director during emergencies on a temporary basis.

A lengthy discussion ensued regarding how different entities, such as the City and other agencies, are addressing this issue. The concern was raised by the Commissioners that the Federal government was also issuing additional sick leave (up to 10 days) which would make a total of 20 days for the Housing Authority. Britnee Dabb explained that this resolution would only modify the policy so if it’s necessary in the future.

The Commissioners requested that our attorney check into the legality of this issue and report back at the next month.

Motion

Commissioner Sparks made a motion to approve Resolution #732-2020 amending Section 6.2 of the “Time Off and Leave of Absence Policy” within the HASLC Employee Handbook to allow Emergency and Disaster Leave. Commissioner Mansell 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.

C) APPROVE RESOLUTION #733-2020 Amending Section 5.3 of the “Compensation and Work Schedule Policy” within the HASLC Employee Handbook to allow Emergency and Disaster Pay in recognition of assistance needed to accommodate staff and to better provide service during disasters.

Daniel Nackerman, Executive Director and Britnee Dabb, Deputy Director

It may become necessary in the future to close one or more work locations or to re-assign staff in the event of a disaster or emergency caused by severe weather, fires, electrical outages, a pandemic or similar. During such events, essential personnel are vital to the core work as well as the response to and recovery from a disaster or emergency. These
employees often work in the departments that directly impact the operations of critical areas. HASLC Management would like some flexibility during such rare events to add disaster/emergency compensation for such employees such as the maintenance crew and maybe other essential employees, provided that it is temporary. Any compensation of this sort would be reported to the Commissioners at their monthly meeting.

Motion

Commissioner Gust-Jenson made a motion to approve Resolution #733-2020 Amending Section 5.3 of the “Compensation and Work Schedule Policy” within the HASLC Employee Handbook to allow Emergency and Disaster Pay in recognition of assistance needed to accommodate staff and to better provide service during disasters. 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 RESOLUTION #734-2020 launching wait list preference provisions from Resolution #522-2017 for Recent Disasters and Emergencies

Daniel Nackerman, Executive Director

The Housing Authority of Salt Lake City (HASLC) adopted Resolution #522-2017 on September 25, 2017 to add preferences to waiting lists for potential disaster victims. Those policies were approved after required notices and then included in the HUD approved Annual and Five Year Plan. As the U.S. is experiencing a disaster pandemic that may create victims needing housing – and Salt Lake City recently experienced moderate earthquakes that have created victims needing housing on a moderate but desperate scale, staff has felt it necessary to utilize these Resolution #522-2017 provisions on a case-by-case basis.

Motion

Commissioner Mansell made a motion to approve Resolution #734-2020 launching wait list preference provisions from Resolution #522-2017 for Recent Disasters and Emergencies. Commissioner DePaulis 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.

E) APPROVE RESOLUTION #735-2020 authorizing execution of a contract on behalf of HASLC and its affiliates and entities with Kier Construction for demolition and construction of Capitol Homes apartments in an amount not to exceed $14,396,678 and a construction schedule of 476 calendar days maximum.

Daniel Nackerman, Executive Director
Capitol Homes is a 93-unit, mixed affordable, market and commercial space development to be located at 1749 South State Street in Salt Lake City. Currently, HAME is partnering with the “Home Inn” Innkeeper Group to use the existing motel as a transitional facility that serves to house individuals. Tax credits were obtained some time ago for the major portion of financing as were commitments from the Salt Lake City Redevelopment Agency (RDA) and others. Progress on the project has been very slow. Recent obstacles include the withdrawal of some funding from the state and the bided costs for construction coming in much higher than estimated.

Cost developments are listed in the Board Report as well as the procurement details for the general contractor. Staff received and opened only two eligible bid proposals; one for Kier Construction in the amount of $15,653,358 and one from Squires Construction in the amount of $17,168,238. To bring the actual construction cost down, staff reached out to the lowest bidder, Kier Construction. The goal is to lower costs without losing the quality of the design and construction. Both parties agreed to move forward with the maximum price approximately $14,000,000. This action was approved, but not executed at the time, by the affiliate Board of HASLC, which is HAME. That scope of work did not include demolition and hazmat abatement which have now been added. Some of the costs of the original bid in October 2019 have also risen.

**Motion**

Commissioner Mansell made a motion to adopt **RESOLUTION #735-2020** authorizing execution of a contract on behalf of HASLC and its affiliates and entities with Kier Construction for demolition and construction of Capitol Homes Apartments in an amount not to exceed $14,396,678. Commissioner DePaulis 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.

**F) APPROVE RESOLUTION #736-2020** authorizing execution of a contract for clinical health services and related with Sacred Circle Health Care at the new Pamela’s Place 100-unit permanent supportive housing complex at no direct cost to HASLC.

Daniel Nackerman, Executive Director and Zac Pau’u, Deputy Director

The Housing Authority of Salt Lake City operates 251 Permanent Supportive Housing units within its existing portfolio and been an innovative leader on the forefront of the homeless response. Our newest project, Pamela’s Place, will continue these pioneering efforts by pairing Sacred Circle Health Care, a federally qualified health care provider, with residents who reside in this new facility.
The entire first floor of this facility is designed for services. We have negotiated with the Goshen Indian Sacred Circle Health Care. They will be reimbursed by Medicare/Medicaid. Services will be provided to the general public and residents at no cost to the residents of Pamela’s Place. This requested board action approves a formalized contract and sublease between HASLC and SCHC to assume the operation of the 4,500 square foot dedicated clinic space in the groundbreaking facility.

**Motion**

Commissioner DePaulis made a motion to approve **RESOLUTION #736-2020** authorizing execution of a contract for clinical health services and related with Sacred Circle Health Care at the new Pamela’s Place 100-unit permanent supportive housing complex at no direct cost to HASLC. Commissioner Gust-Jenson 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.

**G) REPORT** on measures recently taken for the safety of residents and staff as well as attempts to keep basic services and functions in place during the recently declared pandemic.

*Daniel Nackerman, Executive Director*

Included with this month’s Commission packet, are samples of communications from Management to staff regarding the health and safety of staff and residents during both the recent March 18th earthquake and the COVID-19 pandemic. This correspondence addresses staff accommodations, resident support, long term planning and response, medical and health concerns, and regional assistance.

Dan will continue to keep the Commission informed.

**Motion**

Commissioner Gust-Jenson made a motion to adjourn the Housing Authority Meeting 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.

The Housing Authority Meeting adjourned at 12:48 p.m.