HOUSING AUTHORITY OF SALT LAKE CITY
(HASLC)

VIDEO CONFERENCE BOARD MEETING MINUTES
Housing Authority of Salt Lake City
Monday, June 29, 2020
11:10 a.m. – 2:00 p.m.

A video conference via Webex meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:10 a.m. – 2:00 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
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
Ryan Warburton, Gilmore & Bell
Chair Koga convened the video webinar meeting of the Housing Authority of Salt Lake City (HASLC) at 11:10 a.m.

Roll Call of the Board Members present.

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF THE HASLC COMMISSION MEETING MINUTES OF MAY 18, 2020

The Executive Director has provided each Commissioner with a copy of the written minutes of the May 18, 2020 Commission Meeting. The Commissioners acknowledged they had sufficient time to review these minutes.

Chair Koga called for a motion.

Motion

Commissioner Mansell moved to approve the HASLC Commission Meeting Minutes of May 18, 2020. 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

A) ADOPT RESOLUTION #740-2020 revising the Administrative Plan to streamline “Project Based Voucher” use, clarify homeless and persons with disabilities wait list preferences, and better describe applicable services amongst other changes.

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

The rules and regulations of the Housing Choice Voucher (HCV) program are determined by HUD, although the Public Housing Agency (PHA) is allowed choices in the operation of the program which are included in the PHA’s “Administrative Plan”, a document which covers policies and practices as approved by the Board of Commissioners.

There are some current changes to the local HALSC policies governing Project Based Vouchers which are outlined in the board packet; these include some clarifying language.
The Administrative Plan revisions have no direct significant impact on existing budgets. Changes are intended to simplify the processes with decreased reporting requirements for residents and improved customer service.

**Motion**

Commissioner DePaulis made a motion to adopt Resolution #740-2020 revising the Administrative Plan to streamline “Project Based Voucher” use, clarify homeless and persons with disabilities wait list preferences, and better describe applicable services amongst other changes. 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) ADOPT RESOLUTION #741-2020** for changes to the HASLC Employee Team Handbook and basic benefits descriptions to add one additional paid holiday for all full-time employees known as “Juneteenth Day” beginning in June 2021.

_Daniel Nackerman, Executive Director_

We are proposing to revise the “Holidays Policy” in the Employee Handbook to include Juneteenth as a paid holiday on or about June 19th every year. Dan gave some background on Juneteenth which celebrates the end of slavery and African American freedom and achievement. Many cities and large companies have long recognized Juneteenth as a holiday.

Dan summarized Juneteenth as written in the National Registry and Juneteenth.com:

“Juneteenth today, celebrates African American freedom and achievement, while encouraging self and respect for all cultures... it is national day pride”.

The proposed revised policy is attached in the board packet. Dan feels this will send a positive message to our staff as well as other agencies.

A long discussion ensued about the feasibility of this proposal. Most of the Commissioners support this proposal but some feel we should expand the proposal to be more inclusive to all of our community.

**Motion**

Commissioner Litvack made a motion to adopt Resolution #741-2020 for changes to the HASLC Employee Team Handbook and basic benefits descriptions to add one additional
paid holiday for all full-time employees known as “Juneteenth Day” beginning in June 2021. Commissioner DePaulis seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Koga, Litvack, and Mansell voting in favor. Commissioner Sparks voted no.

C) RATIFY procurement approval and contract award for the replacement of Freedom Landing exterior windows at a cost of $75,932.44 to International Center for Appropriate and Sustainable Technology.

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

HASLC applied through the Community Development Block Grant (CDBG) program within Salt Lake City’s Housing and Neighborhood Development (HAND) to fund replacement of the roofing and windows at Freedom Landing. This will provide an upgrade to more energy efficient multi-paned windows and replacement of the deteriorated roof. We were awarded $191,500 in addition to reserve funds to complete this work. The roofing contract was approved by the Board in April.

We issued separate RFPs for the windows and roofing projects. The International Center for Appropriate and Sustainable Technology (iCAST) offered the lowest cost proposal after the RFP was extended. This vendor has a long history of energy-efficiency window replacements with strong references.

