

HOUSING AUTHORITY OF SALT LAKE CITY
BOARD MEETING MINUTES

Housing Authority of Salt Lake City
1776 South West Temple
Monday, April 24, 2017
11:00 a.m. – 2:10 p.m.

A meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 2:10 p.m.

Board Members in Attendance

Palmer DePaulis, Board Chair
Dave Mansell, Vice Chair
Philip Bernal, Commissioner
Cindy Gust-Jenson, Commissioner
David Litvack, Commissioner
Alfonsa Price, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director
Robyn Cordova, Finance Director
Tyson Montoya, Controller
Britnee Dabb, Deputy Director
Kim Wilford, Deputy Executive Director
Joe Post, Director of Real Estate Development
Zac Pau'u, Director of Homeless Programs
Charlene Owen, Administrative Assistant

Legal Counsel in Attendance

Ryan Warburton, Gilmore & Bell

Chair DePaulis convened the open meeting of the Housing Authority of Salt Lake City.

MOTION FOR APPROVAL OF THE HASLC OPEN MEETING MINUTES OF March 27, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the March 27, 2017 Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Litvack moved to approve the HASLC Open Meeting Minutes of March 27, 2017. Commissioner Mansell seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. Commissioner Bernal abstained since he was not present at the March 27th meeting.

PUBLIC COMMENT

Barbara Toomer, Secretary-Treasurer of The Disabled Rights Action Committee presented to us. She said when most people leave nursing homes or other institutions they either go to Assisted Living or are presented with the New Choices waiver to go out into the community. Most people do not have homes to return to. She would like us to implement preference for these vouchers/waivers into our planning and to have more accessible and affordable units. They are requesting to present and educate groups at our properties. We will sponsor these “access meetings”.

NEW BUSINESS

Discussion & Motion Items

*Britnee Dabb, Deputy Director and
Daniel Nackerman, Executive Director*

Adopt Resolution #511-2017 Approving the 2017 Employee Handbook thereby replacing the 2005 Personnel Policies Handbook in its entirety

Britnee started compiling the new employee handbook in 2015. Employment law constantly changes and not all commonly followed personnel policies were included in the July 2005 personnel policies. The Senior Leadership Team has met on several occasions to review and recommend changes to the handbook. Some of the major modifications to existing policies are the business casual dress code and light duty for

Workers Compensation. No changes to compensation or flexible hours are included at this time so the Board can focus on the voluminous policy changes without concern for budget impacts at this time. Cross referencing of the old policy is referenced next to the new policy. We did build on the old policies as well. There was a legal review by our employment lawyer.

Commissioner Gust-Jenson asked about policy regarding domestic partnership considerations. The Executive Director, Daniel Nackerman, said there has been some discussion among the Senior Leadership Team to consider policy regarding domestic partners. He said we are also looking to the City to see how they have written this policy.

Commissioner Bernal raised a concern regarding the reporting of harassment and discrimination. He had a concern regarding the statement, "If the party to the complaint does not agree with its resolution, that party may appeal to HASLC's Human Resource Director or the Executive Director." He feels there should be other alternatives for the employee. He also has an issue with the statement, "Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, up to and including termination." ~~He thinks appropriate discipline should be more detailed so the employee is aware of their options.~~ The two things he would like clarified are: language as to who investigates harassment and discrimination and the range of appropriate employee discipline spelled out.

Corrected statement requested by Commissioner Bernal at the May 22, 2017 Board Meeting to read:

"He thinks appropriate discipline should be more detailed so the employee is aware of their Supervisor's options".

The resolution will be deferred until our next meeting.

Motion to Receive the Financial Reports for the First Quarter of 2017.

Daniel Nackerman, Executive Director

Dan thanked Robyn Cordova, Finance Director; Tyson Montoya, Controller; and Kim Wilford, Deputy Executive Director, for their work in compiling the financial reports. These reports are for the first three months of the year. The voucher program shows a net profit; Dan likes to use the term residual receipts. The Public Housing program includes City Plaza, Romney Plaza and Phillips Plaza. There is a slight increase in contract costs due to elevator repairs and unit turns. In 2017, approximately \$250,000 will be utilized from reserves for the Deck Repair Project at City Plaza.

The Homeless programs showed a total net operating profit. This is due to the continued financial management by staff that when occupancies are low, controllable and variable expenses are kept low as well.

