

HOUSING AUTHORITY OF SALT LAKE CITY
BOARD MEETING MINUTES

Housing Authority of Salt Lake City
1776 South West Temple
Monday, February 27, 2017
11:00 a.m. – 2:20 p.m.

A meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 2:20 p.m.

Board Members in Attendance

Palmer DePaulis, Board Chair
Philip Bernal, Commissioner
Cindy Gust-Jenson, Commissioner
Alfonsa Price, Commissioner

Excused

David Litvack, Commissioner
Dave Mansell, Vice Chair

Staff in Attendance

Daniel Nackerman, Executive Director
Kim Wilford, Deputy Executive Director
Robyn Cordova, Finance 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 November 28, 2016

The Executive Director has provided each Commissioner with a copy of the written minutes of the November 28, 2016 Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Gust-Jenson moved to approve the HASLC Open Meeting Minutes of November 28, 2016. Commissioner Bernal seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Motion for Approval of the HASLC Open Meeting Minutes of January 30, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the January 30, 2017 Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Gust-Jenson moved to approve the HASLC Open Meeting Minutes of January 30, 2017. Commissioner Bernal seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor with the understanding that there will be a clarification on page 14 of the minutes, which states "*Ballard Spahr has been HASLC's general counsel for awhile*". We would like to replace this wording with "*since April 2013*". There were no objections or abstentions.

We also changed the verbage on page 13 regarding Crime Policies; the correct wording as required by HUD should read: *There is also a 3-year ban if a person was **evicted because of a crime at another federally funded property*** (changes in bold)

Public Comment

There was no Public Comment.

New Business

Discussion Items

Daniel Nackerman, Executive Director

Housing Authority Formal Relationship with the City

When I was hired, it was in the midst of the discussion about a county – city merger. I heard from HAME that there was talk of a city/county formal relationship. I was asked to research if there is a formal structure of a Housing Authority in Utah

Housing Authorities do function with federal regulations and funding. State laws guide the formation and relationships with cities and counties.

- Our agency was created by a resolution adopted by the City Council
- Our agency is a “Public Body Corporate and Politic”
- The Commissioners are appointed by the Mayor with the advice and consent of the Council
- The Mayor may remove Commissioners for inefficiency, neglect of duty or misconduct
- Our approved Budget has to be filed with the City Clerk
- The powers of our agency are vested in the Commissioners, not the city
- HASLC is a separate legal entity from the city and can “sue and be sued”
- All actions by HASLC can be taken without the consent or approval of the city
- The city cannot take revenue from the Housing Authority

There was some comparison with the RDA which sits as separate entity. However, the RDA relationship with the city is not similar in most ways to that of a Housing Authority. As an example

- An RDA is a political subdivision of the State
- The governing body of an RDA is the same as the City (or County)
- The Mayor (or County Executive serves as the Executive Director of an RDA.

A memorandum is attached in the Board Packet that was prepared by our attorneys regarding the Housing Authority’s relationship with the city and merger issues.

Approve Outline Criminal Background Policies

Kim Wilford, Deputy Executive Director

The Criminal Policy Committee, that includes Chair DePaulis and Vice Chair Dave Mansell, has met twice to date. The two main elements of criminal background screening were reviewed: screening and eviction/termination. There are HUD mandatory policies and others left to the discretion of the Housing Authority. Components in both the Administrative Plan and the ACOP include wait list procedures, hearing processes for occupancy, timing of the crime and regulations governing incidents with Victims of Domestic Violence.

The draft proposal in the board packet includes recommendations by the committee the following changes:

- *Time periods for some areas of denial of housing assistance previously began after the release from prison. This was removed.*
- **Removed** a *“prior conviction of murder is a lifetime denial for housing assistance in the case of taking a life,”* and **added**, *“Any household member with the most egregious prior conviction of murder will carry a lifetime denial for housing assistance. Other crimes in the homicide category will be reviewed on a case by case basis for level of severity, nature of the crime and the amount of time that has passed since the crime.”*
- Reworded the use of *“involved in”* criminal conduct to *“convicted of”* criminal conduct.
- Redefined *“currently engaged in”* to *“from various months/twelve months”*. Previously the policies contained inconsistent use of six and twelve months.

Commissioner Gust-Jenson stated that she is not clear why HASLC would punish or impose a “lifetime ban” (according to HUD) if the Justice Department has released someone. She is opposed to any second round of punishment by the Housing Authority.

