

HOUSING AUTHORITY OF SALT LAKE CITY

BOARD MEETING MINUTES

Housing Authority of Salt Lake City

1776 South West Temple

Monday, June 26, 2017

11:00 a.m. – 3:35 p.m.

A meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 3:35 p.m.

Board Members in Attendance

Palmer DePaulis, Board Chair

Dave Mansell, Vice Chair

Cindy Gust-Jenson, Commissioner

David Litvack, Commissioner

Alfonsa Price, Commissioner

Excused

Philip Bernal, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director

Robyn Cordova, Finance Director

Laryn Hill, Director of Property Management

Britnee Dabb, Deputy Director

Kim Wilford, Deputy Executive Director

Joe Post, Director of Real Estate Development

Zac Pau'u, Director of Homeless Programs

Jackie Rojas, Director of Section 8

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 May 22, 2017 & THE SPECIAL MEETING MINUTES OF JUNE 2, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the May 22, 2017 Open Meeting and the Special Meeting of June 2, 2017. The Commissioners acknowledged they had sufficient time to review these minutes. Chair DePaulis called for a motion.

Motion

Commissioner Mansell moved to approve the HASLC Open Meeting Minutes of May 22, 2017 and the Special Meeting Minutes of June 2, 2017. Commissioner Gust-Jenson seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, and Mansell voting in favor. Commissioner Price declined to vote as she was not in attendance at either meeting.

PUBLIC COMMENT

None

NEW BUSINESS

Discussion & Motion Items

Daniel Nackerman, Executive Director

We've spent the last couple of months going through a re-vamp of our Personnel Policies which comprises our Employee Team Handbook. You may recall that we specifically left out things that affected compensation, benefits and work place conditions. We felt like there was enough to swallow without getting into details that affect those issues. We'll be bringing you policies and procedures over the next few months as we refine that handbook. I'll go over these issues and then Britnee can answer questions.

Adopt Resolution #513-2017 adding new policy changes regarding Work Hours to the 2017 Employee Handbook (Personnel Policies) attachment – Deputy Director

What we're ostensibly doing is clarifying that there are core hours at this agency which will be between 7:00 a.m. and 6:00 p.m. It is a fairly simple change. Most employees, especially new employees will be working from 8:00 a.m. – 5:00 p.m.

Adopt Resolution #514-2017 adding new policy changes regarding Work Schedules to the 2017 Employee Handbook (Personnel Policies)

This is a little more refinement to the Work Schedules. This applies to (mostly) employees starting after October 2017. The work schedules will often be between 8:00 a.m. – 5:00 p.m. We, of course, will be offering alternate schedules on a case-by-case basis depending on job duties or in unique circumstances, an employee's personal needs. A lot of this is based on customer service and teamwork. We're recognizing that many existing employees have based their lives on these schedules. New employees will not be offered an alternative work schedule.

Adopt Resolution #515-2017 adding new policy changes regarding Compensation Adjustments to the 2017 Employee Handbook (Personnel Policies). In the past, adjustments have been sporadic and not always transparent. If people are going to be compensated more it will be separated into 3 areas:

Merit pay
Cost of Living
Longevity pay – copied the City's longevity pay

Commissioner Gust-Jenson asked if market rates were a consideration. Dan responded that yes; that will be considered.

Adopt Resolution #516-2017 adding new policy regarding changes for Tier I and Tier II Vacation Leave Time to the 2017 Employee Handbook. This new policy proposes to create two tiers of vacation benefit for the first time at HASLC with existing employees (before October 1, 2017) labeled Tier I; after October 1, 2017 will be Tier II.

Tier I will accrue 1.54 hours per pay period (1 week during the first year) and up to 7.69 hours per pay period (5 weeks after 20 years).

Tier II will accrue 1 week at the start of employment (after the 90-day probation period) to 3.08 hours per pay period (two weeks) after the first year.

There is a cap of 200 hours vacation time per year.

Adopt Resolution #517 -2017 adding new policy changes regarding Tier I and Tier II Retirement Benefits to the 2017 Employee Handbook (Personnel Policies). We re-visited this again; reviewing minutes from previous board meetings. There were lengthy discussions about continuing the contribution for current employees and not offering to new employees; however no vote was ever taken. It was clear that the Board desires the additional 2.65% retirement contribution to end. We will end it October 1, 2017. Since Tier II is being created for new employees; this contribution will be discontinued for new employees. The retirement contribution will be "grandfathered in" for current (Tier I) employees.

Employees that are here now will continue to receive the 2.65% additional 401k to the complex URS packages that they have now.

Motion

Commissioner Gust-Jenson moved to Adopt **Resolution #513-2017**: adding new policy changes regarding Work Hours to the 2017 Employee Handbook; **Resolution #514-2017** adding new policy changes regarding Work Schedules to the 2017 Employee Handbook; **Resolution #515-2017** adding new policy changes regarding Compensation Adjustments to the 2017 Employee Handbook; **Resolution #516-2017** adding new policy regarding policy changes regarding Tier I and Tier II Vacation Leave Time to the 2017 Employee Handbook; and **Resolution #517 -2017** adding new policy changes regarding Tier I and Tier II Retirement Benefits to the 2017 Employee Handbook with the understanding that management will be encouraged to include “Market” considerations in the future. Commissioner Mansell seconded it. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell, and Price voting in favor.