Authority Owned Properties. The budget comparison financial statement for all Owned Properties excludes public housing and the transitional/homeless facilities but does include Tax Credit-funded, HDC, HAME and Jefferson Circle properties. This portfolio's income was right at budget.

HASLC continues to maintain a solid fiscal status for 2017 although we have experienced budget cuts in Public Housing and Homeless programs which are difficult to balance. We continue to monitor expenses in Section 8 while anticipating reductions in the administrative fee. We continue to operate within the limited amounts granted by HUD.

Motion

Commissioner Mansell moved to receive the financial reports for the first quarter of 2017. Commissioner Litvack seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Motion to Approve the Updated First Quarter Budget Revisions For 2017

There is an outline of Budget Revisions by major program:

Authority Owned Properties - Due to lower than expected occupancy rates at the following properties: Jefferson School, Rendon, Ben Albert, and Cambridge Cove, we are proposing a reduction in budgeted income of \$61,760. Taylor Springs, Riverside, and Canterbury all show strong occupancy rates and include an increase in budgeted income of \$53,250. Therefore, the agency proposes an \$8,509 reduction in overall dwelling rent income.

Homeless Properties will see an increase of \$17,925 which includes the revision for the new Director of Property Management. There is also a budget increase for Cedar Crest to add security cameras based on recent criminal activity. There is a budget revision decrease in legal fees due to the decrease use of legal counsel within the Homeless properties, a decrease in Training and Travel and a decrease in accounting fees.

Public Housing Budget. HUD has cut our operating subsidy by about \$25,000.

There is a table of Budget Revisions included in the board packet.

Motion

Commissioner Bernal moved to approve the budget revision the first quarter of 2017 with the understanding that we will keep \$1500 in training for the Homeless programs.

Commissioner Mansell seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Motion to Approve a One-Year Contract Extension with Kane Consulting/Superior Protective Services for Security Services at Three Properties

The existing contracts for security at our Freedom Landing, Sunrise Metro and Valor House communities are expiring. The existing contractor for these services, Kane Consulting/Superior Protective Services (SPS) was the successful bidder in 2016 after a competitive process.

The quoted cost for the services has not increased. The approved project budgets cover this amount. The fiscal impact is compliant and relatively neutral.

Motion

Commissioner Mansell moved to approve a one-year contract extension with Kane Consulting/Superior Protective Services for security services at three properties. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Commissioner Litvack left the meeting at 12:45 p.m.

Daniel Nackerman introduced Zoe Lebeau, Coordinator of the Salt Lake City “Tool Kit Training for Permanent Supportive Housing” for this region. She is also the development consultant for the Urban Indian Book Cliffs Lodge project. She is headquartered in Denver, CO. She talked about both her roles. She congratulated us and pointed out that this is the first time a Housing Authority has taken the lead and been the main instigator in an Urban Indian Supportive Housing Project.

Motion

Commissioner Cindy Gust-Jenson made a motion to go into Closed Session to discuss strategy with respect to purchase/sale of real property and to discuss strategy with respect to pending or reasonable imminent litigation. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

CLOSED SESSION

Motion

Commissioner Mansell made a motion to close the Closed Session and reconvene the Open Session. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

Commissioner Bernal left the meeting at 1:50 p.m.

EXECUTIVE DIRECTOR REPORT

Presented by Daniel Nackerman, Executive Director

New Grand Apartments has been an ongoing issue. We thought we had it solved. We've again used the services of our attorney for helping us. The owner still has not signed the renewal contract which expires at the end of April.

Grant applications have gone in with major revisions of Grant Per Diems.

We have hired a new Director of Property Management, Mr. Laryn Hill. He will be overseeing over 28 staff. Mr. Hill was the Regional Director for a large real estate holdings firm; Property Management Director for an International Multi-family company; Financial Consultant for real estate investments and a Regional HoA Director. He holds a degree from BYU.

Property Inspection Concerns. HUD's third party physical inspection systems for the last year did not yield satisfactory results as preliminary scores were received this month. Four properties scored an average of 69 out of 100 (City Plaza scored 79). HASLC is appealing some of these scores with HUD and will continue to report on status and improvements.

Housing Authority Gets a Perfect Score for Section 8 from the Section 8 Management Assessment Program. Dan extended a special acknowledgment of Kim Wilford who manages these programs, as well as Jackie Rojas, Section 8 Director.

