

HOUSING AUTHORITY OF SALT LAKE CITY
BOARD MEETING MINUTES

Housing Authority of Salt Lake City
1776 South West Temple
Monday, March 27, 2017
11:00 a.m. – 1:10 p.m.

A meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held from 11:00 a.m. – 1:10 p.m.

Board Members in Attendance

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

Excused

Philip Bernal, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director
Robyn Cordova, Finance Director
Tyson Montoya, Controller
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 February 27, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the February 27, 2017 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 HASLC Open Meeting Minutes of February 27, 2017. Commissioner Litvack 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

There was no Public Comment.

New Business

Discussion & Motion Items

Daniel Nackerman, Executive Director

2016 Year End Financial Statements

The Housing Authority of Salt Lake City provides housing opportunities through HUD subsidized programs such as "Public Housing" and Housing Choice Vouchers (Section 8) as well as through Tax Credit-funded and other properties that are owned by the Housing Authority. HUD has continued to cut our funding for the last 8-9 years. The Housing Authority also continues to reduce our dependency on HUD funding by partnering with state, city and local agencies and continuing to develop new properties. The Housing Authority has maintained fiscal stability although challenges are expected in the coming funding year due to the uncertainty with the current administration's likely budget cuts.

There is a financial summary by program in the board packet which details monies spent and funds available.

Commissioner Gust-Jenson requested that the Executive Director keep the Board up to date with any national financial trends particularly as they relate to the Housing

Authority. She also said that the tutorials the Executive Director has given to the Board have been very helpful. The Executive Director suggested having “Board Building” on every agenda which would include tutorials on various subjects.

Motion

Commissioner Mansell moved to accept the consolidated year-end financial statements in summary form for 2016. 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.

Administrative Plan Update – Criminal Background Policies

Daniel Nackerman, Executive Director

The Board of Commissioners approved major revisions to the Administrative Plan on September 29, 2016 with a provision that further review and update to the criminal screening criteria be presented. While working on updates, Daniel Nackerman and Kim Wilford presented an overview concerning crime policies within Housing Authorities at the January 30, 2017 Board Meeting. At that time a committee was formed to review the two main elements of screening; 1) *termination/eviction*, and 2) *screening/denial* of housing for both the Housing Choice Voucher and Public housing programs. The committee met twice. HUD mandatory policies were reviewed and others left to the discretion of the Housing Authority included wait list procedures, hearing processes for occupancy, timing of the crime and regulations governing incidents with Victims of Domestic Violence were discussed.

The committee’s recommended changes were brought to the Board with the outline approved on February 27, 2017. The applicable criminal screening policies which have been revised in the Administrative Plan are as follows (a summary):

- Time periods for denial of housing assistance previously began after the release from prison. This was *changed* to begin at the date of the criminal activity.
- The following was *removed*: “A conviction for murder is a mandatory 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* all use of “involved in” criminal conduct to “convicted of” criminal conduct.
- HUD mandatory denial of assistance includes the requirement, “The PHA determines that any household member is currently engaged in the use of illegal

drugs.” At the PHA discretion, “currently engaged in” is defined as 12 months in all cases. Previous policies contained inconsistent use of six and 12 months.

- *Added*, “The PHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions. Preponderance of the evidence is defined as evidence which is of greater weight or more convincing than the evidence which is not offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.”

We are requesting that these changes be adopted into the Administrative Plan for the Housing Choice Voucher program. We will continue to review these policies.

Commissioner Gust Jenson stated that she would like to see just the HUD Mandatory Policies in the Administrative Plan.

Motion

Commissioner Litvack moved to adopt these proposed changes into the Administrative Plan. 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.

Changes to Admissions & Continued Occupancy Policy (ACOP)

Daniel Nackerman, Executive Director

The purpose of the ‘Public Housing’ program is to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. The Housing Authority of Salt Lake City “Public Housing” portfolio consists of 390 elderly/disabled designated units. The rules and regulations of the Admissions and Continued Occupancy Policies (ACOP) are determined by HUD.

