HOUSING AUTHORITY OF SALT LAKE CITY
(HASLC)

REGULAR BOARD MEETING MINUTES
Housing Authority of Salt Lake City
1776 South West Temple
Monday, February 24, 2020
11:05 a.m. – 1:48 p.m.

The regular meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:05 a.m. – 1:48 p.m.

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

Excused
Dave Mansell, Commissioner

Guest
Phil Bernal, HAME and HDC Board Member

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 regular 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 JANUARY 27, 2020

The Executive Director has provided each Commissioner with a copy of the written minutes of the annual January 27, 2020 Commission Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Koga called for a motion.

Motion

Commissioner Gust-Jenson moved to approve the Annual HASLC Commission Meeting Minutes of January 27, 2020. Commissioner Sparks seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, and Sparks voting in favor. There were no objections or abstentions.

RECOGNITION OF EMPLOYEE

Shawna Mattingly, Landlord Outreach Specialist, was recognized for her “above and beyond” job performance at the Housing Authority of Salt Lake City. Shawna thanked the group and said how proud she was to work for the Housing Authority of Salt Lake City. She praised the leadership and dedication of the staff.

NEW BUSINESS

A) APPROVE RESOLUTION #728-2020 approving the updated Tenant Selection plan for the rental assistance program at the Jefferson Circle property and program

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

Jefferson Circle is our only property that is under a Project Based Rental Assistance program and the “Tenant Selection and Occupancy Policy” which is the written statement of policies used to carry out the program, as required by HUD. The Tenant Selection Plan provides policies in the following areas:
• Fair Housing
• The Application Process
• Waiting List Procedures
• Eligibility and Screening
• Unit Transfers
• Applying Elements of the Violence Against Women Act
• Utilization of the Enterprise Income Verification (EIV) systems

Kim said there weren’t a lot of updates except for the following:

• Clarifications to account for the Department of Education’s updated information of independent student
• Clarifications regarding lease bifurcations, emergency transfer requests, and other Violence Against Women Act related issues such as increased extension requests for documentation to 14 days and added options of a hearing for all involved parties
• Other minor changes and clarifications to bring the content current with HUD regulations and guidelines.

Motion

Commissioner DePaulis made a motion to approve Resolution #728-2020 approving the updated Tenant Selection Plan for the rental assistance program at the Jefferson Circle property. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, and Sparks voting in favor. There were no objections or abstentions.

B) APPROVE RESOLUTION #729-2020 approving the Capitalization and Inventory Policy

Daniel Nackerman, Executive Director and Ryan Webb, Acting Finance Director

It is our intent to add a Capitalization and Inventory policy in order to ensure appropriate practices are being followed and clear guidelines are instituted.

The definitions of the policy are included in the board report. Some of the notable impacts are:

• Real Property and Agency Owned Property
• Depreciation standards are defined
• Guidelines are set forth for tracking, maintaining and auditing inventory
• Inventory is to be held at a central location, attached properly to a work order when used, and disposed of in accordance with this policy.

The result of adding the Capitalization and Inventory policy will be tighter controls on inventory with the intended realization of cost savings and efficiencies, as well as defined parameters for capitalization of assets.

Motion

Commissioner Sparks made a motion to approve Resolution #729-2020 approving the Capitalization and Inventory policy. Commissioner DePaulis seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jensen, Koga, Litvack, and Sparks voting in favor. There were no objections or abstentions.

C) APPROVE RESOLUTION #730-2020 approving data submission of the 2019 Section 8 Management Assessment (SEMAP) to the U.S. Department of Housing and Urban Development (HUD).

Daniel Nackerman, Executive Director and Jackie Rojas, Director, Section 8

The U.S. Department of Housing and Redevelopment (HUD’s) Section Eight Management Assessment Program (SEMAP) measures the performance of all housing authorities’ administration of the Housing Choice Voucher Program (Section 8). The key performance indicators are listed on the board report. HASLC received a perfect score for 2018 and was designated a “High Performer”. We expect a continued “High Performer” rating with this year’s submission.

Motion

Commissioner Sparks made a motion to approve Resolution #730-2020 approving the certification and submission of the Section 8 Management Assessment Program (SEMAP) to HUD. Commissioner DePaulis seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jensen, Koga, Litvack, and Sparks voting in favor. There were no objections or abstentions.

D) APPROVE FY 2019 4TH QUARTER WRITE-OFFS in the amount of $20,867

Daniel Nackerman, Executive Director

The Housing Authority of Salt Lake City (HASLC) conducted a reconciliation of our uncollected receivables (or bad debt) and other write-offs for the 4th Quarter of Fiscal Year 2019. We do continue to try to collect. Examples of the write-offs are included in
the board report. We are recommending approval to write off the amount of $20,867 for the fourth quarter of FY 2019.