Staff Sensitivity Acknowledged. Our staff responded to the passing of a resident at the Taylor Gardens, next door to the HASLC offices. This was a Friday evening after work hours and our staff was admirable and beyond the call.

Tenth Anniversary of Sunrise Metro Community. The accomplishment of developing 100 units for chronically homeless citizens and housing several hundreds of people since was celebrated on April 11th. Notable speakers included our Vice Chair as well as Lloyd Pendleton and Pamela Atkinson. The local residents were tremendously gracious and thankful in their expressions.

RESIDENT ADVISORY BOARD REPORT

Alfonsa Price, Commissioner

RAB meetings are held every other month. Commissioner Price did not attend the March 29th meeting but minutes were provided for the board packet. Discussions centered around the following:

HUD Inspections and scoring systems
Plans for carpet replacement at two sites this year
Completed work on elevator floors at City Plaza
Tree removal and pavement replacement at City Plaza
Detailed discussion on smoking policies and upcoming changes.

CHAIR REPORT

Palmer DePaulis, Chair

Palmer distributed commissioner training opportunities that include NAHRO Ethics and Fundamentals.

A listing of conferences is included in the board packet. Commissioners are encouraged to let Dan or Charlene know if they are interested in attending.

There is a listing of the commissioners' terms and contact information.

Motion

Commissioner Mansell made a motion to adjourn the HASLC meeting to go to HAME and HDC. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

Adjourn HASLC Meeting

Convene HAME and HDC Meetings

Re-convene HASLC Meeting

Commissioner Mansell called for a motion to adjourn the HASLC Meeting.
Commissioner Price seconded. The motion passed unanimously with Commissioners

DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

The HASLC Meeting adjourned at 2:10 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director

HOUSING ASSISTANCE MANAGEMENT ENTERPRISE
BOARD MEETING MINUTES

Housing Authority of Salt Lake City

1776 South West Temple

Monday, April 24, 2017

2:05 p.m. – 2:07 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 2:05 p.m. – 2:07 p.m.

Board Members in Attendance

Palmer DePaulis, Chair

Dave Mansell, Vice Chair

Philip Bernal, Commissioner

Cindy Gust-Jenson, Commissioner

David Litvack, Commissioner

Alfonsa Price, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director

Robin Cordova, Finance Director

Tyson Montoya, Controller

Britnee Dabb, Deputy Director

Kim Wilford, Deputy Executive Director

Joe Post, Director of Real Estate Development

Zac Pau'u, Director of Homeless Programs

Charlene Owen, Administrative Assistant

Legal Counsel in Attendance

Ryan Warburton, Gilmore & Bell

Chair DePaulis convened the open meeting of the Housing Assistance Management Enterprise (HAME)

Roll Call

Motion for Approval of HAME Open Meeting Minutes of March 27, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the March 27, 2017 HAME Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Price moved to approve the HAME Open Meeting Minutes of March 27, 2017. Commissioner Mansell seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

Adjournment

Commissioner Mansell moved to adjourn the HAME Open Meeting. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director

HOUSING DEVELOPMENT CORPORATION
BOARD MEETING MINUTES

Housing Authority of Salt Lake City

1776 South West Temple

Monday, April 24, 2017

2:07 p.m. – 2:09 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 2:07 p.m. – 2:09 p.m.

Board Members in Attendance

Palmer DePaulis, Chair

David Litvack, Vice Chair

Philip Bernal, Commissioner

Cindy Gust-Jenson, Commissioner

David Litvack, Commissioner

Alfonsa Price, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director

Robin Cordova, Finance Director

Tyson Montoya, Controller

Britnee Dabb, Deputy Director

Kim Wilford, Deputy Executive Director

Joe Post, Director of Real Estate Development

Zac Pau'u, Director of Homeless Programs

Charlene Owen, Administrative Assistant

Legal Counsel in Attendance

Ryan Warburton, Gilmore & Bell

Chair DePaulis convened the open meeting of the Housing Development Corporation (HDC)

Roll Call

Motion for Approval of HDC Open Meeting Minutes of March 27, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the March 27, 2017 HDC Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Mansell moved to approve the HDC Open Meeting Minutes of March 27, 2017. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

Adjournment

Commissioner Mansell moved to adjourn the HDC Open Meeting. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Mansell and Price voting in favor. There were no objections or abstentions.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director