HUD expects PHAs to adopt local policies and procedures that are consistent with mandatory policies in areas where HUD gives the PHA discretion. The PHA’s ACOP is the foundation of those policies and procedures.

This policy has not been updated for years so we are proposing some new changes. They are listed in the section in the board packet (pages 28 & 29) for board review.

Commissioner Litvack requested that we get further information on the assets designated at a future meeting.

Motion

Commissioner Price made a motion to adopt the changes shown and approve the Admissions and Continued Occupancy Policy revisions for the Public Housing Program. Commissioner Gust-Jenson 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.

Approval of New Job Description/Position

Daniel Nackerman, Executive Director

Property management of all properties at the Housing Authority are moving into a more centralized approach for economies of scale, customer service, better team work, more consistency and better reporting. Under this reorganization, labeled the “Umbrella Project” and led by a small group of managers, there is a new need for a central senior manager of all property management staff.

It is proposed that the new position of “Director of Property Management” be added within the HASLC structure.

Motion

Commissioner Gust-Jenson moved to approve the new job position. 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.

Budget Allocation for New Partition Remodeling Work

Daniel Nackerman, Executive Director

During the original acquisition and rehab of our Freedom Landing property, 38 of the 109 units were outfitted with a partition wall. This has granted these units recognition as a 1 bedroom unit for rent structure purposes – a subsidy to the owner (us) upon inspection and rent determination of approximately \$779 per month. The remaining 45 units are presently considered studios – with an average studio rent of \$660. Affixing a wall within the remaining 45 units would both improve the floor plan and allow the units to be considered a one bedroom. There is a Replacement Reserve balance for this property; by using this replacement reserve, there will be no impact on the operating budget.

Motion

Commissioner Gust-Jenson moved to approve using the reserves to complete 45 partition walls at the site. Commissioner DePaulis seconded. The motion passed unanimously with Commissioners DePaulis, Gust-Jenson, Litvack, Mansell 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:

9th Street Lofts Opening

The ribbon cutting was held for the project and well attended by many officials and community members. Particular honors were given and connections were made with state officials, HUD officials, and the Mayor's office. The Housing Authority gained significant recognition as a result.

Book Cliffs Lodge Project

All parcels needed are now under control. An appraisal is underway to solidify the land value for possible purchase. Planning sessions continue with the Urban Indian Center.

Full Staff Meeting

Another "all hands" meeting was held to update staff on all activities, gain input from staff on important decisions, and to honor certain staff.

Financial Audit

Our professional audit firm spent several weeks at the office and have preliminarily concluded the 2016 audited financial statements. No findings are expected.

Station Center Project

The Exclusive Negotiations Agreement with the Redevelopment Agency of Salt Lake City was executed and pre-development work is underway.

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.

Umbrella Project

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

Project Report – 9th East Lofts Development Update

Presented by Daniel Nackerman, Executive Director

The ribbon cutting was held March 14th. At 99% completion, most elements of the project have been very successful. The City has inspected and recommended some minor changes which will delay occupancy by a week.

Project Report – Balcony Repair City Plaza

There was a presentation and a vote taken in last month's Board meeting to authorize the Executive Director to award the bid to KIER Construction for balcony and rail repairs at City Plaza. Our next steps will be outreach to residents and to begin construction.

Outreach Report

Presented by Daniel Nackerman, Executive Director

The Utah Independent Living Center provided the public housing property managers and homeless programs property managers a presentation of their services to integrate and inform our residents. They work with our residents under their "Enhancing the Independence of Persons with Disabilities" program.

Joe Post, the Director of Real Estate Development and Project Management Director met with Salt Lake City Corporation's Planning Division to discuss zoning, planning, inspections, and plan review in relation to current HASLC and prospective HASLC developments.

Joe also attended the Mayor's "Blue Ribbon Committee" for housing in order to stimulate the development of new housing. The Executive Director attended a later meeting.