**Motion**

Commissioner DePaulis made a motion to approve the write offs of $20,867 for the fourth quarter of FY 2019. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, and Sparks voting in favor. There were no objections or abstentions.

**E) DISCUSSION** regarding smoking policies at various sites and communities.

*Daniel Nackerman, Executive Director*

We have 32 properties; six or eight of programs are behind those properties. Sometimes we are told about smoking policies we should enforce from those program staff. We want to get some recommendations from the board about a smoking policy.

A discussion ensued about possible solutions for no-smoking policies. All Public Housing adopted a non-smoking policy effective July 2019. Each senior housing property has a dedicated outside area where smoking is allowed. However, in some of these developments there are neighbors with respiratory issues. We do want to give clear direction to people moving in. We do want to promote public health at our properties.

**F) DISCUSSION** regarding increasing local representation for input into public information, State of Utah legislative matters, Federal housing matters and advocacy in general.

*Daniel Nackerman, Executive Director*

With the new commission leadership, we would like to have the Commissioners get more involved with advocacy and public information regarding housing authority issues, as well as with housing issues in general. The Board had asked me to get more involved with the State. We have made solid progress but would like to do more. One of the trends is for housing authority commissions to get more involved in shaping housing policy. It would be our jobs as staff to arm the Commissioners with resources. Dan reminded the Commissioners that we have an excellent consulting service in D.C. which is available. They have helped us with numerous issues, such as the V.A. The Chair also recommended that the Commission work more with the state legislature.

A discussion ensued about ways in which the Commissioners could get involved and be effective and engaged both on the federal and state level. Dan named a number of bills that are in consideration at the legislature in which the Commissioners could be involved.
EXECUTIVE DIRECTOR’S REPORT

- We lost $1,000,000 previously committed zero interest funding from the “Olene Walker Housing Trust Fund” (OWHTF) for Capitol Homes on or about July 1, 2019 in a sudden reversal at the actual OWHTF Board Meeting. The reason was purportedly that our project had a finding of adverse impact on historic impact due its being in a National Historic District. We later discovered that a budget crisis of sorts was likely the real reason. We also had construction bids come in $2.3 million higher than the stated cost in the tax credit application. We are ceasing these kinds of early-project, pre-bid activities as they can be considered “collusion”. On another note, the Architect is many months behind schedule.
- We did apply and receive 4% Tax Credit funding for our rehabilitation of our New City Plaza Senior Housing site.
- Construction of Pamela’s Place Apartments is proceeding well. The roof is in place and a June 2020 Ribbon Cutting is in the planning stages. Any suggestions from the Commission are welcomed.
- Our office renovation is behind schedule, though the budget remains intact. We are intending to assess $400 per day as liquidated damages for delays. As a reminder, the primary goals of the renovation are to make the lobby area more customer friendly, to create a better separation of public/private areas for safety; to have better accessibility; and to increase the number of staff within the building.
- Staffing strategies have recently changed with some positions held from recruitment and some new positions emerging. The primary changes include a new senior leader for real estate development/HAME activities and the planned internalizing of most legal and information technology duties. Our existing general counsel and city IT staff will continue to be retained although to a lesser extent. Joe Post is shifting roles and will now be doing more project management.

FUNDING APPLICATIONS

Daniel Nackerman, Executive Director

You will find in your packet a list of New Goals or Increased Emphasis that is shared with the Commission monthly. As part of these New Goals, it has become omnipresent practice to increase partnerships, track funding opportunities and aggressively seek new funding. We have attained over $4 million in never-before funding through this initiative. There is a list of submitted applications and detail provided in this report.
OUTREACH REPORT

Britnee Dabb, Deputy Director

- The Deputy Director participated in the Utah Nonprofit Day on the Hill at the State Capitol giving HASLC the opportunity to share our vision and our projects with elected officials and the community.
- The Executive Director and Deputy Directors met with our Washington, D.C. attorney, Rod Solomon of Hawkins, Delafield & Wood. The visit included an agency overview and site tour, and discussed issues where his areas of expertise regarding HUD would be beneficial to the agency.
- The Executive Director and Senior Project Manager attended the Ballpark Community Council meeting on February 6th and reported on the houses and outbuildings demolition on the Book Cliffs property. The Council Chair, Amy Hawkins, expressed her gratitude and working with the agency moving forward.
- Deputy Director, Zac Pau’u and Section 8 Director, Jackie Rojas, met with The Road Home and First Step House to discuss Quality Assurance and outreach regarding Shelter Plus Case Service Contract Award.
- The Executive Director, two Deputy Directors, and the Senior Project Manager met with representatives from Housing Connect to discuss the City Plaza partnership, roles responsibility, and timeline.