Motion

Commissioner Sparks made a motion to ratify procurement approval and contract award for the replacement of Freedom Landing exterior windows at a cost of $75,932.44 to International Center for Appropriate and Sustainable Technology (iCAST). 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) AUTHORIZE negotiations and execution of a Property Management contract with RMP Wasatch for the management of Taylor Gardens and Taylor Springs as one management site for a maximum management fee of 3-6% of gross. Cornerstone Management would be the back-up firm for award if negotiations aren’t successful with RPM.

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

We would like to request that this item be continued. We need to do a little more preparation based on new information. This item will be continued until next board meeting.
E) APPROVE the concept for a new housing program directed to assist human trafficking victims in Salt Lake City through a partnership with the Asian Association of Utah (AAU). Housing assistance would be provided through a master lease of 8-12 varied units owned by HASLC/HAME and funded by AAU thereby assisting approximately 25 victims per year.

Daniel Nackerman, Executive Director

We are requesting approval of the concept only today.

The Housing Authority and the Utah Asian Association (AAU) have had informal partnerships for many years assisting persons with housing and helping provide services that change lives. We plan to launch a new venture to house victims of human trafficking at some of our sites. We would earmark 8-12 “floating” units for the next available vacancies to be filled by victims. HASLC would manage the properties with maintenance and house rules that apply to the victims. AAU leases these units under a master lease as master tenant; providing slightly under market rent but more rent than the sites have been averaging for many years. The victims will receive mobile services by AAU.

There was some discussion regarding the process for this which we are currently working on with the AAU. Dan is also working with Rod Solomon, our HUD attorney on details.

Motion

Commissioner Litvack made a motion to approve the concept for a new housing program directed to assist human trafficking victims in Salt Lake City through a partnership with the Asian Association of Utah (AAU). Housing assistance would be provided through a master lease of 8-12 varied units owned by HASLC/HAME and funded by AAU thereby assisting approximately 25 victims per year. 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.

F) APPROVE the waivers and suspension of requirements utilized for our U.S. Housing and Urban Development (HUD) programs and properties under the 2020 CARES Act.

Daniel Nackerman, Executive Director

In May 2020, HUD issued some statutory and regulatory waivers in response to the coronavirus pandemic to aid public housing agencies in the effort to maintain normal operations as well as suspensions of the Public Housing Assessment System and Section 8 Management Assessment Program system. These waivers and establishment of
alternative requirements are pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

A detailed outline of these waivers and suspensions were presented to the Commission at the May 2020 meeting but a Commissioner has requester further information and suggested that Commission approval is required per HUD regulation for any waivers chosen. While we have not found that specific reference, we are providing this information again in a different format to recommend Commission approval.

We did notify our tenants of these waivers.

A detailed list of waivers applicable to both Public Housing and Housing Choice Voucher programs are listed in the board packet. These are much more specific than what was presented at the May 2020 meeting and includes deadline dates.

**Motion**

Commissioner Litvack made a motion to approve the waivers and suspension of requirements utilized for our U.S. Housing and Urban Development (HUD) programs and properties under the 2020 CARES Act. 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.

**G) REPORT and DISCUSSION** on the financial status of HASLC/HAME and HDC projects and programs through May 2020.

*Daniel Nackerman, Executive Director*

We usually report quarterly; we’ve chosen to include 5 months (January through the end of May 2020) here in this report. The Housing Authority of Salt Lake City faced unprecedented challenges from the COVID pandemic. Despite a number of uncertainties, the agency was solid in realizing net residual receipt (income) of $75,341 on year-to-date revenues for all programs/properties of $14,909,067 and expenses of $14,833,725.

The agency overall experienced increases in some expense categories, but also saw offsets with decreases in others. Operating income experienced slight decreases in rental payments and lower than anticipated “Other Income” category items such as late fees and maintenance fees during the COVID period. Overall, many categories remain on target with budgetary estimates.

These financial reports are included in the board packet. Dan reviewed each report with the Commissioners and answered questions.
Commissioner Sparks commented that there are some reporting tools that might be more effective; for example metrics that aren’t being measured. He said these reports are very basic and the quality of reporting could be better if we had a full time Controller and Director of Finance.

Dan responded that this is the same reporting we have been using for the past four years. In fact if anything it is more detailed. We are willing to show even more detail in some of the reports, such as Section 8 and Real Estate.