Motion

Commissioner Bernal moved to approve proposed changes to the Crime Policy. Commissioner Price seconded. Commissioner Gust-Jenson voted no. Chair DePaulis recommended that we re-visit this policy with some discussion in the future.

Contract Award City Plaza Balcony and Rail Repair

The Housing Authority owns approximately 50% of a high-rise “Public Housing” building known as City Plaza that is almost 43 years old. The original concrete balconies have deteriorated over the years due to spalling and moisture intrusion. HASLC took action in 2017 to retain architects and engineers for bid documents and to make interim safety repairs. We then put this out to bid and are prepared to recommend the contract execution for starting then completing this work. Initially 7 bidders showed interest; ultimately we received 2 bids. The schedule is yet to be negotiated.

Renewal and Extension of Contract for Landscape Services

The Housing Authority and its entities utilize a variety of means to maintain landscaping at a variety of properties including contracting out services at some sites (as many as 23) and utilizing internal staff and equipment at others. The services under the existing contract have recently expired and this proposed item extends and updates the existing contract.

The original bids were solicited in early 2016 when an Invitation to Bid (IFB) was advertised in local media, e-mailed to 20 local Landscaping companies and posted on the website.

We received 5 bids at the time and the bid was awarded to **A to Z Landscaping** with a contract for the 2016 season and with the option to renew for the 2017 season. We are requesting authorizing the Executive Director to renew the landscaping services contract with A to Z Landscaping for the 2017 season (May – October) in an amount not to exceed \$56,970.

Motion

Commissioner Bernal made a motion to authorize the Executive Director to renew the landscaping services contract with A to Z Landscaping for the 2017 season.

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

Food Service for Veterans

The Housing Authority and its homeless veteran’s properties/programs at Freedom Landing and Valor House were under contract with Valley Services to have two daily meals prepared and delivered to the residents. In December of 2015 we were notified that Valley Services had lost their contract with Salt Lake County for using their facilities to prepare meals.

Through community outreach staff found Bateman Community Living based in Atlanta, GA who could offer these services. Bateman submitted a proposal in January 2016 and was awarded the sole source contract in March 2016 in a maximum amount of \$237,396 based on unit pricing. The contract was for one year with additional one year renewals.

The services under the existing contract have recently expired and this proposed item extends and updates the existing contract.

We are requesting authorizing the Executive Director to renew the food preparation and delivery services contract with Bateman Community Living for one year at a cost of \$3.00 and \$5.37 per meal respectively with a maximum cap of \$150,000.

Motion

Commissioner Bernal made a motion to authorize the Executive Director to renew the food services contract with Bateman Community Living for one year. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Floor Covering Services with Fibers Inc.

We chose to have two vendors because of the volume of product and services. A committee evaluated the proposals at the time and awarded contracts to “Fibers Inc.” for most non-profit and homeless properties and “Redi Carpet” for the HAME and Public Housing properties. We are proposing a one-year extension with each at no additional cost.

Motion

Commissioner Gust-Jenson moved to approve the contracts with both Fibers Inc. and Redi Carpet. Commissioner Bernal seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Exclusive Negotiations Agreement Station Center

The Redevelopment Agency of Salt Lake City (RDA) has selected the Housing Authority to negotiate the possible sale of land and development opportunity at a site near 400 South and 500 West in the “Depot District” of downtown. The RDA adopted this area in 1998 for redevelopment plans and adopted a “Hub Development Implementation Strategy” for this specific site area in 2014, labeling it the “Station Center”. There is a draft form of exclusive negotiations and due diligence agreement contained in the board packet. It is unclear at this point where the funding stands. We hope this will become

clearer in the future. There is some potential funding sources that we have discussed with the RDA. There was an overview presentation of the project by Joe Post, Director of Real Estate Development and Project Management.

Motion

Commissioner Gust-Jenson moved to authorize the Executive Director to proceed with due diligence with the emphasis that there will be a true and substantial mix of incomes. Commissioner Bernal seconded with the understanding that RDA will consider HASLC as a partner agency. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Executive Director Report

Daniel Nackerman, Executive Director

This is an outline of activities and milestones from the past 30 days:

Shooting at Cedar Crest: In the early morning hours of Friday, February 17th, there was a dispute inside one of our units at Cedar Crest Apartments. One person was shot to death while 4 others were injured. Dan acknowledged and thanked Zac Pau'u, Director of Homeless Programs, for all the time he spent at the units. They have made arrests related to the shooting. There has been drug and gang activity.