Adopt Resolution #518-2017 adding a waiting list preference to the Public Housing Admissions and Continued Occupancy Policy (ACOP) for Victims of Domestic Violence or related Senior Abuse.

Adoption of a preference for families with a victim of domestic violence is encouraged by HUD with the federal Violence Against Women Act (VAWA). Staff is proposing a strengthening of the assistance for victims by adding a similar preference to the Public Housing program waiting lists.

This will help with consistency to our Section 8 program and keep us in compliance with the VAWA Act; a very important federal program.

Implementation of a local preference for Victims of Domestic Violence requires the following per HUD:

- Board Approval
- Resident Advisory Board notification and input
- Public Notice posting 45 days in advance
- Revision of HUD approved Annual and Five-Year Plan

Motion

Commissioner Mansell moved to adopt Resolution 518-2017. Commissioner Litvack seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell, and Price voting in favor. There were no objections or abstentions.

Submittal of Procedures for Personnel Policies

Daniel Nackerman, Executive Director

These are some basic procedures that we have developed related to the Employee's Personnel Policies that are in the handbook. These are "Benefit Plan Enrollment/Changes", "Discipline Appeal", "Performance Evaluation Procedure", "Unpaid Leave Procedure" and "Employee Assistance Program Procedure".

These don't really require Board approval but we are submitting for the Board's information.

Motion to Approve the execution of a contract for site lamp replacement at five properties to Enterlite, Inc.

This involves the exterior lamp replacement for five different properties. We competitively bid this and the low bid was Enterlite, Inc. at the maximum amount of \$56,825.56. We are splitting the cost into two budget years.

Motion

Commissioner Litvack moved to approve the execution of a contract for site lamp replacement to Enterlite, Inc. Commissioner Price seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Discussion Only: Parking Lease or Sale at Ben Albert Apartments

Daniel Nackerman, Executive Director

Our Ben Albert site at 139-140 South 500 East contains 68 small units with two surface parking lots – an upper and a lower. The parking use is somewhat underutilized and a group of developers is planning a new apartment site adjacent to our property and would like to purchase, lease or share parking with our site. They intend to build a parking structure that would extend onto our existing lot.

The developers have proposed purchase options for one level with a lease-back of 5 spaces that may meet our needs. The purchase would bring approximately \$180,000 net cash to our agency. An easement lease would bring steady income to the site with much more chance of future flexibility if the assignment demand increases or decreases.

Our attorney advised that we definitely want an easement and their obligation to maintain it.

We are asking the board for direction as to whether we should pursue this. Commissioner Litvack stated he thought this was a great partnership opportunity. Chair DePaulis asked that we continue negotiating; keep discussing and bring something back at a future meeting so they have more information.

Discuss Conceptual Sale, Renovation, and Repurchase Plan for Canterbury and Cambridge Cove Properties

Joe Post, Director of Real Estate Development and Project Management

Staff has had several meetings with Restore Utah, a Utah company that specializes in the acquisition and rehabilitation of properties. They were directed to us by HAND. They have an unusual pot of money to develop and rehab properties through CRA Funding from Goldman Sachs. They are aggressively trying to buy some of our properties because they have limited time. We do have properties that are getting older and for which we don't have any future plans. We're not gaining any ground on the physical buildings. They want to purchase two of our properties, rehab the properties and then after five years they will sell them back to us.

Commissioner Gust-Jenson asked if by rehabbing these properties, would the rent go up for residents? Also, will residents be displaced? Daniel Nackerman responded that Restore Utah plans to rehab by attrition. They will manage it as they rehab it.

Joe is asking if the Board will support us so that we can pursue more negotiations with them.

Motion to Approve Account Reconciliation Write-Off's for the first quarter of 2017.

Robyn Cordova, Finance Director

We used to bring these Write-Offs to you every six months; we have found it better to bring this to you every quarter now. Much of the bad debt is due to one or more of the following reasons:

- Tenant past due rents
- Maintenance back-charges or tenant related property damage
- Legal charges associated with tenant evictions
- Unreported income by tenants causing a retroactive increase in rents resulting in payback agreements
- Uncollected tenant repayment agreements
- Landlord overpayments (often resulting from unreported tenant moves, tenant skips, or tenants that pass away)

The net bad debt total for this reconciliation period is \$58,924. This amount is over budget due to extraordinary events that occurred during the first quarter of this fiscal

year. The Housing Authority is working very hard to both monitor and control write-off amounts.

Motion

Commissioner Litvack moved to approve the account reconciliation (write-off of bad debt of \$58,924). Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Submittal of Financial Statements for the first four months of 2017.