The Executive Director met with the County of Salt Lake Housing Authority twice during the month to better coordinate programs and share resources.

Key senior staff met with the Veterans Administration to develop concepts for "Hospital to Housing" programs.

The Executive Director met with the city HAND leaders and a developer group, Restore Utah in order consider future joint ventures.

Training and Education Report

Presented by Daniel Nackerman, Executive Director

Commissioner Bernal, the Deputy Executive Director, Kim Wilford and Deputy Director, Britnee Dabb are attending the 2017 NAHRO Washington Conference, “Advocate for a Better Tomorrow”, March 26-28th. They will be visiting our congressional members as part of the conference where attendees go to Capitol Hill to educate members of Congress on the critical role of housing and community development programs.

The Nelrod Company’s Consortium Conference, held March 8-10, provided updated guidance on Public Housing, Section 8, Capital Fund, Fair Housing, Rental Assistance Demonstration (RAD), applicable federal regulations, guides, and notices; state laws applicable to housing. HASLC sent various finance staff, maintenance staff, property management staff, and Section 8 staff.

Green Tech Heat provided on-site bedbug treatment training and certification for 14 of our full time maintenance workers; prior to training we only had one maintenance worker certified.

Our Tax Credit Properties Supervisor attended the IREM training “Leading a Successful Property Management Team” which reviews crucial steps of recruiting, selecting, managing, and evaluating a property management team.

The “Leading a Winning Property Management Team” training was attended by the Tax Credit Properties Supervisor and a Property Manager. The training provided skills necessary for hiring, training, coaching and helping their employees to be successful.

Board of Commissioners Report

Presented by Palmer DePaulis, Chair

Chair DePaulis reviewed the upcoming conferences that are summarized in the board packet. Commissioner Mansell asked if there were conferences that were more beneficial than others. The Utah NAHRO is recommended. The overall Housing Authority budget includes trainings for the Board of Commissioners. It was encouraged that Commissioners let the Board Chair or the Executive Director know and we’ll make the arrangements. Chair DePaulis requested that the Executive Director prepare a larger list of conferences, with conference description and dates. Chair DePaulis will prepare an

updated list of board members who have attended which conferences and who is certified, etc.

Resident Advisory Report

Presented by Commissioner Alfonsa Price

The next RAB meeting is March 29th at Phillips's Plaza. RAB meetings are held every other month.

The minutes of the RAB will always be included in the Board Packet.

Motion

Commissioner Mansell made a motion to adjourn the HASLC meeting to go to HAME and HDC. Commissioner Litvack 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.

Adjourn HASLC Meeting

Convene HAME and HDC Meetings

Re-convene HASLC Meeting

Chair Bernal called for a motion to adjourn the HASLC Meeting. Commissioner moved to adjourn the HASLC meeting. 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.

The HASLC Meeting adjourned at 1:10 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, March 27, 2017
1:05 p.m. – 1:07 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 1:05 p.m. – 1:07 p.m.

Board Members in Attendance

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

Excused

Philip Bernal, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director
Robin Cordova, Finance Director
Tyson Montoya, Controller
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 February 27, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the February 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 Litvack moved to approve the HAME Open Meeting Minutes of February 27, 2017. Commissioner Gust-Jenson 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 HAME Open Meeting. 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.

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, March 27, 2017
1:07 p.m. – 1:09 p.m.

A meeting of the Board of Commissioners of the Housing Assistance Management Enterprise was held from 1:07 p.m. – 1:09 p.m.

Board Members in Attendance

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

Excused

Philip Bernal, Commissioner

Staff in Attendance

Daniel Nackerman, Executive Director
Robin Cordova, Finance Director
Tyson Montoya, Controller
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 February 27, 2017

The Executive Director has provided each Commissioner with a copy of the written minutes of the February 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 Litvack moved to approve the HDC Open Meeting Minutes of February 27, 2017. Commissioner Gust-Jenson 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. Commissioner Gust-Jenson 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.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director