Commissioner Sparks also asked if we are moving in a direction to hire a Director of Finance.

Dan responded that the Finance Department staffing is a different issue – we have interviewed several candidates and we have some good candidates.

Commissioner Gust-Jenson interjected and said if there is a personnel question, that this should be handled with Dan separately and that it is inappropriate to discuss during the Board Meeting. Other Commissioners agreed. Board Chair Koga recommended that we further discussion about financial reports to another time.

**H) REPORT and DISCUSSION** on the recent lack of funding from the state going forward thereby likely canceling services for Shelter Plus Care households and forcing alternative funding for programs such as the Landlord Outreach program and the services for permanent supportive/homeless housing sites.

*Daniel Nackerman, Executive Director*

Each year HASLC applies for various service funding through the Utah State Homeless Programs Office in order to provide critical services to the populations we serve. These funds are utilized to assist in the following areas of our programs:

- Shelter Plus Care services
- Sunrise Metro services
- Landlord Outreach program

There are some gaps in this funding since we last met. This past month we came up significantly short in this funding. Only a portion of the Shelter Plus Care funding was awarded.

The Salt Lake Homeless Coordinating Council meets annually to prioritize funding needs. Their priorities were established after discussing the current needs of the Salt
Lake Valley homeless services delivery system, the limits of certain funding opportunities, and anticipated funding availability.

Zac Pau’u, Director of Homeless Programs, explained these three programs and how the lack of funding will impact these programs. The shortfall for HASLC alone will dissolve most services for 141 chronically homeless households. Additionally, eliminating our successful Landlord Outreach program will deeply impact housing placement of over 320 low-income and previously homeless individuals due to relationships developed with over 222 private landlords and 252 property managers over the last two years.

Dan said there may be some funding at the city level that we could find out about. Chair Koga asked if there were some things the Board could do; at present we just want to keep the Board informed. There is good information about this contained in the board packet.

EXECUTIVE DIRECTOR REPORT

Daniel Nackerman, Executive Director

- HASLC/HAME prevailed in a small lawsuit by a past police-officer resident at Denver Street for claimed relocation costs judged in favor of HASLC/HAME as summary judgement.
- COVID-19 RESPONSES: COVID response activities in recent weeks have proven effective as work production stays at acceptable levels, customer service continues, properties remain full, and most importantly levels of illness remain low. Several start-ups were planned than cancelled as the region remains in a high risk stage. Staff continues to do exemplary work.
- Significant delays continue to occur in building permit attainment, financial and insurance documentation, cost increases, etc. at Capitol Homes. However, the construction contract was executed, demolition is underway and final financing closure expected July 9th. Ryan Warburton and Caitlin Benson of Gilmore & Bell have done a tremendous job.
- The Pamela’s Place project is coming to conclusion, contingency funding still remains, and opening is expected in August for the 100 units of which 95 are designated for persons with disabilities. Staff would like Commission input on the ribbon cutting event which will probably be virtual. It will be state-of-the-art.
- MOU Partnership with Brinshore on the State and 2nd project – the developer is asking us to partner as project approval consultant, Section 8 coordinator, Section 3 monitor and Davis Bacon compliance entity. An MOU will be executed with fees coming to HASLC and/or HAME at over $400,00 with no risk,
- HAME remains in negotiation with county leaders to purchase one or more motels with the hope of interim uses for the homeless populations and long-term use for redevelopment into modern housing.
• HASLC and many other recipients of federal funding in the region have not practiced effective techniques in contracting in order to gain participation by Minority Business Enterprises, Women Business Enterprises and Disadvantaged Business Enterprises. HASLC intends to lead in these areas going forward and as a major step will ask the Commission to consider formal goals for such contracting at the next meeting.

• At our next meeting, we will likely discuss in open or closed session the following topics as legal matters or disputes that could lead to such:

  Jefferson Fire Repair
  Insurance Carrier Dispute
  Local Debarment System
  Ongoing claims by a Jefferson resident
  Close out of HUD FHEO case(s)

Chair Koga recommended having a Board Meeting on July 27, 2020 via Webex.

Chair Koga adjourned the meeting at 2:00 p.m.

The Housing Authority Meeting adjourned at 2:00 p.m.

Brenda Koga, Board Chair

Daniel Nackerman, Executive Director