This is similar to the last item in that we want to submit these more often now. Robin prepared these reports that show a net income/operating gain of \$808,085. HASLC continues to maintain a solid fiscal status for 2017 although we have experienced budget cuts in Public Housing. We continue to operate within the limited amounts granted by HUD. Our Homeless portfolio continues to struggle with vacancies.

Motion

Commissioner Mansell made a motion to recess from HASLC and go into the HAME Session. 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.

Convene HAME Meeting

HASLC Meeting Reconvened at 2:03.

Motion

Commissioner Gust-Jenson made a motion to go into Closed Session to discuss **the character, professional competence, or physical or mental health of an individual (one case – performance evaluation)**. Commissioner Mansell seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, 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

OPEN MEETING MINUTES
HASLC
June 26, 2017

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

The HASLC Meeting adjourned at 3:35 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director

HOUSING ASSISTANCE MANAGEMENT ENTERPRISE
(HAME)

BOARD MEETING MINUTES
Housing Authority of Salt Lake City
1776 South West Temple
Monday, June 26, 2017
1:30 p.m. – 2:00 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 1:30 p.m. – 2:00 p.m.

Board Members in Attendance

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

Excused

Philip Bernal, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director
Robyn Cordova, Finance Director
Laryn Hill, Director of Property Management
Britnee Dabb, Deputy Director
Kim Wilford, Deputy Executive Director
Joe Post, Director of Real Estate Development
Zac Pau'u, Director of Homeless Programs
Jackie Rojas, Director of Section 8
Charlene Owen, Administrative Assistant

Legal Counsel in Attendance

Ryan Warburton, Gilmore & Bell

Chair DePaulis convened the meeting of the Housing Assistance Management Enterprise (HAME) of Salt Lake City.

MOTION FOR APPROVAL OF SPECIAL ELECTRONIC BOARD HAME MEETING MINUTES OF June 2, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the June 2, 2017 Special Electronic 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 HAME Special Electronic Meeting Minutes of June 2, 2017. Commissioner Mansell seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

PUBLIC COMMENT

None

NEW BUSINESS

Motion to Ratify the executed HAME Purchase and Sale Agreement to sell/transfer Denver Street property.

Daniel Nackerman, Executive Director

After many months of hectic work, we as a team with the city and a couple of non-profits, met the deadline for the tax credit application. We were the only applicant from the state of Utah. In order to show site control we had to execute a key document which is the Real Estate Purchase Contract.

Working very closely with several lawyers, we came up with the attached Purchase Agreement; knowing that HAME is both the seller and the buyer in this project. The only other owner of this property is Volunteers of America, another non-profit.

None of the terms changed from what we discussed in the special electronic board meeting of June 2, 2017.

Motion

Commissioner Gust-Jenson moved to ratify the executed HAME Purchase and Sale Agreement to sell/transfer Denver Street property. Commissioner Mansell seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Motion to Ratify the executed HAME Operating Agreement for Denver Partners LLC property.

Daniel Nackerman, Executive Director

Hopefully the Board read all 40 pages of the Operating Agreement. It is a fairly normal document; it establishes the new entity and what the general roles are. The Operative Agreement members are VOA and HAME. This agreement contains the parameters that the Board discussed at the June 2, 2017 meeting.

Motion

Commissioner Litvack moved to ratify the executed HAME Operating Agreement for Denver Partners, LLC. Commissioner Price seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Communications

Project Report – 9th East Lofts

Daniel Nackerman, Executive Director

9th East Lofts is completed and is now 94% occupied. It was pre-leased to 96%. Congratulations to Joe and his staff. Laryn has now inherited all the ragged edges. There is still some outstanding change notices that we are negotiating. We should be okay on budget, but there are still negotiations with the major delay claims to cover losses that will be assessed against Zwick.

Motion

Commissioner Mansell moved to close HAME. Commissioner Litvack seconded. The motions passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

OPEN MEETING MINUTES
HAME
June 26, 2017

The HAME Meeting adjourned at 2:00 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director

DRAFT

HOUSING DEVELOPMENT CORPORATION
BOARD MEETING MINUTES

Housing Authority of Salt Lake City
1776 South West Temple
Monday, June 26, 2017
2:00 p.m. – 2:03 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 2:00 p.m. – 2:03 p.m.

Board Members in Attendance

Palmer DePaulis, Chair
David Litvack, Vice Chair
Cindy Gust-Jenson, Commissioner
David Litvack, Commissioner
Alfonsa Price, Commissioner

Excused

Philip Bernal, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director
Robin Cordova, Finance Director
Laryn Hill, Director of Property Management
Britnee Dabb, Deputy Director
Kim Wilford, Deputy Executive Director
Joe Post, Director of Real Estate Development
Zac Pau'u, Director of Homeless Programs
Jackie Rojas, Director, Section 8
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 April 24, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the April 24, 2017 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 April 24, 2017. Commissioner Mansell seconded the motion. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell and Price voting in favor. There were no objections or abstentions.

Adjournment

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

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director