RESOURCE MANAGEMENT SUMMARY REPORT

Britnee Dabb, Deputy Director

This report provides an insight to key areas of Human Resource progress, changes, and initiatives. We have 64 Full-Time Employees and 14 Part-Time or Temporary Employees. It also lists highlights on:

- Diversity
- Recruitment Strategy
- Employment/Recruitment Data year-to-date
- Employee Accomplishments, Awards, Recognitions

CHAIR REPORT

Brenda Koga, Commission Chair

Upcoming Trainings and Conferences are listed on this report. The Chair encourages Commissioners to attend a conference of their choice. Please let Dan or Charlene know if you are interested.
RAB REPORT

Kim Wilford, Deputy Executive Director

A meeting of the Resident Advisory Board was held on January 29, 2020 at City Plaza. The minutes of that meeting are attached.

Motion

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

The Housing Authority Meeting adjourned at 1:48 p.m.

Brenda Koga, Board Chair

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

REGULAR BOARD MEETING MINUTES
Housing Authority of Salt Lake City
Sorenson Unity Center
1383 South 900 West
Salt Lake City, UT

Monday, February 24, 2020
1:49 p.m. – 1:50 p.m.

The regular meeting of the Board of Directors of the Housing Assistance Management Enterprise was held from 1:49 p.m. – 1:50 p.m.

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

Excused
Dave Mansell, Board Chair

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

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

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF THE ANNUAL HAME BOARD MEETING MINUTES OF JANUARY 27, 2020

The Executive Director has provided each Board Member with a copy of the written minutes of the January 27, 2020 Annual Board Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Koga called for a motion.

Motion
Board Member Gust-Jenson approved the HAME Meeting Minutes of January 27, 2020. Board Member Gust-Jenson seconded. The motion passed unanimously with Board Members Bernal, DePaulis, Gust-Jenson, Koga, Litvack, and Sparks voting in favor. There were no objections or abstentions.

NEW BUSINESS

A) DISCUSSION regarding Support of Brinshore Development in Two Upcoming Projects

Daniel Nackerman, President

On the State Street project, we are just receiving a small developer’s fee for receiving premium administrative costs on the Section 8 vouchers that we contribute. We’re not really part of the ownership. It’s a lot of work with very little return. However, it’s such a big project and a big splash downtown that we thought it was important to be part of that. We are also responsible for ensuring that they comply with Section 3 which is the hiring and training of low income persons and also to make sure they are paying minimum wages.

Just a reminder that we formed the new non-profit which will train homeless and low income persons for construction-related jobs.

Brinshore will continue to try to be piece of the development at Spark.
Motion

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

The HAME Meeting adjourned at 1:49 p.m.

Brenda Koga, Board Chair

Daniel Nackerman, Executive Director
HOUSING DEVELOPMENT CORPORATION OF SALT LAKE CITY
ANNUAL BOARD MEETING MINUTES
Housing Authority of Salt Lake City
Sorenson Unity Center
1383 South 900 West
Salt Lake City, UT

Monday, February 24, 2020
1:50 p.m. – 1:51 p.m.

The regular meeting of the Board Members of the Housing Development Corporation of Salt Lake City was held on February 24, 2020 from 1:50 p.m. – 1:51 p.m.

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

Excused
Dave Mansell, Board Chair

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

Legal Counsel in Attendance
Caitlyn Benson, Gilmore & Bell
Chair Koga convened the regular meeting of the Housing Development Corporation of Salt Lake City (HDC)

Roll Call

Public Comment
None

MOTION FOR APPROVAL OF THE HDC ANNUAL MEETING MINUTES OF JANUARY 27, 2020

The Executive Director has provided each Commissioner with a copy of the written minutes of the January 27, 2020 Annual Board Meeting. The Board members acknowledged they had sufficient time to review these minutes.

Chair Koga called for a motion.

Motion

Board Member Litvack moved to approve the HDC Annual Meeting Minutes of January 27, 2020. Board Member DePaulis seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Koga, Litvack and Sparks voting in favor. There were no objections or abstentions.

Motion

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

The HDC Meeting adjourned at 1:51 p.m.

Brenda Koga, Board Chair

Daniel Nackerman, Executive Director