The site houses previously homeless veterans. HASLC intends to take CPTED (Crime Prevention Through Environmental Design) measures such as installing security cameras, site lighting, and perhaps fencing while focusing intensely on policy issues through the Commission, the VA, and local homeless housing leaders regarding screening and lease enforcement.

VA Negotiations: The VA is proposing and implementing significant changes that affect our properties and programs. HASLC concerns center on occupancy levels and the fiscal health of the programs. Intense negotiations are expected over the coming month.

Logo/Image/Marketing: Our agency has launched many new image measures such as consistent press releases, increased messaging inside and outside the agency, changed our logo, updating our website, and advanced many other public information and customer service measures. Next steps are to put our name and logo on all our Housing Authority vehicles, developing a more polished annual report, and significantly increasing our community engagements.

Umbrella Project: We are centralizing all of our property management functions. We're calling that the Umbrella Project. There will be a new director to oversee all of these functions.

Moving to Work and DC Representation: In order for HASLC to enter the very competitive HUD process for its "Moving to Work" program, staff is issuing a competitive RFP for Washington, D.C. "representation" through a consultant, law firm or lobbying entity. Chair DePaulis would like to have further discussion at our next meeting. He would like a cost analysis, etc.

Expanding HAME Jurisdiction: The jurisdiction of our non-profit development arm includes the City of Salt Lake only. Staff will be recommending an expansion of that jurisdiction at our next meeting.

Farewell Mike Jones: A fantastic employee in our homeless program and properties has taken an important new position within the Salt Lake Police Department as a social worker. His great work will be missed!

Project Report – 9th East Lofts Development Update

Presented by Joe Post, Director of Real Estate Development

The ribbon cutting is scheduled for March 14th. At 95% completion, most elements of the project have been very successful. Zwick has stepped up activity considerably this last month. No change in the financial.

Project Report – Balcony Repair City Plaza

No change in this report since there was a presentation and a vote taken previously in this Board meeting to authorize the Executive Director to award the bid to KIER Construction for balcony and rail repairs at City Plaza.

Outreach Report

Presented by Kimberly Wilford, Deputy Executive Director

Daniel Nackerman, Executive Director, spoke at the unveiling of the "**Mayor of Salt Lake City's Five Year Housing Plan**". The Housing Authority hosted the event at its Taylor Gardens community room and received excellent press coverage.

Daniel Nackerman spoke at the "**Housing Matters to Everyone**" press conference put together by the Utah Housing Coalition. It was held at the Utah State Capitol. Other speakers included Representative Becky Edwards, Senator Todd Weiler, Jonathan Hardy,

Director, Housing & Community Development, Mayor Jackie Biskupski and DeAnna Dipo, Utah Association of Realtors.

The Executive Director (Daniel Nackerman), Deputy Executive Director (Kim Wilford), Section 8 Director (Jackie Rojas), Eligibility Manager (Tammy Bosch) and Family Self-Sufficiency (FSS) Specialists (Mindy Holman and Amber Howells) met with the Utah Department of Human Services/Division of Child and Family Services Directors (Tonya Myrup and Brent Platt) and team regarding the Housing Authority of Salt Lake City's Family Unification Program (FUP) Youth vouchers. During the meeting the program components were reviewed and discussion regarding the eligibility and application processes. Also discussed was the newly implemented FSS role in working with FUP youth and confirmation of continued partnership between our agencies to house youth aging out of foster care system.

The Executive Director gave a presentation to the University of Utah Social Science graduate class on "Ideal Senior Housing".

The Section 8 Director and one of the Family Self Sufficiency Specialists attended the local Tal-Net (Transition to Adult Living Network) meeting to further interactions between the Department of Children & Family Services and the Housing Authority of Salt Lake City. They presented information about our open vouchers for Family Unification Program (FUP) Youth vouchers and how to apply.

Training and Education Report

Presented by Kimberly Wilford, Deputy Excecutive Director

The Section 8 Specialist, Inspectors and Section 8 Director watched the online training "HQS Refresher e-Learning" through NAHRO Professional Development. This is strictly a refresher course for how to conduct Housing Quality Inspections.

There was a SkillsPath "Managing Unacceptable Worker Behavior" seminar that the Deputy Executive Director (Kim Wilford), Finance Director (Robyn Cordova), Section 8 Director (Jackie Rojas), Tax Credit Properties Supervisor (Vicci Jenkins), Deputy Director (Britnee Dabb) and Homeless Programs Director (Zac Pau'u) attended and learned how to recognize problem behaviors, addressing the problem and assessing its severity, and intervention strategies.

The Case Manager II (Bekke Robb) attended "SPADT (Service Prioritization Decision Assistance Tool)" training at the Volunteers of America Youth Resource Center. This is a homeless assessment tool, and prioritizes who to serve next and why, while concurrently identifying the areas in the person/family's life where support is most likely necessary in order to avoid housing instability.

The Institute of Real Estate Management (IREM) held training on “Identifying Methamphetamine Use in Apartments” which was attended by a Property Manager (Russell Goodman).

The Case Manager II (Bekke Robb) attended “Homeless Management Information System (HMIS)” training learning the HMIS system to better input and track client information for grant reporting purposes.

Board of Commissioners Report

Chair DePaulis said he does not have a report prepared for this month but he working with the previous Chair, Phil Bernal, on getting information for reports. Commissioner Bernal reported that he met with Maria Garcia, Director of Neighborhood Works and that she is very impressed with our Executive Director.

Resident Advisory Report

Presented by Commissioner Alfonsa Price

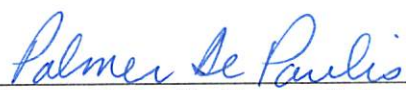
Commissioner Price talked about the upcoming meetings of the Resident Advisory Board. She restated the importance of the RAB and that the residents have a voice. The minutes of the RAP will always be included in the Board Packet.

Motion

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

Adjourn HASLC Meeting

Convene HAME and HDC Meetings



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, February 27, 2017
2:20 p.m. – 2:25 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 2:20 p.m. – 2:25 p.m.

Board Members in Attendance

Palmer DePaulis, Chair
Philip Bernal, Commissioner
Cindy Gust-Jenson, Commissioner
Alfonsa Price, Commissioner

Excused

David Litvack, Commissioner
Dave Mansell, Vice Chair

Staff in Attendance

Daniel Nackerman, Executive Director
Kim Wilford, Deputy Executive Director
Robin Cordova, Finance 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 November 28, 2016

The Executive Director has provided each Commissioner with a copy of the written minutes of the November 28, 2016 HAME Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair Bernal called for a motion.

Motion

Commissioner Gust-Jenson moved to approve the HAME Open Meeting Minutes of November 28, 2016. Commissioner Bernal seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Election of Officers for 2017

Motion

Commissioner Gust-Jenson moved to retain the same officers for HAME as we have for HASLC with the addition of designating the Executive Director as President (Attorney Ryan Warburton advised us that HAME actually has three officers: the Chair, the Vice Chair, and President. The Executive Director is usually designated as the President.) Commissioner Price seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Adjournment

Commissioner Bernal moved to adjourn the HAME Open Meeting. Commissioner Gust-Jenson seconded. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, 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, February 27, 2017

2:25 p.m. – 2:30 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 2:25 p.m. – 2:30 p.m.

Board Members in Attendance

Palmer DePaulis, Chair

Philip Bernal, Commissioner

Cindy Gust-Jenson, Commissioner

Alfonsa Price, Commissioner

Excused

David Litvack, Commissioner

Dave Mansell, Vice Chair

Staff in Attendance

Daniel Nackerman, Executive Director

Kim Wilford, Deputy Executive Director

Robin Cordova, Finance 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 November 28, 2016

The Executive Director has provided each Commissioner with a copy of the written minutes of the November 28, 2016 HDC Open Meeting and the Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Gust-Jenson moved to approve the HDC Open Meeting Minutes of October 31, 2016. Commissioner Price seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Election of Officers for 2017

Commissioner Gust-Jenson moved to retain the same officers for HDC as we have for HASLC, with the addition of designating the Executive Director as President. Commissioner Price seconded the motion. The motion passed unanimously with Commissioners Bernal, DePaulis, Gust-Jenson, and Price voting in favor. There were no objections or abstentions.

Adjournment

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

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director